

Admission No :

Session: 20 -20

Roll No. :

Batch No. :



INSTITUTE OF MANAGEMENT STUDY

Affiliated TO Maulana Abul Kalam Azad University formerly known as WBUT
For BBA,BCA,BBM ,B.Sc (Media Sc.),BTTM, B.Opto,BHM,MHA,M.Sc.(Comp Sc.),
M.Sc(Media Sc.),M.Sc.(Data Sc.),MPH,MTTM,M.Phil.
Eastern Metropolitan Bypass,93,Mukundapur Main Road,Kolkata,West Bengal,
Pin-700099 INDIA. Phn:2426-4168,Mobile:9831637683/9230860297, Fax-91-33-24264832
E-mail: imsbschool@gmail.com Website: www.imsca.org



IMS BUSINESS SCHOOL

Approved by AICTE and Affiliated to WBUT FOR MBA PROGRAMME
Roypur Ghutiary Station Road P.O: Champahati P.S: Sonarpur South 24 Pgs. Kolkata-150, Pin-743330
Phone (03218)201198 Mobile: 08697052830, 09038845744 Fax; 914-33-24264832
E-mail: enquiry@imsbusinessschool.com Website: imsbusinessschool.com

APPLICATION FOR ADMISSION TO

- UG : BBA BCA BBA(HM) BTTM B.Sc.[Media] B.OPTM B.Sc.(HHA)
- PG: MBA MHA M.Sc.[Media] M.Sc.[DS] M.Sc.[CS] MPH MTTM M.OPTM
- M.Sc(HHA) M.Sc(DN) Ex. PGDM
- RESEARCH : M.Phil FRPM FPM P.Hd

Name :

S/O, D/O, W/O :

Present Address P.O. : Pin Dist. : State : Phone : Mobile : E-mail :	Permanent Address P.O. : Pin Dist. : State : Phone : Mobile : E-mail :
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Scores in MAT/JEMAT / Equivalent Test Score Rank

(Percentile) (Month) (Year).....

PERSONAL DATA :

Date of Birth : Day Month Year
(Enclose document)

Whether SC/ST/OBC

(Attached Documents) :

Marital Status : Married / Single

Father's / Guardian Name :

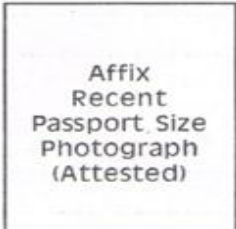
Occupation :

Designation :

Organisation :

Mother's Maiden Name :

Father / Guardian Contact No. :



EDUCATIONAL QUALIFICATION**SCHOOLING**

	Examination Passed	Institution	Board / Council	Year of Passing	% of Marks	Division
Class X						
Class XII						

Medium of Instruction at School : English / Bengali / Hindi / Other (.....)

GRADUATION

Name of Degree	Hons. / Major	Institution	University	Year of Passing	% of Marks	Division

University Regn. No. Year

Name of University

Any Distinction, special Prizes or Recognition received by you (Mention briefly with documents)

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SPECIAL APTITUDE IN ANY IN PARTICULAR FIELD : (Performing Arts, Music, Painting, Games etc.)

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EMPLOYMENT RECORD (IF ANY)

Particulars of Employment	Present Job	Previous Job
Designation		
Name of the organization		
Address & Contact No. of organisation		
Duration of Service	From : To :	From : To :
Salary per Month		

Note : Company sponsored candidate will submit the Application Form through the Employer.

Name and Address of Reference (not relatives)	
Name :	Name :
Address :	Address :
Organisation :	Organisation :
Designation :	Designation :
E-mail :	E-mail :
Phone :	Phone :
Mobile :	Mobile :

ATTESTED DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM :

- i) Proof of Age / Date of Birth
- ii) Certificates / Mark sheet of all the Examinations passed.
- iii) Last Registration Certificate.
- iv) Document of SC/ST/OBC (if applicable)
- v) Money Receipt of the application form and prospectus.
- vi) Admit Card / Score Sheet of MAT/CAT/JEMAT Equivalent Exam.

FOR OFFICIAL USE ONLY

Admission Granted / Not Granted

Admission No. : Batch No. : Roll No. :

Money Receipt No. :
Initial of the admission authority with Stamp & Date

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, 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 / WBUT /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 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 except toilets.
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.

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)

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Applicants Signature in Full