

**Nopany Institute of Professional Studies**  
**( Affiliated to West Bengal University of Technology-Code-222)**  
**3, Pretoria Street, Kolkata-700071 Phone:2282-7058/59**  
**E-mail:principal\_nips@rediffmail.com**

**ENROLMENT FORM 200... - 200 -----**

(The application form should be filled up by the candidate in his/her own handwriting)

**Application for Admission to 3 years B.B.A (Hons)/BCA Degree Course:**

1. Name of the Candidate: \_\_\_\_\_
2. Name of the Father: \_\_\_\_\_
3. Mother's Name: \_\_\_\_\_
4. Name of the Guardian: \_\_\_\_\_
5. Permanent Address in full (Father/Guardian): \_\_\_\_\_  
 \_\_\_\_\_
6. Telephone No./Mobile No. Office: \_\_\_\_\_ Resi: \_\_\_\_\_
7. Present Address in full (Father/local Guardian): \_\_\_\_\_  
 \_\_\_\_\_
8. E-mail (a) Students; \_\_\_\_\_ (b) Parents \_\_\_\_\_
9. A.Occupation of Father: \_\_\_\_\_  
 B. Occupation of Mother: \_\_\_\_\_
10. A. Annual Income of Father: \_\_\_\_\_  
 B. Annual Income of Mother: \_\_\_\_\_
- 11.A.Date of Birth (Applicant) : \_\_\_\_\_  
 B.Place of Birth : \_\_\_\_\_  
 C.State of Domicile: \_\_\_\_\_, D. Mother Tongue: \_\_\_\_\_  
 E.Languages Known( Read,Write and speak) \_\_\_\_\_
- 12.Whether SC/ ST/ GENERAL/OBC: \_\_\_\_\_, 13. Nationality: \_\_\_\_\_
- 14.Blood group of the Student: \_\_\_\_\_

**15.Academic Particulars:**

Exams Passed Level	Name and Address of the School/College	Name of Board/University /Council	Registration No.	Class in which passed	Attempt/ Year of Passing	Grade Marks obtained
Madhya mik /ICSE/C BSE						
Class XII Equivalent Exam.						

(2)

16. Marks obtained-(10+2) Percentage:- Maths -----, English -----, Stat-----, Business  
Maths-----, Computer Application----- others-----

17.Extracurricular activities:\_\_\_\_\_

18. Indicate from which source you came to know about NIPS:  Relatives  Friends

Hoarding  Newspaper Adv (please Specify) \_\_\_\_\_

Any other source please mention \_\_\_\_\_

19. **Details of enclosures to be attached to the application:**

- a) One attested Photocopy of marks statement of qualifying examination.
- b) One Photocopy of Date of Birth.
- c) 3 (Three) latest passport size Photograph.
- d) Original copy of Transfer Certificate.
- e) Character Certificate.

**Declaration by the Candidate / Applicant**

I shri/Smt-----son/daughter/wife of Shri/Smt-----

----- am applying for admission after carefully going through NIPS brochure, methods,etc and after discussion with the officials of NIPS.

I hereby state that, I have filled this form myself and to the best of my knowledge and belief also the particulars given above are true and correct. I understand and declare that during the period of my studies at NIPS, I will not take part in any indiscipline and illegal/destructive activities. I shall follow the instructions given in ALL NOTICES issued by WBUT/NIPS.

I hereby undertake to abide by all the terms and conditions, also rules and regulations in force at present and also those which may hereby be introduced by the management for administration of the Institute. I will do nothing unworthy of a student of the Institute either inside or outside the campus or anything that interfere with its orderly working and discipline of NIPS . I am aware that the management has the full authority to expel me for disinterest in studies, misbehaviour and continuous failures in Test/Exams or absenteeism. I will wear the I-Card regularly at NIPS premises.

I hereby undertake that I shall pay all the fees and other dues any fines imposed promptly, also return the library books in time to the institution on demand and in advance including Semester Fees.If not necessary action can be taken by the management as dim fit.In case of my discontinuation in the middle of the course. I am liable to pay the whole course fees.

I undertake that Government of West Bengal vide its Extra Ordinary Notification No.1114 Dtd.29<sup>th</sup> May,2000 and published on the even date has introduced.The West Bengal Prohibition of Ragging in Educational Institutions Act,2000, an Act, to prohibit ragging in educational institution in West Bengal. I will respect this act accordingly.

I undertake to attend the classes regularly and in time and complete the assignments/projects in time and attend all seminars & workshop organized during weekends, also special/Extra classes as and when provided by the management.

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I shall also follow the DRESS CODE of NIPS positively and will not use mobile phones in the class room/examination hall and in NIPS premises. I shall not adopt any unfair means in any Examination/Test at NIPS.

If gainfully employed or in business it will be informed in writing to the Principal. In case I join any other professional/other course. I will inform the Principal & take his prior approval. I shall actively participate in social/cultural/other events to enhance my image in the society & bring glory to the institution, by getting rewards/awards & trophies which will be informed to the Principal. Photocopies of certificates received will be given to NIPS office for record. I shall behave properly with all students/faculties/staff members also seniors so as to develop a cohesive & congenial work atmosphere for benefit of all concerned. I shall abide by all the instruction given by NIPS/West Bengal University of Technology, regularly. I understand & agree that if I fail in West Bengal University of Technology Test/NIPS/Theory/Practical Examination. I will not be allowed to appear for the University/Semester/Final Examination as per the existing regulations. I shall follow the NIPS Monthly Planner cum Diary rigidly and abide by the instructions given in the planner.

### **Terms & conditions**

This being a professional Institute, no types of agitation, slogan shouting will be entertain by anybody disruptive activities on campus, such as class boycott/examination boycott etc, will not be allowed. Any students participating in any kind of agitation ,he /she will be expelled by the NIPS management. No excuses in this regard will be considered by the authority of the NIPS from students or parents/guardian.

A penalty of Rs 100/- per day will be charged for students who do not attend classes also for being late without any acceptable valid reason or prior sanction from the concerned authority. Mode of teaching studying and communication at NIPS is English only. Candidates are not allowed to speak in any other language in the campus. Non-payment of Tuition ,other fees in time will attract fine, as decided by the management of NIPS also disciplinary action will be taken by the NIPS authority. I am joining NIPS after satisfying myself with the present infrastructure available at the Institute.

*I pledge myself to abide by the CODE OF CONDUCT of the WBUT as well as NIPS. In all above matters the decision of the Director/Principal is final and binding and will be accepted by me in all respect.*

### **Declaration by the Parent /Guardian**

I hereby understand and agree to the above terms and conditions signed by my ward. I also agree to abide by the rules and regulations of the West Bengal University of Technology and pay all their fees and dues and fines as and when demanded by the University authority and also to NIPS so levied without any delay.

**I /We understand and agree that any fees once deposited /paid to NIPS will not be refunded, including admission charges under any circumstances.**

I shri/Smt..... do hereby declare that, I have carefully gone through the prospectus of the Institute and have known the details about the Institute and after being satisfied,I intend to put my son/daughter in the Institute for admission to BBA(Hons) / BCA course. I have also read the declaration given by my son /daughter as above and I fully agree with him/her also I will be responsible for my wards misconduct in any forms during his studies at NIPS.

\_\_\_\_\_  
Signature of the Parent in Full

\_\_\_\_\_  
Signature of Applicant in Full

Place & Date: