



LAKSH
Estd. 1996

ipem

GHAZIABAD

where your future comes first...



18 Years of
Academic Excellence

(ISO 9001:2008 Certified, NAAC Accredited & Ph.D. Research Centre of the University)

(Approved by AICTE, NCTE & BCI, Govt. of India and affiliated to Mahamaya Technical University, Noida (Formerly UPTU, Lucknow) for MBA & MCA and to C.C.S. University, Meerut for BBA, BCA, B.Ed., LL.B. & BA LL.B, PGDM programme is approved by AICTE, Govt. of India, Ministry of HRD, New Delhi)

Campus: A-13/1, South Side GT Road Industrial Area, NH-24 Bypass, Ghaziabad - 201 010 Phones : 0120 - 4174500
Telefax : 0120 - 4174500 e-mail : info@ipemgzb.ac.in Website : www.ipemgzb.ac.in

Admission Enrollment Form

Course Applied For :

(Tick the appropriate box)

MBA

MCA

BBA

BCA

PGDM

B.Ed.

LL.B.

BA LL.B

Affix your
recent passport
size colour
Photograph

PERSONAL DETAILS OF THE STUDENT

Name of the Student in Full (Block Letters) :

FIRST NAME

MIDDLE NAME

LAST NAME

Permanent Address (Block Letters) :

City :

State :

PIN :

Correspondence Address (Block Letters) :

City :

State :

PIN :

Telephone No. (With STD code)

Mobile No.

E-mail ID :

Date of Birth : dd mm YYYY State of Domicile :

Nationality :

Marital Status :
Married Single

Gender :
Male Female

Category : SC / ST / OBC / PH. / GEN (Attach Proof)

Caste :

Seat : COUNSELING

MANAGEMENT

VACANT

ACADEMIC QUALIFICATIONS*

Name of Exam.	Board / University	School / College	Year	Subjects	Percentage (%)
10th / High School					
12th / Intermediate					
Graduation Specify:					
Any Other Specify:					

Attested Photocopies of all Certificates to be attached. * To be verified from the originals at the time of admission.

Have you ever been expelled from any School / College / Institution ? Yes No

If Yes, give the details: _____

SPECIAL ACHIEVEMENTS / EXTRA CURRICULAR ACTIVITIES: _____

Do you Require Hostel Accommodation : YES NO

DETAILS OF PARENT / GUARDIAN

Name of Father in Full (Block Letters):

Occupation

Designation

Annual Income

Name of Organization (where working)

Address of Organization

City :

State :

Pin :

Telephone No. (With STD code)

Mobile No.

E-mail ID :

Name of Mother in Full (Block Letters):

Details of Brother(s) / Sister(s) / Any other Blood Relation studying/have studied at IPEM (If any) :

Name :

Year of Admission :

Relation :

Course :

DETAILS OF LOCAL GUARDIAN

Name in Full (Block Letters):

Address :

City :

State :

Pin :

Telephone No. (With STD code)

Mobile No.

E-mail ID :

Relation with the Student :

DETAILS OF TWO REFERENCES

1. Name in Full (Block Letters):

Address :

City :

State :

Pin :

Telephone No. (With STD code)

Mobile No.

E-mail ID :

2. Name in Full (Block Letters):

Address :

City :

State :

Pin :

Telephone No. (With STD code)

Mobile No.

E-mail ID :

DOCUMENTS SUBMITTED

Documents in Original (for Verification) and Self Attested Photostat Copies to be Submitted.

	YES	NO
1. Two recent Colour Passport Size photographs	<input type="checkbox"/>	<input type="checkbox"/>
2. Self Attested Pass Certificate of Class 10 th /High School.	<input type="checkbox"/>	<input type="checkbox"/>
3. Self Attested Marksheet of Class 10 th /High School.	<input type="checkbox"/>	<input type="checkbox"/>
4. Self Attested Pass Certificate of Class 12 th /Inter.	<input type="checkbox"/>	<input type="checkbox"/>
5. Self Attested Marksheet of Class 12 th /Inter.	<input type="checkbox"/>	<input type="checkbox"/>
6. Self Attested Marksheets of Graduation (All Semesters/Years)	<input type="checkbox"/>	<input type="checkbox"/>
7. Self Attested Caste Certificate (if belonging to SC/ST, OBC, Minority)	<input type="checkbox"/>	<input type="checkbox"/>
8. Self Attested Character Certificate	<input type="checkbox"/>	<input type="checkbox"/>
9. Self Attested Address Proof (Copy of Telephone, Electricity Bills, Ration Card, Passport, Voter ID.)	<input type="checkbox"/>	<input type="checkbox"/>
10. Transfer Certificate (Original)	<input type="checkbox"/>	<input type="checkbox"/>
11. Migration Certificate (Original)	<input type="checkbox"/>	<input type="checkbox"/>
12. Affidavit for Gap in Studies (Original)	<input type="checkbox"/>	<input type="checkbox"/>
13. Self Attested Certificate of Qualifying Exam.	<input type="checkbox"/>	<input type="checkbox"/>

The following Documents have not been submitted at the time of Admission

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

I _____ undertake to submit the above Documents by _____.

Name & Signature
of the Student

Name & Signature
of the staff Verifying
the Documents

FEE

- (1) **The Academic Fee or Registration Fee once paid will not be refundable or adjustable in any case.**
- (2) A Student is required to pay Full Fee for the Academic year prescribed for the Course / Programme by the Institute and also any other fee / fine such as Annual Registration Fees, Examination Fee/Late Fee etc as notified by the Institute from time to time.
- (3) The Fee is to be paid by Demand Draft or Pay Orders only, favouring **“Institute of Professional Excellence & Management”** payable at Ghaziabad. No fee will be accepted by Cheque/ Cash.
- (4) In case of non payment of any Fee by the due date, the Student is liable to pay the Fine decided by the Institute and/or University.
- (5) In case a Student does not pay the Fee by due date with fine, the Institute will have the right to strike-off his/her name off the Institute’s roll list and the Student will be left with the option but to seek re-admission (only if the Institute permits).
- (6) Any Fees Concession, permission to pay in installments is only applicable for the first year. During the subsequent years the Fees have to be paid before commencement of the Session i.e., by 10 July.
- (7) **In case of Withdrawal / Cancellation of an admission after commencement of Classes for the academic session / course, only the Caution Money/Security Deposit shall be returned on completion of the Course and producing the Original Receipt. All other Fee will be forfeited.**
- (8) The Caution Money / Security Deposit included in the Fee, will be refundable only after receiving the Degree from the University and on producing the following documents in original:-
 - I. Original Receipt (in which Caution Money/ Security Deposit was paid by the Student)
 - II. NO DUES / CLEARANCE from the respective Department, Computer lab, Library, Hostel & Accounts, etc.
 - III. I-card
 - IV. Lab Card
 - V. Library Cards } On surrender to the Institute

The Caution Money/Security Deposit will not be refunded in case the Original Receipt is lost.

ATTENDANCE

- (1) The Universities have made a minimum of 75% Attendance as mandatory in each Semester/Term/Year, therefore a Student must maintain a minimum of 75% Attendance in each Semester/Term/Year.
- (2) A Student will not be allowed to appear in the First/Second Sessional /Make Up Test, University Examination if his/her Attendance is less than 75% till the dates of the Sessional / University examination of that Semester.

DISCIPLINE

Each student is expected to maintain a very high standard of discipline and show respect to Teachers, Staff, Seniors and be courteous to fellow Students. The following points must be noted for strict compliance by the Student(s):-

- (1) **As per the Supreme Court’s order, Ragging is strictly banned in and around the Campus and Hostel. Any Student found indulging in ragging, will be immediately suspended & further action initiated**
- (2) A Student will have to bear any loss or damage to books, computers, furniture or any other item belonging to the Institute & Hostel, caused by his/her negligence or carelessness.
- (3) Smoking and intake of alcohol/drugs etc is strictly prohibited in and around the Campus of the Institute and Hostel.
- (4) The Institute may take any disciplinary action against a student, in case of any misconduct or misbehavior with the Faculty, Staff, Seniors, and Colleagues. The decision of the Institute will be final and binding in all such matters.
- (5) A Student will not have any association, whether active or passive with any unlawful organization.
- (6) No Student will become a member of any political party / organization without prior approval of the Institute.
- (7) No Student is authorized to call Police/ Media at Campus under any circumstances without prior Information to the Institute authorities.
- (8) If any Student gets involved in any Police/ Judicial matters he/ she must report the same to the Institute immediately.

UNIFORM

There is a prescribed Uniform for all Students of the Institute for summer and winter. A Student will be allowed entry in the Campus of the Institute, only if he/she is wearing proper uniform.

LIBRARY RULES

- 1) A Student shall return the books borrowed by him / her to the Library within the stipulated time period. A fine will have to be paid if he/she fails to abide by the rules of the Library.
- 2) A Student shall not allow any other student/person to get any book issued from the Library on his/her card.
- 3) A Student shall be solely and entirely responsible for the safe custody of the books that are issued against his/her name.
- 4) A Student shall not mutilate or cause any damage to the library books or any other reading material.

Name & Signature
of the Parent/Gurdian

Name & Signature
of the Student

TRAINING & PLACEMENT (Corporate Resource Centre)

- 1) Every PG student is required to sincerely participate in the Summer Training and final Placement activities organized by the Institute.
- 2) A Student will have to apply for the Training and Placement opportunity on the directions of the Corporate Resource Centre of the Institute.
- 3) A Student will have to attend an interview for Training / Placement, whenever asked by the Institute, failing which no further opportunity would be given to him/her.
- 4) If after selection, a Student fails to join the organization, no further opportunity would be given to him/ her.
- 5) If a Student opts for getting assistance for Training / Placement through the Corporate Resource Centre and the same places him/her in any organization, no further individual efforts should be made by the Student.
- 6) A Student desirous of arranging training / final placement through his/her own efforts, will intimate the same to the Corporate Resource Centre through his/her faculty coordinator.

NOTICE

All Students will be required to go through all the Notices on the Notice Board every day. Institute will not accept any excuses on this account.

STATEMENT OF INTEGRITY

1. I hereby declare that I have provided accurate information in this application. In case of any misrepresentation or omission of facts in my application, my admission is liable to be cancelled from the Institute.
2. I will abide by the rules and discipline of the institute. I am aware that any omission or commission in this regard may result in my being detained or expelled from the Institute.
3. All Fees and Dues of the institute shall be paid by the due date notified by the institute failing which fine/penalty as per Institute rules shall be paid by me.
4. There is no criminal case pending against me in any court or police station.
5. I hereby declare that I am not in service and shall be a full time Student of the IPEM, Ghaziabad.

Name, relationship of the Guardian
with the student & Signature

Name & Signature
of the Student

FOR OFFICE USE ONLY

Admission No. _____

Category against which Admitted – Counselling, Management/NRI, Vacant Seats.

Referred / Recommended by (if any): _____

Net fees to be Charged Ist year _____ IInd year _____ IIIrd year _____

Concession / Scholarship allowed (Ist year) _____

Installment Permitted (Ist year) Yes / No _____ Ist Installment Rs. _____ IInd Installment Rs _____

Installment Permitted if any during Subsequent years Yes No

Name

Signature

Admit & Realise Fees

Admission Coordinator

Director

Executive Director

DECLARATION BY THE STUDENT & PARENTS

To

The Director,
Institute of Professional Excellence & Management,
A-13/1, S.S.G.T. Road Industrial Area,
NH-24 Bypass
GHAZIABAD – 201010

Subject : Undertaking for Timely Payment of Fee, Submission of Documents/Migration Certificate and Responsibility for Using Own Vehicle.

Respected sir,

I S/O D/O R/O
.....have taken provisional admission at IPEM, Ghaziabad in
.....Course for the academic session _____. I am making a part
payment of Rs.-/- (in words _____) as Registration Amount.

I hereby undertake that I shall pay the balance amount by _____. In case I fail to deposit the balance amount by due date, my admission may be treated null & void and I shall not claim any refund of Registration fee deposited by me.

I promise to submit all the Documents not Submitted at the time of Admission and the Migration Certificate (Proof of having passed the Qualifying Examination with percentage of stipulated Marks) on or before _____ otherwise I will bear a fine of Rs. 500/- for the first 15 days (i.e., till 30th Sep _____) and Rs. 200/- per day after 15 days (i.e., from 1st Oct _____) onwards. In the event of non-submission of the Documents & Migration Certificate by 30th Oct _____ my candidature may be treated as and void and I shall not ask for refund of any fee deposited by me.

I shall make my own arrangements for travel from my residence to IPEM, Ghaziabad and back. I also understand that incase I use my own vehicle, I shall NOT be provided any parking space within the Campus of the Institute. In case I park my vehicle outside the Institute, it shall be solely on my personal risk and responsibility. **In the event of any loss or damage to my vehicle, neither will the IPEM, Ghaziabad entertain any complaint nor will it bear any loss whatsoever.**

Thanking you,

Yours Sincerely,

Name & Signature of Father / Mother / Local Guardian

**Name & Signature
of the Student**

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with the student & Signature**

**Name & Signature
of the Student**