

APPLICATION FOR THE ACADEMIC SESSION 2015-17 POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

Paste passport size
photograph

(PLEASE FILL IN CAPITAL LETTERS)

FOR OFFICE USE ONLY

Form No

☐ ELIGIBLE

☐ NOT ELIGIBLE

Documents Status

☐ Submitted

☐ Pending

APPLICANT'S INFORMATION

Applicant's Name : _____

Date of Birth : DD/MM/YYYY Age : _____ Sex : _____ Nationality : _____

Father's Name: _____

Mother's Name: _____

Guardian's Name : _____
(if applicable)

Occupation : _____

Residential Address : _____

City/Village : _____ Postal Code: _____

Email Id : _____ Telephone: _____

Applicant's Mobile : _____ Parent / Guardian's Mobile : _____

SOURCE OF INFORMATION

☐ Advertisements ☐ Website / Internet ☐ Fair/College Campaign ☐ Recommendations/Referral

If Other (Please Specify) _____

ACADEMIC DETAILS

Name of School/College	Exam Passed	Year of Passing	Council/University	Aggregate	Percentage

CAT Score

CAT Percentile

MAT Score

MAT Percentile

DOCUMENTS TO BE PUT FORWARD WHILE SUBMITTING THE APPLICATION FORM

- ☐ Attested copy of Mark Sheets of Secondary (Class X) | Higher Secondary (Class XII) | Bachelor's Degree / Provisional Degree certificate / Admit Card.
- ☐ CAT/MAT score card.
- ☐ Awards and Achievement Certificate. (if any)
- ☐ School Leaving Certificate or Original Transfer Certificate | Migration | Birth Certificate.
- ☐ Medical Fitness certificate to be issued by a Government Registered Medical Practitioner certifying physical & mental fitness to undergo management education & it's all extra & co-curricular activities.
- ☐ Work Experience Certificate. (if any)
- ☐ 5 Latest Passport size color photographs.

RULES AND REGULATIONS

STUDENTS ARE REQUIRED TO ABIDE BY THE FOLLOWING TERMS AND CONDITIONS UPON ADMISSION TO THE POST GRADUATE DIPLOMA IN MANAGEMENT PROGRAMME

1. It is assumed that the students have gone through the prospectus minutely nevertheless it is stated on the express condition that all matters in it are subject to change from time to time without notice.
2. Final admission is subject to the student's procuring the clearance certificate in the qualifying examination. The admission of a student may stand cancelled if the documents submitted are found to be false or incorrect.
3. JSB reserves the right of merger of courses or to vary content and/or delivery of courses in the academic interest of the students. All electives courses have limited number of seat and the students will be admitted as on first come first serve basis.
4. For administering an elective subject a minimum number of stipulated students should enroll as determined by JSB.
5. If a student is found indulging in drug abuse, violence or improper behaviour and who does not adhere to the rules and regulations which are relevant from time to time, he / she may be expelled depending on the recommendations of the disciplinary committee.
6. JSB has taken due and reasonable care in obtaining the autonomy status and approval from the concerned governing body (AICTE) and the ministry of HRD. However JSB shall be bound to changed laws / government policy/ judicial ruling affecting its status as such. It shall have no liability in any such an event.
7. In case a student withdraws from college on his / her volition within fifteen days of commencement of either preparatory classes/1st trimester classes, whichever comes earlier, JSB shall refund entire amount paid by the student against course fees to the college after deducting Rs.1000/- only as processing fee. However if a student withdraws after 15 days of the commencement of the course and the seat falling vacant is not filled up by any other student, then there shall be no refund at all.
8. In addition to the semester fee, a student shall pay a re-registration fee of Rs.100/- every trimester.
9. In case, a student fails to pay his dues or cause damage to college property, the college is liable to deduct necessary amount from the admission caution deposit. The School of Business does not accept responsibility and expressly excludes all liability that may result from any loss, damage, or injury caused to a student or to his/her property.
10. A clearance certificate from all the departments of JSB has to be signed at the end of every trimester before being allowed to take the term-end examination.
11. JSB reserves its right to revise the fee structure. Fees payable for the PGDM programme, are subject to change from time to time as the college may deem fit. Refund policies and fees payable shall be made available to the student on admission.
12. All disputes / claim of any kind are subject to the jurisdiction of the courts in Kolkata.
13. JSB has the right to use the photograph and profile of any student in various communications and publicity.

UNDERTAKING/DECLARATION

I.....Son/Daughter of Sri/Smt.
declare that the informations furnished in the application form is true and correct to my knowledge. I shall abide by the standard rules and regulations of Jyotirmoy School of Business and AICTE.

Signature of Applicant : _____

Date : _____

Signature of Parent / Guardian : _____

Place : _____

JYOTIRMOY SCHOOL OF BUSINESS

CAMPUS

Jyotirmoy Knowledge Park, Kalikapur, 24 Parganas (S), Kolkata Mega City- 743 330, West Bengal, India.
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