

# INSTITUTE OF ENGINEERING & MANAGEMENT TRUST (IEMT)

120, SDF BUILDING, SALT LAKE ELECTRONICS COMPLEX, CALCUTTA - 700091

## ADMISSION FORM

For the session 20 \_\_

INSTITUTE APPLIED FOR : \_\_\_\_\_

Course applied for:  BBA  BCA  B.Tech  M.Tech  MBA  MBA for Executives  M.Sc.(I.Sc.)  MCA  B.Sc. (Hotel Management)

Stream (for B.Tech & M.Tech) \_\_\_\_\_ Shift preference : Morning  Afternoon  Evening

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

2. Date of Birth : \_\_\_\_\_

3. Address : a) Present : \_\_\_\_\_

\_\_\_\_\_

b) Permanent : \_\_\_\_\_

\_\_\_\_\_

c) Contact Tel. No. : Residence : \_\_\_\_\_ Mobile : \_\_\_\_\_

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

4. Do you need Hostel Accommodation : Yes / No (We have limited hostel accommodation).

5. Father's Name : \_\_\_\_\_

6. Mother's Name : \_\_\_\_\_

7. Guardian's Name : \_\_\_\_\_ Relation : \_\_\_\_\_

Full Office Address, Designation & Ph. No. : \_\_\_\_\_

\_\_\_\_\_

Phone No. : Office : \_\_\_\_\_ Residence : \_\_\_\_\_ Monthly Income : \_\_\_\_\_

8. Do you have any Manager/Engineer in the family ? (Give detail position held with designation and phone numbers)

(a) \_\_\_\_\_

(b) \_\_\_\_\_

9. Are you a NRI as per RBI guidelines ? \_\_\_\_\_

10. Are you a foreign student ? \_\_\_\_\_ Citizen of ? \_\_\_\_\_

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

CERTIFICATE/DEGREE/ DIPLOMA	YEAR	NAME OF BOARD/ UNIVERSITY	SUBJECTS	% OF MARKS IN AGGREGATE	DIVN./CLASS/ GRADE

12. Percentage of marks obtained in English language at a) Madhyamik level : \_\_\_\_\_ b) H.S. level : \_\_\_\_\_

13. Track record of leadership activities : \_\_\_\_\_

\_\_\_\_\_

14. How will you enrich the student life in the institute ? \_\_\_\_\_

\_\_\_\_\_

15. What are your short term goal in life (5 years) ? \_\_\_\_\_

\_\_\_\_\_

16. What are your long term goals in life (20 years) ? \_\_\_\_\_

\_\_\_\_\_

17. Preferred Contact time \_\_\_\_\_

18. Do you have driving licence ?  Yes  No If yes, please give following details :

Licence number \_\_\_\_\_ Year of Expiry \_\_\_\_\_ Issued at \_\_\_\_\_

19. Do you have Passport ?  Yes  No If yes, please give following details :

Passport number \_\_\_\_\_ Year of Expiry \_\_\_\_\_ Issued at \_\_\_\_\_

*(In case you do not have passport, you need to apply for a driving licence, passport immediately on admission).*

20. Other Academic Qualifications (Certificates/Diploma in Sports/Cultural/Volunteering/Other courses)

Programme	Board/University	Institution	Year

21. Employment Details (In reverse chronological order)

*(Please give details of full-time job/jobs done after graduation)*

Organization	Year		Duration (in months)	Designation	Gross salary (Rs. per month)	Role
	From	To				

22. Extra-Curricular Activities and Hobbies : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. Source of information about IEMT :

- Advertisement in \_\_\_\_\_ Newspaper  Brochure/Poster  
 Advertisement in \_\_\_\_\_ Magazine  Friends  
 College/teachers  Friends/Relatives  Internet/website  
 Other (please specify) \_\_\_\_\_

24. Admission Tests :

- e-MAT /  CAT /  MAT /  XAT /  JEMAT /  WBJEE /  IITJEE /  AIEEE Registration No. : \_\_\_\_\_  
Score : \_\_\_\_\_ Rank : \_\_\_\_\_ Others (Specify) : \_\_\_\_\_

IEMT use institutes the above admission test Scores for short listing candidates for GD/PI. IEMT institutes conducts its admission process and counselling on the basis of inter-se merit for admitting students.

### Voluntary Declaration

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 authorities. We also understand that the institute 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 Register and consequently he/she will cease to be a student of the Institute from that date.

Any damage caused to Institute 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, smoking, consumption of intoxicating materials or any such act which may disturb smooth functioning of the Institute will be dealt with seriously and may result in disciplinary action against the student.

We further undertake not to participate or organize any type of organizational activities without the written permission of the Institute authorities during the study period. Any type of indiscipline as mentioned or not 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. As both boys and girls are expected to come to the Institute in formal dress which looks decent and sober, we hereby agree to adhere to the same.

We are aware that students are required to attend 100% classes. Upto 20% absence may be permitted by the Institute 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 cause adverse remark during placement.
- iv) Institute may refuse to provide placement assistance to students with inadequate attendance.

We also understand that IEMT institutes 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 IEMT institutes provide placement assistance but does not guarantee 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.

On any matters whatsoever pertaining to the Institute and also regarding amount of fees, discipline, code of conduct, academic matters, timings etc., the decision of the management of the Institute will be final and binding on us.

## **Undertaking**

- 1) We hereby undertake and agree to the admission being subject to jurisdiction of courts at Kolkata.
- 2) We have carefully studied the rules and regulations of admission as given in the prospectus and explained to us and we shall in matters of interpretation, accept the decision given by the authorities as final and binding.
- 3) 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.
- 4) 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.
- 5) We have been explained clearly that the IEMT runs many educational Institutes with affiliation of different Universities and many institutes which are study centers of various DEC and UGC approved Universities. We have filled up the application forms after studying all the options.
- 6) All admissions offered by Institute of Engineering & Management Trust institutes are conditional, subject to the following conditions :
  - i) 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.
  - ii) Admission to all degree courses are subject to registration by the respective University. In case of refusal of registration of a student by the University concerned or in the event of withdrawal of affiliation, IEMT shall not be held liable for such cases. IEMT will refund the entire fees paid without any deduction.
- 7) We have not paid any capitation fees for admission to IEMT institutes.
- 8) In case of refund of fees for any reason whatsoever we agree to the following :
  - i) Fees paid for AICTE courses will be refunded as per AICTE rules.
  - ii) Fees paid for University courses will be refunded as per University rules.
  - iii) Fees once paid for certificate programmes will not be refunded under any circumstances.

Signature of Guardian :

Signature of student

Date :

Date :

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### **FOR OFFICE USE ONLY**

Form checked by :

Fees deposited Rs.

Admission recommended by :

Admission approved by :

Receipt no. & date :

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