

ADMISSION FORM

For the session 20 __

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| Course applied for*: B.Tech / BBA / BCA / M.Tech / MBA / PGDM / M.Sc. / Ph.D _____ |
| Stream (for B.Tech & M.Tech) _____ |

1. Name : Mr./Miss/Ms. : _____ *Please tick your choice

2. Date of Birth : _____ Mobile : _____

3. Address : a) Present : _____

b) Permanent : _____

c) Contact Tel. No. : Residence : _____ Mobile : _____

d) E-mail : _____

Affix a passport size
colour photograph
& provide one
more copy for
identity card

4. Father's / Mother's Name : _____ Mobile : _____

5. Guardian's Name : _____ Relation : _____

Full Office Address of Father / Guardian : (Please give full details so that we can contact immediately in case of emergency)

Designation : _____ Monthly income : _____

Phone No.:(O) _____ Resi : _____ Mobile : _____

E-mail : _____

6. Academic Qualifications [Starting from Madhyamik (10th standard)]. Xerox copies of all Marksheets must be attached.

| CERTIFICATE/ DEGREE/DIPLOMA | NAME OF SCHOOL/COLLEGE | YEAR | NAME OF BOARD/ UNIVERSITY | SUBJECTS | % OF MARKS IN AGGREGATE | DIVN./CLASS/ GRADE |
|--------------------------------|---------------------------|------|------------------------------|----------|----------------------------|-----------------------|
| 10th Standard | | | | | | |
| 10+2 Standard | | | | | | |
| | | | | | | |
| | | | | | | |

7. Percentage of marks obtained in English language at a) Madhyamik level : _____ b) H.S.level : _____

8. Extra-Curricular Activities and Hobbies : _____

9. Admission Tests : GMAT / CAT / MAT / XAT / JEMAT / WBJEE / JEE Main / IEMJEE Regn. No. : _____

Score : _____ Rank : _____ Others (Specify) : _____

Voluntary Declaration & Undertaking

We, the undersigned signatories as student and guardian hereby agree to abide by all rules and regulations which are in force or will be framed from time to time by the Institute of Engineering & Management, Kolkata authorities. We also understand that the Institute of Engineering & Management, Kolkata is private self-financed and hence timely payment of fees is of paramount importance. We agree and undertake to pay fees within seven days of commencement of the semester, failing which the student's name will be struck off from the institutes student register and consequently he/she will cease to be a student of the Institute from that date. He/she can pay readmission fee of Rs. 10,000.00 and regularise studentship.

Any damage caused to Institute of Engineering & Management, Kolkata property will have to be replaced/purchased/compensated by the student immediately, failing which his/her name will be struck off from the roll of the Institute. Bunking of classes, creating noise, which may disturb smooth functioning of the Institute will be dealt with seriously and will result in disciplinary action against the student. During studentship of the institute smoking, consuming or possessing alcohol or forbidden drug will result in suspension for one full semester. During class hours no student is allowed to loiter around or sit in canteen. Any graffiti on institute wall is punishable.

We further undertake not to participate or organize any type of organizational activities without the written permission of the Institute of Engineering & Management, Kolkata authorities during the study period. Any type of indiscipline as mentioned above on the part of the student will result in his/her summary expulsion from the Institute and the decision of the authorities of the Institute will be final and binding on all concerned. If anybody individually or collectively indulge in indiscipline, the authorities may suspend classes sine-die. All both boys and girls are to come to the Institute of Engineering & Management, Kolkata in institutes prescribed uniform.

We are aware that students are required to attend 100% classes. Upto 20% absence may be permitted by the Institute of Engineering & Management, Kolkata for medical reasons to be substantiated with documents. If the attendance is less than 80%, the student will not be allowed to sit for any exams and he/she will be asked to repeat the academic year. We have understood that failure to attend classes affects students in many ways such as;

(i) Difficulty in following subsequent lecturers. (ii) Proportionate deduction of internal marks. (iii) Poor attendance will result in refusal of placement assistance.

We also understand that Institute of Engineering & Management, Kolkata are secular in nature and no religious activities or religious dress of any kind will be permitted within the campus at any time.

We have fully understood that Institute of Engineering & Management, Kolkata provide placement training & guidance but do not assure employment to students. We are fully aware that employment is ultimately the responsibility of the individual student and depends on a variety of factors such as state of the economy, attitude of the student, smartness, technical/managerial knowledge, personal skills and overall academic performance.

We were informed by the Institute of Engineering & Management, Kolkata during admission that Soft Skill Development Programme (SSDP) and Higher Career Training Programme (HCTP) are optional but IEM Group's experience showed that students with Soft Skill Development Programme and Higher Career Training Programme perform better during placement, competitive examinations & interviews. We want to take these training.

We request you to reserve one seat in AC luxury hostel accommodation for the total course period. We agree to pay Rs. one lakh per semester as fees towards seat rent, breakfast, lunch, dinner & laundry fees. Fees once paid is non-refundable under any circumstances.

On any matters whatsoever pertaining to the Institute of Engineering & Management, Kolkata, e.g., amount of fees, discipline, code of conduct, academic matters, timings etc., the decision of the academic head of the Institute will be final and binding on us.

We hereby undertake and agree that the admission is being subject to jurisdiction of Barasat court i.e. under jurisdiction of 24 pgs (North), WB.

We have carefully studied the rules and regulations of admission available in the statutes and explained to us and we shall accept the decision given by the academic head as final and binding.

We shall conduct ourselves as per the rules, regulations and norms of the Institute failing which the student is liable to be debarred from the Institute.

We have also read, understood and accepted the code of conduct and the notification displayed on the general Notice Board of the Institute and we shall take note of the communications put from time to time.

All informations and declaration made in the application form and documents submitted as per rules are correct and true to the best of our knowledge and belief. Admission will be treated as cancelled, if documents found later as wrong.

Admission to all degree courses are subject to registration by University. In case of refusal of registration of a student by the University concerned or in the event of withdrawal of affiliation, liability of the institute will be limited to refund of fees only.

We have not paid any capitation fees for admission to institutes.

Admitted for the course Branch

Signature of Guardian

Signature of Student

Phone (Landline) :

Mobile :

Mobile :

Date :

Date :

N.B.: All payments by DD in favour of 'Institute of Engineering & Management Trust' payable at Kolkata.