



School of PG Studies

# INSTITUTE OF MANAGEMENT STUDY

93 , Mukundapur Main Road , Kolkata. West Bengal. Pin-700 099. INDIA

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## APPLICATION FOR ADMISSION TO MBA-PGPM/ MBA (IRM)/MBA/MCA/PGDBA/PGDCA

Name

S/o. , D/o. , W/o.

Present Address:

Permanent Address:

P.O.:

Pin:

P.O.:

Pin:

Dist.:

State:

Dist.:

State:

Phone:

Phone:

Mobile:

Mobile:

E-mail:

E-mail:

Scores in CET / JEMAT / CAT / MAT / Equivalent Test Score: \_\_\_\_\_ Rank \_\_\_\_\_

\_\_\_\_\_ (Percentile) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

### Personal Data

Date of Birth : Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

(Enclosed Document) : \_\_\_\_\_

Whether SC/ST/OBC : \_\_\_\_\_

(Attached Document) : \_\_\_\_\_

Marital Status : Single/Married

Father's/ Guardian Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Occupation : \_\_\_\_\_

Mother's Name : \_\_\_\_\_

Affix  
Recent  
Passport Size  
Photograph  
(Attested)

## EDUCATIONAL QUALIFICATION

### SCHOOLING

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

Medium of Instruction at School:

### GRADUATION

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

University Regn. No. : \_\_\_\_\_ Year \_\_\_\_\_  
Name of University : \_\_\_\_\_

### POST GRADUATION (PROFESSIONAL / TECHNICAL QUALIFICATION)

Name of Degree/Diploma	Exam Passed & Subjects	Duration	University/Institute	Year of Passing	% of Marks	Class

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


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


<b>EMPLOYMENT RECORD (IF ANY)</b>		
<b>Particulars of Employment</b>	<b>Present Job</b>	<b>Previous job</b>
<b>Designation</b>		
<b>Name of the organization</b>		
<b>Address &amp; contact No. of organization</b>		
<b>Duration of Service</b>	<b>From:</b> _____	<b>From:</b> _____
	<b>To:</b> _____	<b>To:</b> _____
<b>Salary per Month</b>		

**Note: Company sponsored Candidate will submit the Application Form through the Employer**

<b>Name and Address of reference (not relatives)</b>			
<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Organization</b>		<b>Organization</b>	
<b>Designation</b>		<b>Designation</b>	
<b>E-Mail</b>		<b>E-Mail</b>	
<b>Phone</b>		<b>Phone</b>	
<b>Mobile</b>		<b>Mobile</b>	

**ATTESTED DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM:**

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

**FOR OFFICIAL USE**

**Admission Granted / Not Granted**

**Admission No. :** \_\_\_\_\_ **Batch No. :** \_\_\_\_\_ **Roll No. :** \_\_\_\_\_  
**Money Receipt No. :** \_\_\_\_\_

\_\_\_\_\_  
 Initial of the admission authority with Stamp & Date

## **RULES & REGULATIONS**

- Student 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.
- A student who is found to have suppressed or distorted any information required to be furnished in the application will, if admitted, be dismissed and the fee paid is liable to be forfeited.
- A student expelled on disciplinary grounds will not be eligible for refund of any fees.
- There shall be no classes on Puja Vacation and Public Holidays as per the rule of institution.
- Students are not allowed to use cell phones in the class, cell phones are strictly debarred in the examination hall.
- Acceptance or refusal of admission is a 100% prerogative of the institution.
- Students will have to pay the fees as revised by the institute from time to time .Fees once paid, is not refundable under any circumstances. No extra fees to be charged in the midst of a batch. University Fees may be revived by University and students have to bear with that even in the mid session.
- Students applying for scholarship must provide documentary evidence of the family income and must have 1st division marks in all public examination.
- Smoking, chewing tobacco, consumption of alcohol is strictly prohibited within the campus.
- Using slang languages are highly punishable.
- Ragging, teasing, harassing, abusing in any form shall immediately led to cancellation of registration and legal action on disciplinary ground to be taken at once.
- Minimum of 80% of attendance is required to appear for exam and qualify for placement assistance.
- Students are expected to wear any descent outfit. However, rubber slippers, short, short shirts, body Hug T- shirts etc. are not allowed inside the premises. Students are advised to come in formals in any special official occasions.
- There is no job guarantee – minimum salary assurance, though IMS registered 100% placement so far. However, 100% placement assistance shall be provided to the students with minimum 80% of attendance.

### **DECLARATION:**

I have read the rules and regulation of Institute of Management study at present in force and here by agree, if admitted, to conform to these rules and regulations and also the rules 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 Principal/Director/Dean etc. I declare that all the information recorded in this application is true and any false statements or its subsequent discovery will be grounds enough for my immediate removable form the institute.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature in full