



10. Languages known :	Read	Write	Speak	
(i) English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Bengali	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) Other Indian Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
(v) Foreign Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Name the Indian Language)
(vi) Mother Tongue _____				_____
				(Name the Foreign Language)

11. Extra-curricular activities :

<input type="checkbox"/> Games	<input type="checkbox"/> Sports	<input type="checkbox"/> Music	<input type="checkbox"/> Dance
<input type="checkbox"/> Recitation	<input type="checkbox"/> Drama	<input type="checkbox"/> Quiz	<input type="checkbox"/> Debate
<input type="checkbox"/> Others _____	_____		

(Please provide details)

12. Academic Records :  
(Attach attested copies of marksheet)

Examinations Passed	Name of the School/ College / Institution	Board / Council / University	Year of Passing	Medium of Instruction	% of Marks / Division	Marks in Maths/Stats/IP/ Comp. Appl. for BCA (Any other Best Subject)
Secondary or equivalent						
10 + 2 (Pre Board)						
Higher Secondary or Equivalent						
Graduate (BBA/BCA/BA/B.Sc/B.Com)						

13. Do you have any year gap (after passing of class X / XII Board / Bachelor courses)?  Yes  No (Please ✓)

If yes, specify reason

14. Family Background :

	Father	Mother	Brother(s) / Sister(s)	
Name				
Age (Yrs.)				
Qualifications				
*Organisation				
**Designation				
Phone (O)				
Phone (R)				
Phone (M)				
Email - ID				

\* Whether in Job or Business  
\*\* Status in Job or Business

15. Family Income (Gross) : Rs. \_\_\_\_\_ Per annum

16. Scholarship(s) / Award(s) received, if any

(Evidence to be submitted) : \_\_\_\_\_

17. What is your career objective ?  
(Please ✓ )

Service (in Industry)       Teaching       Joining Family Business  
 Entrepreneurship       Research & Development

18. Do you intend to pursue higher studies after BCA / BBA / B. Sc (Media Science) / M. Sc (Media Science)?

Yes     No    (Please ✓ )

(If yes, please specify) \_\_\_\_\_

19. Do you suffer from any Chronic Disease ?

Yes     No    (Please ✓ )

(If yes, please specify) \_\_\_\_\_

(Please provide Medical Certificate)

20. Are you physically challenged ?

Yes     No    (Please ✓ )

(If yes, please specify) \_\_\_\_\_

(Please provide Supporting Document)

21. Identification Marks : \_\_\_\_\_

22. Two Referees who should be responsible persons and not related to you :

Name, Organisation attached & Documents	Address Res / Office	Phone Res / Off

23. Additional Remarks : (Any other information which has not been covered under the above heads)

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

24. Declaration:

1. We solemnly declare that the entries made in this form are true to the best of our knowledge and belief and we shall be held solely responsible for any discrepancy.
2. We hereby undertake to
  - abide by the Academy's rules and regulations, which are in force at present or will be revised from time to time.
  - compensate against any damage that may be caused to the Academy's property by the student.
3. We understand that
  - discipline, attendance in classes and positive attitude are the virtues which are considered as cornerstones of success and play a most dominant role in the career growth of a student.
  - 100 % attendance in classes is required for all round development of a student and that bunking of class is considered gross indiscipline.
  - the name of a student is liable to be struck off from the Academy's roll if he/she is absent continuously for more than a week without any valid reason in writing ; else the student will have to get readmitted on payment of restoration charges.
  - **in case attendance in classes falls below 75%, for whatsoever may be the reason, a student is liable as per university regulations to be debarred from appearing at the university semester examination.**
  - smoking, consumption of alcohol, use of drugs, chewing betel leaves and tobacco are strictly prohibited within the campus and offenders will be punished as per Academy's norms and practices.
  - Ragging being a Social Crime, any type of physical and /or psychological ragging is strictly prohibited as per Supreme Court verdict, directive of the Govt. of West Bengal.
4. We promise to the effect that both of us are aware of the law regarding prohibition of ragging as well as the punishment if found guilty of the offence of ragging and / or abetting ragging.
5. We have gone through the fee structure of the college for the course and will pay fees normally within the notified date by the Academy.
6. We are aware that admission will be exclusively on merit basis and first cum first basis as per guidelines of the University. In the event, a student found ineligible after scrutiny or due to norms set by the University, admission will be denied and admission deposit money will be refunded.
7. A student, if admitted based on pre-board marks of 60% or above in aggregate but could not secured 60% or above marks in class XII board examination, his/her admission may be denied at the discretion of the management of the college.
8. I confirm that I have not taken admission in any other Institution after passing H. S. or equivalent examination (for Bachelor courses) and / or after passing Bachelor Degree Course (for Master course).

25. Documents to be attached :

- Attested photo copies of mark-sheet of Secondary, Higher Secondary Board or equivalent examination, Graduation or equivalent examination for M. Sc students and Admit Card of the Secondary Examination as proof of Date of Birth .
- Four stamp size (25mm x 35mm) colour photographs.
- Caste Certificate (for SC/ST/OBC Categories).

Signature of Father / Mother / Guardian

Signature of Student

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

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

### TO BE FILLED IN BY THE OFFICE

Roll No. 

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University Regn. No. 

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Verified original documents :  
(Date of Birth, Mark sheets, and other relevant documents) 

Yes	No
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 (Please ✓)

Received Cash\* / Cheque / D.D. No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

\_\_\_\_\_ Bank \_\_\_\_\_ Branch for Rs. \_\_\_\_\_

\*For Cash Deposit mention the place of Deposit. PNB  Accounts Dept.

Signature of the person who  
Counselled & verified the  
Original Documents

Principal / Dean (Media Science) /  
Deputy Registrar

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