



Student Admission Form 2020



Admission No.: _____

Session: 20__ - 20__

Roll No.: _____

Put a Tick Mark (☑) in the required field/s

Batch No.: _____

Application Under:	<input type="checkbox"/> INSTITUTE OF MANAGEMENT STUDY <input type="checkbox"/> IMS BUSINESS SCHOOL
Application For:	<input type="checkbox"/> BBA <input type="checkbox"/> BCA <input type="checkbox"/> BBA (HM) <input type="checkbox"/> BTMM <input type="checkbox"/> B.Sc. (Media) <input type="checkbox"/> B.Optm <input type="checkbox"/> B.Sc. (HHA) <input type="checkbox"/> MBA <input type="checkbox"/> MHA <input type="checkbox"/> MPH <input type="checkbox"/> MTTM <input type="checkbox"/> M.Sc. (CS) <input type="checkbox"/> M.Sc. (DS) <input type="checkbox"/> M.Sc. (Media) <input type="checkbox"/> M.Sc. (HHA) <input type="checkbox"/> M.Sc. (DN) <input type="checkbox"/> M.Optm <input type="checkbox"/> M.Phil <input type="checkbox"/> FPM <input type="checkbox"/> PGDM (Ex.) <input type="checkbox"/> Other <u>PLEASE MENTION THE COURSE</u>

Scores in MAT/JEMAT/CET/Equivalent Test (Put Tick in applicable examination)

Score _____ Rank _____ (Percentile) _____ (Month) _____ (Year) _____

Candidate's Profile

Candidate Name:	MENTION IN BLOCK LETTERS		Affix Recent Passport Size Photograph
Father's Name:	MENTION IN BLOCK LETTERS		
Mother's Name:	MENTION IN BLOCK LETTERS		
Date of Birth:	Day _____ Month _____ Year _____		
Category:	<input type="checkbox"/> General <input type="checkbox"/> SC * <input type="checkbox"/> ST * <input type="checkbox"/> OBC-A * <input type="checkbox"/> OBC-B * (* Attach Document)		
Religion:	MENTION IN BLOCK LETTERS	Marital Status:	MENTION IN BLOCK LETTERS
Father's Occupation:	MENTION IN BLOCK LETTERS		Father's Contact No.
Local Guardian Name:	MENTION IN BLOCK LETTERS		Local Guardian's Contact No.
Contact No.	Candidate's Contact No.	Email ID:	Email ID of Candidate
Candidate	PAN Card:	Mode of Admission	
	AADHAR CARD:	<input type="checkbox"/> Direct <input type="checkbox"/> Referred	
	Voter Card:	Referred By:	REFERENCE NAME
	Passport No.:	Contact No.	REFERENCE CONTACT No.
	Blood Group:	MENTION YOUR BLOOD GROUP WITH + VE OR - VE SIGN	
Physically Disable: <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, then mention the type and percentage of disability			
Identification Mark: MENTION A PROMINENT IDENTIFICATION MARK ON YOUR BODY			

Candidate's Educational Profile

Education Level	Board / University	School / College	Major / Honours	Passing Year	% of Marks	Division / Grade
Class – X						
Class – XII						
UG						
PG						
Diploma						
Other						

Medium of Instruction: English/Bengali/Hindi/Other () (Tick the appropriate one)

Candidate's Employment Profile (If Any)

Particulars of Employment	Present Job	Previous Job
Designation		
Name of Organization		
Address & Contact No. of Organization		
Duration of service	From: To:	From: To:
CTC (Per annum)		

Note: Company sponsored candidates need to submit the Application Form through the Employers.

Candidate's Present and Permanent Address

☐ Present and Permanent Address Same
(No need to rewrite the addresses)

☐ Present and Permanent Address Not Same
(Mention both the addresses)

Present Address

Permanent Address

P.O.: _____

District: _____

State: _____

PIN: _____ Country _____

P.O.: _____

District: _____

State: _____

PIN: _____ Country _____

Name and Address of Two References (Except Relatives)

Name: _____

Address _____

P.O.: _____ District: _____

State: _____ PIN: _____

Occupation _____

Contact No. _____

Email Id: _____

Name: _____

Address _____

P.O.: _____ District: _____

State: _____ PIN: _____

Occupation _____

Contact No. _____

Email Id: _____

Attested Xerox Copy To be submitted along with the application form:

1. Proof of Age / Date of Birth.
2. Certificates / Mark Sheet of all examinations passed till date.
3. Last Registration Certificate.
4. Admit card / Score Sheet of MAT/CAT/JEMAT or any other Equivalent Examination.
5. Pan Card/AADHAR Card/Voter Card/Passport.
6. Blood Group Document.

-----For Official Use Only-----

☐ Admission Granted ☐ Not Granted

Admission No. _____ Batch No. _____ Roll No. _____

Money Receipt NO. _____ Checked & Verified By: _____

Stamp & Signature with date of Admission Authority

Rules & Regulations

1. Students should keep their identity card with them when they come to the institute. Admission to the institute premises may be denied to those who do not produce the identity card when checked.
2. A student who is found to have suppressed or distorted any information required to be furnished in the application, will not be admitted, and be dismissed and the fee paid is liable to be forfeited.
3. A student expelled on disciplinary grounds will not be eligible for refund of any fees.
4. There shall be no classes on Puja Vacation, other Vacation and Public Holidays as per the rule of the institution.
5. Nomenclature of degrees may be renamed as per UGC / MAKAUT /Affiliating Body Norms, IMS shall have no role in it.
6. Students are not allowed to use Cell phones in the class, cell phones are strictly debarred in the examination hall.
7. Acceptance or refusal of admission is a 100% prerogative of the institution.
8. Students will have to pay the fees as revised by the University from time to time. Fees once paid, is not refundable under any circumstances. No extra fees will be charged in the middle of a session, so far as IMS fees are concerned.
9. Smoking, chewing tobacco, consumption of alcohol is strictly prohibited within the campus. Using slang languages are highly punishable.
10. Ragging, teasing, harassing, abusing in any form shall immediately lead to cancellation of registration and legal action on disciplinary ground to be taken at once. Obscene behavior, blank phone call, vocal abuse over phone are punishable.
11. Students are expected to come to campus in uniform/formals as advised by management. Students are expected to wear descent outfits. However, rubber slippers, shorts, short shirts, skirts, body hugging T-shirts, party dress etc. are not allowed inside the premises. Wearing ear rings and wristlets for boys are not allowed.
12. Students are expected to take care of their valuables, books, bags, phone etc. in the campus. IMS is not responsible for any loss of such items in the campus. Personal belonging of students must be at the individual custody.
13. Minimum of 80% of attendance is required to appear for exam and qualify for placement assistance.
14. 100% placement assistance offers to eligible students with minimum 80% attendance and without any backlog along with good track record of discipline, both in and off campus.
15. There is no placement guarantee or minimum salary assurance, though IMS register almost 100% placement so far, to eligible and willing candidates.
16. Students discontinuing course must return laptop, uniform and books in working condition, otherwise caution money will not be refunded. Students once registered with University after admission can claim refund of caution money only after completion of the course.
17. The entire campus is under CCTV surveillance except toilets. Anybody want to have a look at CCTV footage is always subjected to approval of appropriate authority with service charges as applicable.
18. Students must note, there is an Anti-Ragging Committee, and are expected to abide by restrictions implied by the committee, else must be ready for a punishment or penalty.
19. Library and fees deposition rules must be referred too. As well as Anti-ragging norms must be adhered to strictly.

DECLARATION

I have read the rules and regulations, and also understood the implications of anti-ragging committee. I hereby agree, that if admitted I shall confirm to these rules and regulations and also made hereafter by the institute. I undertake that as long as I am a student of the institute, I will do nothing either inside or outside the Institute that will interfere with its orderly administration, discipline, and reputation. On disciplinary matters, I will abide by the decision of the Director/ Principal / Dean/ Faculty/ Administration etc.

I declare that all the information recorded in this application is true and any false statement or its subsequent discovery will be grounded enough for my immediate removal from the institute without any refund of any fees paid by me.

Place:

Date:

Signature of Guardian in Full (Endorsement of Guardian)

Applicants Signature in Full