

## ADMISSION FORM

For the session 20 \_\_ \_\_

Course applied for\*: B.Tech / BBA / BCA / MCA / M.Tech / MBA / MBA (GM) / M.Sc. / Ph.D \_\_\_\_\_

Stream (for B.Tech & M.Tech) \_\_\_\_\_

1. Name : Mr./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 : \_\_\_\_\_

4. Father's Name : \_\_\_\_\_ Mobile : \_\_\_\_\_

5. Mother's Name : \_\_\_\_\_ Mobile : \_\_\_\_\_

6. 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 : \_\_\_\_\_

7. 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						
Graduation						

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 : CAT / MAT / WBJEE / JEE Main / GATE Regn. No. : \_\_\_\_\_

Score : \_\_\_\_\_ Rank : \_\_\_\_\_ Others (Specify) : \_\_\_\_\_

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

# INSTITUTE OF ENGINEERING & MANAGEMENT, KOLKATA

## 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 and 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 the 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 students are required to come to the Institute compulsorily in 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 which has 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 lectures. (ii) Proportionate deduction of internal marks. (iii) Poor attendance will result in the refusal of placement assistance.

We also understand that Institute of Engineering & Management, Kolkata is 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 provides 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), Higher Career Training Programme (HCTP) and FICP (Foreign & Industry Certification Programme), Foreign language training, Placement training, MOOCS, Foreign certification, Industry certifications & Software skills are optional but IEM's experience showed that students with Development Programmes perform better during placement, competitive examinations & interviews. We want to take these trainings. (Once a student chooses this option, it is for full course).

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 subjected 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. In case of failure, 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 shall take note of the communications put from time to time.

All information 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 false.

Admission to all degree courses are subjected to the registration by the University of Engineering and Management, Kolkata. 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 Institute.

Admitted for the course ..... Branch .....

Signature of Guardian

Signature of Student

Phone (Landline) :

Mobile :

Mobile :

Date :

Date :

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