



AIMS COLLEGE
Zonal Centre, J.P. Avenue, Sagarbhanga
Durgapur, Dist: Burdwan, W.B. Pin: 713211
www.aimscollege.com

APPLICATION FORM

College Rules & Regulation

- ★ The students should present themselves in their respective classrooms and laboratories five minutes before the commencement of the session. This is applicable for both Theory & Practical Sessions.
- ★ Students should carry their identity cards at all times and produce the same when required.
- ★ No student is allowed to leave the college premises during the college hours.
- ★ Students should comply with the grooming standards of the college. The students should maintain their proper dress code & also maintain their daily grooming.
- ★ No visitor is entertained to meet the students during the college hours, without the prior permission from the management.
- ★ Possession of cell phones, pagers, i-pods of any electronic gadgets are not allowed inside the college campus. In case of emergency they can use the college phone.
- ★ Smoking, chewing of gum, Gutka etc., inside the college campus is strictly prohibited.
- ★ Students are required to attend guest lectures, demonstrations, seminars and events outside their regular schedule.
- ★ Without the prior permission of college, students are not allowed to attend any outdoor / part-time jobs.
- ★ Students are required to put in minimum of 80% attendance to be eligible for appearing in the final examination. Any student absenting himself or herself continuously for one week without prior permission will be liable for disciplinary action.
- ★ The management has every right to take disciplinary action or ask the students to discontinue in case of irregularity in attendance, studies and indisciplined behavior.
- ★ Students would be charged for breakages and damage done by them in the college throughout the year.
- ★ Fee once paid will not be refunded or adjusted.
- ★ The management reserves all rights to amend any of the regulations as and when found necessary without prior intimation.
- ★ Fee should be paid on due time else penalty will be charged.
- ★ Students have to obtain at least 50% aggregate average marks in both the semester to be having a better placement.
- ★ The students applying for admission must read the prospectus carefully and convince himself / herself that he / she is found to be intelligible, he or she may be expelled from the college & no refund will be given in that case.
- ★ After registration if any type of circumstances arise due to which candidate unable to continue his / her course, in such situation the registration fees will not be refundable.
- ★ If the course fee is not being paid by the student on the schedule date then the student will have to pay Rs.1,000/- as a late fee along with the fees.
- ★ Any legal disputes shall be dealt under Durgapur Jurisdiction (West Bengal).
- ★ Any type of indiscipline, bad manners, illegal activities, misbehavior, will not be entertained. College authority is liable to take any necessary action or decisions against the student without giving any prior information.
- ★ Students have to follow the rules and regulations to have the library facilities.
- ★ All the registered students of AIMS College are to obey the rules and regulation mentioned above.

Form

Personal Data Form (PDF)

Maulana Abul Kalam Azad University of Technology(M.A.K.A.U.T)

Please Tick the Course applied for

- BBA - Bachelor in Business Administration
- BCA - Bachelor in Computer Application
- BBA - Hospital Management
- BHM - Bachelor in Hospitality Management



PERSONAL DETAILS

Name: Mr./Ms.
(Use Capitals Only) (As it appears in official records. Underline Surname)

Parents Name.....

Address of Correspondence.....

..... Pin..... Telephone with Code

Cell No..... E-mail.....

Date of Birth

D	D
---	---

M	M
---	---

Y	E	A	R
---	---	---	---

FAMILY BACKGROUND

Fathers Name.....

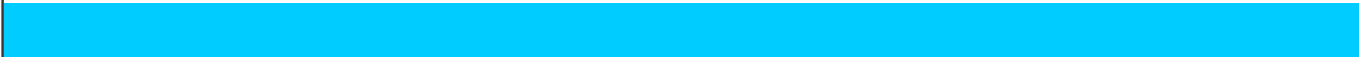
Mothers Name.....

Guardians Name.....

Relationship with the applicant : Son / Daughter / Others (Specify).....

Caste : General SC ST OBC

Occupation : Service Own Business Professional Others



Designation Organization.....

Address

..... Pin..... Phone.....

No. of Dependants :

Tel. Ph. Off : Fax :

Cell No : E-mail:

ACADEMIC QUALIFICATION

Qualification	Subject	Board / Univ	Name of the School / College	Year of Passing	Medium	Dvn	Aggregated Marks %
X Class							
XII Class							
Any other Qualification							

- Please specify if you have completed a course which is equivalent 10 + 2 qualification. The equivalence certificate from appropriate needs to be produce at the time of registration.

LANGUAGE PROFICENCY

Please list language (Other than English) and tick (v) the appropriate place. Underline your mother tongue.

Language Other than english	Writing			Reading			Speaking		
	Good	Fair	Nil	Good	Fair	Nil	Good	Fair	Nil

The medium of instruction at AIMS is English and therefore all applicants are expected to have proficiency in speaking and writing good english

Computer Literacy

Have you attended any Computer courses? Please Tick (✓)

Yes No If "Yes", please specify

1.

2.



Hobbies & Interests

- 1.
- 2.

NAME AND ADDRESSES OF TWO REFERENCES(Not being relatives)

A. Name: Mr / Ms..... Ms..... (With Surname) Qualifications..... Organization..... Designation..... Mailing Address..... House Number..... City.....State.....Pin..... Tel.No.(Off).....(Res.)..... (City code with code Number) Cell No..... E-mail.....	A. Name: Mr / Ms..... Ms..... (With Surname) Qualifications..... Organization..... Designation..... Mailing Address..... House Number..... City.....State.....Pin..... Tel.No.(Off).....(Res.)..... (City code with code Number) Cell No..... E-mail.....
<small>*Please obtain their consent before you give their names as references.</small>	<small>*Please obtain their consent before you give their names as references.</small>

SPECIAL POINTS

Any special points you wish to bring to the notice of the admission committee in support of your candidature? (Tell us why we should select you)

.....
.....
.....
.....

Name of the Guardian:

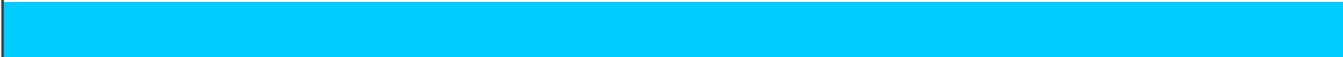
Name of the Student:

Signature of the Guardian:

Signature of the Student:

Date:

Place:



CONFIRMATION LETTER ACCEPTING THE OFFER OF ADMISSION

(Please submit it before registration)

AIMS COLLEGE

J.P.Avenue,Sagarbhanga
Zonal Centre,Durgapur,Dist: Burdwan
West Bengal,Pin: 713211.

Name.....

Prv. Enrollmen

Programme choice(to be filled by the Office).....

Reg.No.....

(to be filled by the Office)

Dear Sir,

Sub: Acceptance of Offer of admission into BHM/BTTM/BBA/BCA/Hospital Management

With reference to your admission letter, I hereby confirm my candidature in the.....
and I will attend the Provisional enrollment process in the respective centres. I will bring all necessary
documents as mentioned in your admission letter, including the Demand Draft of Rs.....
No.....Drawn on..... Dated..... As 1st part of tuition
fee and submit the same at the College.

Counter signed by Parent / Guardian

Signature:.....

Name:.....

Signature of the Candidate

Relationship: Father / Mother / Guardian:

Place:

Date:

DECLARATION AGAINST RAGGING**Declaration and Undertaking by the Candidate**

I do hereby declare that I am fully aware of the above noted approach of AIMS College towards ragging and the
statutory punishment to which a student shall be liable if found guilty of ragging and hereby undertake that I shall
neither indulge in ragging activities nor shall take part in or subject anyone to ragging.

Signature of the Candidate

Date:.....

Declaration and Undertaking by the Guardian

I do hereby declare that I am fully aware of the above noted approach of AIMS College towards ragging and the
statutory punishment to which a student shall be liable if found guilty of ragging and hereby undertake that my
ward shall not indulge in any kind of ragging activities nor shall take part in or subject anyone to ragging.

Signature of the Guardian

Date:.....



Hostel Registration Form

Name of Student (Mr./Miss).....
 Adm.No..... Batch No..... Roll No.....
 Date of Birth..... Age..... Session.....
 Height..... Weight..... Identification Mark.....
 Father's/Guardian's Name.....
 Permanent Address.....



.....
 Correspondence Address.....
Pin Code.....

Phone No:(with STD Code).Off.....Residence.....

I.....solemnly declare and affirm that I am the Parent / Guardian
 of Mr. / Miss and can assure that he / she bears a good moral
 character. I undertake to vouch for his / her behavior and I shall make all payments that became due to him / her from
 time to time.

I certify that Mr. / Miss of (Address).....
 is local guardian of my ward.....
 he / she may be permitted to see him / her in my absence. The photograph is authorised by me.

.....
 Name of Local Guardian Signature of Local Guardian



Relation with the candidate Ph:

My ward Mr. / Miss of..... may be permitted to travel
 alone from college to home town.

.....
 Name of Parent Signature of Parent

Admission Approved / Not Approved
 (Hostel Warden)





Hostel Rules & Regulations

Please take note that the following regulations serve as guidelines for the students staying in the hostel.

1. Hostel officers, Warden, Sr.Warden, Board Members of AIMS, Security officers and the College Disciplinary Authority have the right to enter any room in hostel for the purpose of inspection at any time.
2. Smoking, alcoholic drinks, drugs, tobaccos or ecstasy pills are prohibited in the hostel ---Students found under the influence of the items mentioned above or in possession of these items are liable to be expelled from the Hostel and College.
3. Criminal offences such as: Substance abuse, Theft /Stealing, Vandalism /Destruction of public property, Littering, Gambling, Unlawful assembly or gathering for the purpose of committing anything illegal; Fighting; Any other form of Criminal act of behaviour not stated here; will forthwith be reported to the police. Offenders will be handed over to the respective authority.
4. No visitor is allowed after 10:00 pm. Visitors must register at security counter upon arrival and no departure. Visitor must at all times remain in common areas and not be allowed into any bedrooms.
5. Residents shall not create or permit their guests or visitors to create any disturbance or other nuisance in the hostel that will interfere with the well being of others.
6. All resident shall be considerate towards other residents in the compound at all times.
7. No cooking in the room.
8. No members of the opposite sex shall be allowed in rooms.
9. Lights, fans and other electrical appliances to be switched off when no one is in the room.
10. Duplication of keys is prohibited and unauthorized entry to a room is a serious offence. Trespassers will be seriously dealt with.
11. Residents must only occupy rooms that are assigned to them. There must be no change or exchange of room without the permission from the Hostel Office. Shifting to another student's room without permission from the Hostel Office is an offence.
12. Residents must be responsible for the cleanliness of their rooms and apartment units. They must not affix posters or pictures in their rooms.
13. Electrical appliances those are allowed to be used in the hostel rooms are computer accessories, table lamp, hand phone charger and radio which require less than 150 watt. Students who possess items not in the list stated will be fined.

Form

14. Residents must not keep any obscene objects, materials or letters and any kind of dangerous weapons.
15. Dating and coupling between unmarried couples or being in close physical proximity between members of the opposite sex in a compromising / suspicious position / situation or in conditions, which may raise suspicion as to the real motive of the act are strongly prohibited.
16. All the property inside the rooms must not be removed without prior permission from the Hostel Office.
17. Before leaving the hostel for a semester break of vacation, the resident's must hand in their room keys when asked by the Hostel Office. All the property inside the rooms must not be removed without permission from the Hostel Office.
18. Residents must remove all their belongings and property from their rooms at the end of the academic calender (semester breaks) or when asked by the Hostel Office. The Hostel Office has the right to remove the items from the room if they need to do so.
19. Ragging in any from in the Hostel/ College is illegal and banned as per an act of Govt. of India.
20. In case of disciplinary action against a student physical presence / undertaking of parents (Only) will be valid. Uncles, brothers / sisters / cousins will not be entertained.
21. Movement book is necessary for all boys & all girls students. Proper report of movement must be entered in movement register which is available with Security Guard / HS of Hostel.
22. Every student of the College is required to submit General Health Report duly counter signed by Doctor. Student(s) having any chronic/ communicable disease(s) are not allowed to stay in hostel(s) without the prior recommendation of College Medical Officer / College Authorities.
23. Meetings, Seminars of Gatherings are not permitted in hostel / campus without permission of the Warden / Chief Warden.
24. All male of female inmates should check into the hostel complex by 7:30 P.M. or as specified from time to time.
25. The Hostel reserves the right to charge penalty at its own discretion. The fine charged for each offence committed is stated above.

Actions taken when breaking the above rules

- 1st Offence Written warning notice
2nd Offence Final warning & signed undertaking
3rd Offence Immediate expulsion

Name of Guardian.....

Name of the Student.....

Signature of the Guardian

Signature of the student

Date:

Place:

CERTIFICATE OF MEDICAL FITNESS
(To be filled in by a Registered Medical Practitioner)

NAME:

ADDRESS:

CITY/STATE:

Has the applicant suffered from Appendicitis / Trachoma / Tuberculosis / Epilepsy / Venereal Diseases?

.....
.....

Allergic to any Medicine / Product.....

Undergone any major operation.....

Identification Mark:

Blood Group..... RH Factor.....

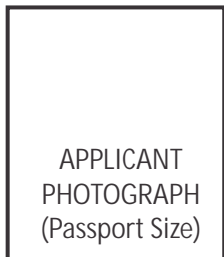
I Dr. _____ Regd. No. _____ certify that the above candidate is not suffering from any of the diseases mentioned below, nor from any other disease, which may be contagious, infectious or harmful to others. He / She is in good mental and physical health and is free from any physical defects, which may interfere with his / her studies including the active outdoor duties required of a professional.

Date:.....

Place:.....

Signature of the Medical Practitioner (With Seal)

Note:- The Medical officer shall affix his signature over the photograph affixed in such a manner that part of his / her signature is upon the photograph and part on the certificate.





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Durgapur, Dist: Burdwan, W.B. Pin: 713211**

Phone: 0343 255 9127 / 255 9126

email: response @ aimssyndicate.org

www.aimscollege.com

Feedback Form

Please Tick the Course You are interested for

- Bachelor in Business Administration (BBA)
- Bachelor in Computer Application (BCA)
- Bachelor in Business Administration (BBA) with GNIIT
- Bachelor in Computer Application (BCA) with GNIIT
- Bachelor in Hospitality Management (BHSM)
- Bachelor in Travel & Toursim Management (BTTM)
- Bachelor in Hotel Management (BHM)
- 1year Orientation Programme in Hotel & Customer Care Management.
- 1year Diploma Level Course in Aviation Hospitality Management.
- Medical
- B-Tech

PERSONAL DETAILS

Name: Mr./Ms.
(Use Capitals Only) (As it appears in official records. Underline Surname)

School Name.....

Stream..... Address of Correspondence.....

..... Pin..... Telephone with Code

Cell No..... E-mail.....

Fathers Name.....Phone.....

Guardian Name.....Phone.....

Relationship with the applicant : Son / Daughter / Others (Specify).....

Occupation : Service Own Business Professional Others

Your Opinion.....

.....

.....

Date:

Place:.....

Signature

