



EDITWORKS SCHOOL OF MASS COMMUNICATION

Form No. _____

Student Code
(To be given by the office)

Course Applied for

Name : (Mr./Ms.)

Date of Birth

(in words)

Sex Blood Group Marital Status

Tel.No. Mob.No.

E-mail

Local Address

Permanent Address

Father's/Husband's Name

Tel.No. Mob.No.

E-mail

Mother's Name

Tel.No. Mob.No.

E-mail

Father's/Mother's/Husband's Profession/Designation

Annual family income

Nationality

Religion

Category : Gen SC ST OBC Others



Academic Qualifications

Examinations	Name of the Institutions	Name of School/Board/ College/University	Year	Max Marks	Marks Obtain	% of Marks
10th/High School						
12th/Intermediate						
Diploma						
Graduation						
Post Graduation						
Any other						

Give reference of any two persons

S.No.	Name	Address with Contact Numbers	Designation
(1).			
(2).			

How did you come to know about Editworks School Of Mass Communication (Please specify)

Newspaper _____ Magazine _____ Online _____

Banner/Board _____ Individual _____

Details of Payments made for application form

Amount _____ Cash/Cheque/Demand Draft No/Rt.No., _____ Dated _____

Drawn on, _____ Branch/Office _____

Declaration

I have applied for admission in Editworks School Of Mass Communication and shall abide by the rules & regulations of the Institute. I certify that the information given by me in this application form is true & complete to the best of my knowledge and belief. I further declare that I shall submit myself to the disciplinary jurisdiction of the Institute as and when required.

I have read and understood all the Terms & Conditions & rules regulations for the Admission of the Institute and agree to comply with that in totality.

Signature of the Applicant

Date: _____

Place:- _____

Signature of the Parent

Date: _____

Place:- _____

Kindly send the completed application form along with requisite documents to the address mentioned below : -

Check List {Please tick on the documents enclosed}.

Note: Please send self attested photo copies in duplicate of following.

Document -	Enclosed (Please tick wherever applicable)	
Xth Mark Sheet	<input type="checkbox"/>	Xth Pass Certificate <input type="checkbox"/>
XIIth Mark Sheet	<input type="checkbox"/>	Graduation Mark Sheet <input type="checkbox"/>
Post Graduation Mark Sheet	<input type="checkbox"/>	Migration/TC <input type="checkbox"/>
Four (6) Colour Passport Size Photographs	<input type="checkbox"/>	Address Proof <input type="checkbox"/>
Identity Proof	<input type="checkbox"/>	
Any Other _____		(Please Specify)

Note :- Original Mark sheets and Certificates has to be submitted at the time of admission for verification.

Fee Planner

Admission Fee

Tuition Fee

Installment	Amount	Last Date Of Payment
First Year	1
	2
	3

Installment	Amount	Last Date Of Payment
Second Year	1
	2
	3

Installment	Amount	Last Date Of Payment
Third year	1
	2
	3

Note :- Fee once paid is not refundable or adjustable in any condition.

Signature of the Applicant

Date: _____

RULES AND REGULATION

Attendance

1. Students will be required to attend not less than 75% of the aggregate of classes in order to be eligible for participation in semester examinations.
2. The attendance of the student shall be counted from the date of admission in the class of the respective course.

Discipline

1. Discipline include the observance of good conduct and well- mannered behaviour by the students of the institute.
2. Every student shall maintain discipline and consider it his/her duty to behave decently at all places. Males in particular should show due courtesy and regard to female students.
3. Every student shall always carry on his/her Identity Card issued to him.
4. Any student found guilty of impersonation or of giving a false name or found guilty of forgery shall be liable to disciplinary action.
5. Habitual absence, late coming, using mobile phones in classrooms/study area and management office shall lead heavy penalties.
6. Inviting an outsider within the Institute premises for purposes whatsoever without prior permission of the management is strictly prohibited.
7. The loss of identity card shall be immediately reported in writing to the Institute authority.
8. Disciplinary action shall be taken against the students:
 - i) Causing disturbance in the classes or institute premises.
 - ii) Disobeying the instructions of the trainers or the management.
 - iii) Causing damage, spoiling or disfiguring the property or equipment of the institute.
 - iv) Misconduct or misbehaviour of any nature towards a trainer or any employee of the institute or any visitor to the institute
 - v) Inciting others to do any of the aforesaid acts
 - vi) Giving publicity to misleading accounts or rumours amongst the students;
 - vii) Mischief, misbehaviour or nuisance committed by the student or resident of the hostel
 - viii) Any other conduct anywhere, which is considered to be unbecoming of a student.
 - ix) Students found guilty of breach of discipline shall be liable to such punishment as fine, campus ban or expulsion.