

**APPLICATION FORM (ACADEMIC YEAR 2017-18)**

Name (Block Letters) Mr./ Ms. \_\_\_\_\_

Date of Birth       /       /            

Contact No. \_\_\_\_\_

Father's / Guardian's Name \_\_\_\_\_

Father's / Guardian's Contact No. \_\_\_\_\_

Mother's / Guardian's Name \_\_\_\_\_

Mother's / Guardian's Contact No. \_\_\_\_\_

Brother's Name \_\_\_\_\_

Brother's Contact No. \_\_\_\_\_

Sister's's Name \_\_\_\_\_

Sister's Contact No. \_\_\_\_\_

Local Guardian's Name \_\_\_\_\_

Local Guardian's Contact No. \_\_\_\_\_

Present Residential Address \_\_\_\_\_  
 \_\_\_\_\_ Pincode \_\_\_\_\_

Permanent Residential Address \_\_\_\_\_  
 \_\_\_\_\_ Pincode \_\_\_\_\_

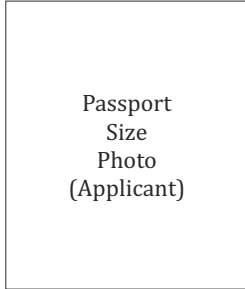
Telephone No.(s) \_\_\_\_\_

Email ID of Applicant \_\_\_\_\_

Mother tongue \_\_\_\_\_ Languages known \_\_\_\_\_

Educational qualification \_\_\_\_\_  
 (Kindly attach attested copies in support of the same)

Professional Experience, if any \_\_\_\_\_



SCHOOL	UG / PG	SCHOOL	UG / PG	SCHOOL	UG / PG
<input type="checkbox"/> School of Cinema	<input type="checkbox"/> / <input type="checkbox"/>	<input type="checkbox"/> School of Fashion & Design	<input type="checkbox"/> / <input type="checkbox"/>	<input type="checkbox"/> School of Animation	<input type="checkbox"/> / <input type="checkbox"/>
<input type="checkbox"/> School of Mass Communication	<input type="checkbox"/> / <input type="checkbox"/>	<input type="checkbox"/> School of Performing Arts	<input type="checkbox"/> / <input type="checkbox"/>	<input type="checkbox"/> School of Advertising, PR & Events	<input type="checkbox"/> / <input type="checkbox"/>

Fee Plan  A  B  C      Education Loan Required  Yes  No

**DECLARATION BY THE APPLICANT**

- (i) I declare that the particulars given above are correct to the best of my knowledge and belief.
- (ii) I solemnly affirm to agree and abide by the terms and conditions of Asian School of Media Studies. I submit myself to disciplinary control of the Director of Asian School of Media Studies and shall fulfil my financial obligations towards the institute. I fully understand that the decision of Director, Asian School of Media Studies in all matters, will be final and binding on me.

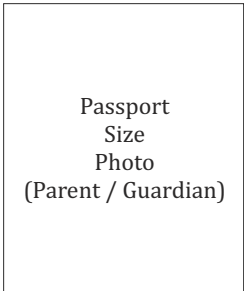
Date:       /       /                  Place: \_\_\_\_\_

I hereby permit my ward \_\_\_\_\_ to join Asian School of Media Studies and will support his / her education at the school financially and in all other manners.

\_\_\_\_\_  
(Signature of the Applicant)      \_\_\_\_\_  
(Signature of the Parent / Guardian)

**PARENT/ GUARDIAN DETAIL:**

Name of Parent / Guardian: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email ID of Parent / Guardian: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Annual Income: \_\_\_\_\_



I \_\_\_\_\_ F/o \_\_\_\_\_ give permission for my son/daughter to be admitted in School of \_\_\_\_\_ ASMS. I acknowledge that I have read, understood and agree to comply with the Terms & Conditions given in the form.

\_\_\_\_\_  
(Signature of the Parent / Guardian)

**COMPULSORY DOCUMENT**

- a) Class 10th  Mark sheet  Certificate
- b) Class 12th  Mark sheet  Certificate  Migration
- c) Graduation  1st Year Mark sheet  Certificate  Migration  
 2nd Year Mark sheet  Certificate  
 3rd Year Mark sheet  Certificate

**Photocopy same as original documents**

- a) Class 10th  Mark sheet  Certificate
- b) Class 12th  Mark sheet  Certificate  Migration
- c) Graduation  1st Year Mark sheet  Certificate  Migration  
 2nd Year Mark sheet  Certificate  
 3rd Year Mark sheet  Certificate

**Parent's / Guardian's Documents**

- ID/Address Proof of Parent / Guardian  Passport size photograph

\_\_\_\_\_  
(Signature of the Applicant)

\_\_\_\_\_  
(Signature of the Parent / Guardian)



## TERMS AND CONDITIONS

### AGREEMENT

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- I have taken admission after going through the terms and conditions as well as the course details and curriculum.
- I shall fully abide by the norms and rules & regulations of ASMS and I submit myself to the disciplinary action in the event of violation of act of discipline.
- Under disciplinary action, the Director/s is empowered to impose fine, suspend or even expel from the school in the interest of ASMS.
- I will not misuse the Internet facility and browsing during the classes and lab hours will be treated as act of indiscipline. In case of misuse of internet facility, the act shall be viewed under Cyber Law.
- I shall not download pictures, music, videos or unauthorized files in the computer lab unless and until its part of the curriculum.
- I shall not use mobile in the class room or lab or in studios while classes or academic or any event will be in progress.
- Registration Fee will be adjusted in the course fee on successfully clearing the test & interview or will be refunded only in case the candidate fails to clear test & interview process after due adjustment of the cost of the process engaged in the admission.
- I will neither use nor keep any device to listen to Music inside the class or lab or studios.
- I shall maintain proper decorum and silence in the corridor.
- I shall not arrange any party or birthday function in the campus without the prior written permission of the competent authority.
- I understand that due to illness or otherwise if I take any medication during the course tenure the responsibility of medication will fall upon me or my parents/legal guardians and the ASMS will not be held responsible for any adverse reaction.
- I will never try to encroach into the privacy of the administrative area which, upon violation, may invite penalty as per the norms.
- If I opt for the hostel as provided by ASMS Authority under lease, I shall not vacate before completion of minimum six months stay in the hostel. In case, if I vacate before six months, no refund shall be done. I shall be adhering to the rules & regulations of the hostel and in the event of violation, suitable penal action may be initiated.
- Governing Law: I understand that this Agreement shall be governed by and construed in accordance with the internal laws (and not the laws of conflict) of the State of (governing law).
- I acknowledge that in the event of confirmation for admission and payment of registration amount, ASMS will invest for customize equipments, infrastructure, facilities, practical, studios, labs etc; and hence forth no refund shall be tenable in the light of huge investment made by the ASMS.
- No religious practices tantamount to social upheaval will be practiced either in the hostel or in the ASMS campus.
- I affirm that I do not have personal or family history of bipolar affective disorder.
- I acknowledge that the ASMS offers limited arrangement of hostel facility and as a day scholar the liability of to and fro for regular classes falls upon me and my parents/legal guardian.
- I acknowledge and understand that I have chosen the school with consideration from all angles and under full support of my parents/legal guardian and hence application for admission is not a result of coercion, pressure, influence by counselors/ASMS staff, a condition of employment or to satisfy anyone other than myself.
- I hereby indemnify and hold ASMS, its Officials, Directors, Managers, Faculties and Staff members or any person, agency etc. associated, not responsible in any way for loss, cost or damage felt during the course tenure.
- The refund of security deposited with ASMS is subject to clearance of all penalty or dues/fine and its will be forfeited if clearance is not made in the defined timeline. In case of not completing the course and leaving in mid semester, the security fee is forfeited.
- I shall not exchange any abusive language with my colleagues of either sex and will maintain proper social relations in the campus/hostel.
- I fully acknowledge that fee once deposited, will not be refunded under any circumstances.
- I fully understand that minimum 75% attendance is mandatory for being eligible to appear in the internal/end semester/practical examinations and in the event of non-compliance I may be subjected to suspension/termination/ penal action as decided by the competent authority. Further, I understand that a minimum attendance criterion is enforceable as per the highest court of the law.
- At any point of time if I leave the course for any reason I shall return all the equipments, library books & rental incurred and will compensate the losses made, if any.
- In the case of short fall of attendance i.e. below 75%, I shall not be eligible for any service or assistance for Placement/Internship.
- I shall adhere to the fee Plan-A/Plan-B/Plan-C as mentioned in the fee structure including examination fee provided at the time of admission and in the event of non-compliance, I agree to pay penalty as imposed by the competent authority.
- I shall be liable to pay fine along with the compensation if any damage/misuse of the equipments/infrastructure is reported against me.
- I will not put any writing on walls, pillars, toilets, furniture or along corridors and violation may lead to fine @Rs. 5000/.
- ASMS reserves the right to cancel / add / change any entrance test center(s) due to administrative reasons. Other centers may also be added and such information, as well as the exact location of the centers, will be notified later.
- ASMS reserves the right to amend, change or cancel courses/structure/practical including dates of commencement, number of seats, location, programmes, programme content, fee structure etc. with no liability attached to the Institute.
- I will not throw wrappers, papers or any other articles here and there except at the earmarked dustbins. I shall help the authorities to keep the campus clean.
- I will ensure and support that the fans and lights are switched off while leaving the class.
- I will be attending all seminars, symposiums, events and functions in formal or decent dresses and in any case will not wear shorts, short pants, dhotis or any dress which may tend to indicate nudity.
- Society or association of the students will not be started without written permission of the concerned authority.

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(Signature of the Applicant)

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(Signature of the Parent / Guardian)

## TERMS AND CONDITIONS

- No person/s shall be invited to address or entertain the students of the institute, without the written permission of the concerned authority in advance.
- Carrying any valuables to the institute will be at the risk of the student and institution will not accept any responsibility of the valuables lost in the institute as well as on the campus.
- Students are requested to note that any application regarding issuance of bonafide certificate, duplicate passing certificate, forms etc, must be submitted at least ten working days in advance. This will enable the ASMS office to prepare and keep it ready for delivery.
- No difference of opinion shall be raised after the expiry of 10 days from the date on which the process of admission and/or selection is completed.
- Students are required to read the notices put on the notice board of the institute. Institute shall not accept any responsibility for any loss / damage incurred by a student owing to his / her failure to read the notices in time.
- Anyone found indulging in ragging in any form within or outside the campus, shall be instantly expelled from the institute (Ref. The Maharashtra Prohibition of Ragging Act, 1999.)
- The behavior of the students at all times, within or outside the campus must be above board and must reflect a sense of responsibility.
- Students are required to strictly observe the dress code prescribed by the Institute. Any student found guilty of improper dress will be asked to leave the campus, even during institute hours and the student will himself/herself be responsible for the loss of the attendance. Strict disciplinary action will be taken against any student found violating the dress code repeatedly. Director's decision will be final in this regard.
- Students are required to show due regard for the rights and the properties of the institute. Any student found guilty of tampering / damaging the property, fixtures, equipment, furniture, books, building, vehicles, etc. of the institute / society shall be liable for punishment and might be expelled from the institute.
- Any student found misbehaving in the class/lab/studios and behaving arrogantly with the faculty and/or staff or fellow students will be severely punished. The nature of the punishment will depend upon the severity of the offence.
- Identity Card – Every student of the institute must possess the identity card. He/she should always wear it on person while on campus and should produce whenever called upon to do so by the concerned authorities. The loss of I Card should be reported immediately to the office. Rs. 500/- will be charged for issuing a duplicate I card.
- If the medical leave exceeds 3 days and also in the event of illness requiring hospitalization of the student for longer periods, the authentication of the same is to be obtained from ASMS. Under no circumstances (even with medical reasons) will a student with less than 75% attendance be allowed to appear for the end semester examinations.
- In the event of violation if any of the terms and conditions mentioned the Director/s of the Institute may put financial penalty or initiate process of rustication.
- Any student who keeps on absenting for seven days without prior approval from the authorities, will be liable to be terminated from the course and ASMS and his registration may only be reinstated by the discretionary power vested in Director.
- Wherever student avails of personal leave, he/she will be required to take prior permission from the respective head of the department and the Director. Grant of permission will not mean that the absence has been condoned for the purposes of computing the attendance.
- No student should leave the station without the prior permission (written) of the concerned authority. Also students will have to take permission to remain absent from any activity of the Institute.
- The student should be punctual in attendance and must be in his/her seat at the commencement of the lecture. Stipulated attendance, completion of assignments and passing in the internal examination are mandatory for becoming eligible to appear for the semester-end examination.
- On no account, will students be allowed to remain absent for any assignments, semester-end examination conducted by the institute or continuous assessment done by the faculty during the semester. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the students.
- On no account will students be allowed to remain absent for any of the Saturday special lectures, which are considered as a part of academics. Absence for the lectures will lead to cancellation of the attendance to all the lectures conducted during the previous week.
- I shall not indulge in any unlawful as individual or in group activities.
- The management of ASMS, in the interest of the students, is authorized to provide academic and other facility to the students at any place/campus for the academic benefits of the students.
- All clearances are required before leaving the institute in between the course tenure otherwise you are liable to pay full fee of the course.
- I am liable to pay all penalties levied on me by any functional departments/sections of ASMS or related associations in the case of my involvement or disassociations with the designed program/practical/film making among others during my education and training period.
- As a student I am supposed to be participating in different creative associations/organizations/clubs/societies for my overall creative development.
- In the event of submission of application it will be treated and assumed that I have understood all the terms & conditions and hence no difference of opinion shall be entertained.
- I have gone through the anti ragging provisions & act and I submit myself to any disciplinary actions in the event of violation.
- If an hosteller, I shall maintain proper disciplinary act and will follow all the instructions of the warden and authorized person.
- While going outside the hostel premises, the inmate must maintain proper behavior and conduct so as to keep the honor and prestige of ASMS intact and high.
- As an inmate of the Hostel, I shall be obliged to take written permission of the Director for going outside the Hostel after 8 pm to 8 am on all days of the week failing which I shall be solely held responsible for any untoward incidence and penal action may also be taken for the violation.
- In the event of proceeding to home/guardians place I shall be taking written permission from the Director failing which penal action will be taken by the authorities.

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(Signature of the Applicant)

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(Signature of the Parent / Guardian)

## TERMS AND CONDITIONS

- ASMS has all the rights to alter or modify or change, partially or fully the structure/course/practical and faculty during the academic session if required as per the need of the industry.
- For any self infiction or infection of mental agony or problem developed, ASMS management/authorities shall not be held responsible at any point of time during completion of the course/course tenure.
- Guests and day scholars are not allowed to stay in the hostel.
- Proper timing as communicated and displayed will be adhered and violation, if reported by the warden, may lead to disciplinary action.
- Smoking/consumption of liquor or any intoxicant is strictly prohibited inside the campus and outside the 100 meters periphery of the campus and hence i will not indulge into violation of the norms. If violated a penalty @ Rs. 5000/- or above will be imposed first time, Second time an action shall be taken against me.
- No one is allowed to whistle, hoot, shout or sing aloud in the campus during all working days or otherwise.
- I shall be following all norms of the examination and will carry all necessary item such as admit card, pen, pencil, scale, rubber, etc to the test or exam hall.
- I shall not carry any book or any note book or mobile phone in the examination hall and violation may debar me from the examination.
- I shall be reporting to the campus minimum 10 minutes prior to the commencement of the classes. As per the norms, I will not leave the campus during the class hours except medical emergencies duly under the notice of the Head of the School.
- In order to maintain academic ambience and standard, late coming to the institute/classes is not permissible and in the event of violation, a penalty @ Rs. 1000 per day will be levied.
- I shall be compulsorily attending all the events organized by the academic and placement committee such as workshops, seminars, summits, presentations, guest sessions, etc.
- This undertaking is being executed and signed along with the application form at ASMS, Noida, NCR, UP Campus and I understand that any matter pertaining to my provisional admission and therein falls under the jurisdiction of NOIDA only.
- I shall abide by all disciplinary norms whenever I join for any excursion or tour organized by ASMS.
- I shall be following the library norms and decorum as per the library rules of ASMS.
- I understand that as a hostel inmate I am bound to follow all the legal norms of law of the land and hostel norms related to resident and neighbor and in the event of any legal hassle or otherwise I should be held responsible. I understand that hostel is a leased accommodation and hence changes in the lease, solely falls in the ambit of ASMS management.
- I shall be making all payments to the bills of ASMS Canteen and will never try to borrow against the will of the Canteen owner/manager.
- I will not accompany or invite any friend or relative to the campus without the prior approval of the Administrative Head of ASMS.
- I shall never ever get involved in any act by which the Image of either management or ASMS or of any member of ASMS is tarnished. If any such involvement is made and found I should liable to strict penal action, fine and even termination from the course and ASMS.
- I understand and acknowledge that I have been admitted in UGC recognized University course and ASMS is authorized to change the university if deemed fit for the benefit of the student.
- ASMS reserves its right to cancel the admission/suspend /rusticate the student if-
  - Any student is fond involved in the act of indiscipline.
  - The fee is not deposited by the stipulated date.
  - The student does not join the program by the stipulated date even though the fee has been deposited.
  - The student fails to report back in time after semester break
  - The applicant fails to furnish the proof to the stipulated minimum qualifications.
  - Any of the documents submitted by the applicant is found to be forged, fabricated or false.
  - A fee equivalent to one semester can be charged to reinstate the name of the student in his respective course.
- I shall immediately update the authority of ASMS if any change in contact details, mail id or address takes place.
- In case if there is any difference of opinion, with respect to any matter, the Committee of ASMS will be authorized to settle the same.
- I shall abide by any change in rules and regulations brought by the management of ASMS during the course of my completion of the program. Further I shall conduct myself in ideal behavioral manner as a student.
- The decision of the Director/Authorized Person shall be final and I will abide by all his decisions.
- I understand that this is a legal agreement and undertaking in which I and my parents/legal guardians give up our rights to a court trial.

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### VERIFICATION:

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2017/18  
that the contents of the above affidavit are signed in full faith, belief and knowledge. No part is directly or indirectly concealed. I understand that the submitted affidavit does not contain any false information.

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(Signature of the Applicant)

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(Signature of the Parent / Guardian)

## HEALTH CERTIFICATE

### MEDICAL INFORMATION MUST BE SUBMITTED WITH THE APPLICATION FOR ADMISSION

(All Information is confidential and will be used only to determine whether the applicant is able to safely handle the demands of the teaching and training)

Name & Address \_\_\_\_\_

Tel. No. (Resi.) \_\_\_\_\_ (Off) \_\_\_\_\_ Date of Birth \_\_\_\_\_

#### Person to be notified in an emergency

Permanent Residential Address \_\_\_\_\_

Tel. No. (Resi.) \_\_\_\_\_ (Off) \_\_\_\_\_ Relationship with the applicant \_\_\_\_\_

#### Family Doctor or Clinic, if any, to be consulted in an emergency.

Name & Address \_\_\_\_\_

Tel. No. (Clinic) \_\_\_\_\_ (Resi.) \_\_\_\_\_

Is the applicant covered by any medical insurance scheme? If so, give details \_\_\_\_\_

#### THIS SECTION TO BE COMPLETED BY APPLICANT'S PHYSICIAN

*Note : Physical and emotional strains in the profession and its education and training make it essential that specific replies to the following questions are given:*

1. Does the applicant require or take any medication(s) or drug(s) regularly? **YES** **NO**  
If yes, give details

2. Does the applicant have any serious disability of:  
(a) Vision, If yes, give details

(b) Hearing, If yes, give details

3. Has the applicant ever been treated or hospitalised for drug abuse or emotional or psychological illness? If yes, give details

4. Does the applicant have any condition which might limit participation in the physically active classes? If yes, give details

\_\_\_\_\_  
Signature of the applicant

I have examined Mr./Ms. \_\_\_\_\_  
on \_\_\_\_\_ and found the general  
condition of health to be \_\_\_\_\_

Name of the Physician \_\_\_\_\_

Address \_\_\_\_\_

Regn. No. \_\_\_\_\_

Tel. No. (Clinic) \_\_\_\_\_

Tel. No. (Resi.) \_\_\_\_\_

Place & Date \_\_\_\_\_

Signature of the Physician \_\_\_\_\_

Official Seal \_\_\_\_\_

## CERTIFICATE FROM GAZETTED OFFICER/LEGISLATOR TO BE ATTACHED WITH THE APPLICATION FOR ADMISSION.

I have known Mr.Ms. \_\_\_\_\_

S/o D/o \_\_\_\_\_

Permanent Residence \_\_\_\_\_  
\_\_\_\_\_

who is seeking admission to Asian School of Media Studies, Film City Noida for the past  
\_\_\_\_\_ years. To the best of my knowledge and belief he/she bears a good moral character.

Passport Size  
  
Photograph  
  
to be pasted here

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Official Seal \_\_\_\_\_

NOTE: Applicant must paste one recent passport size photograph on the space provided for it and the Gazetted officer/Legislator should attest the photograph with one half of the signature on the photograph and the other half on the form, with the official seal.



## HOSTEL FACILITY

To,

The Hostel In-Charge  
Asian School of Media Studies  
Noida.

Sir,

Kindly provide me with the boarding and lodging facility during the academic year 2017-2018 as per the terms and conditions of the institute.

Yours Sincerely,

\_\_\_\_\_  
(Signature of applicant)

Name: \_\_\_\_\_

Course: \_\_\_\_\_

Note: (i) Strike off the above paragraph in case hostel facility is not required.

(ii) Obtain authorisation from the following for the allotment of the room in the hostel.

Hostel In-Charge \_\_\_\_\_

Registrar \_\_\_\_\_

Hostel Warden \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Applicant)

\_\_\_\_\_  
(Signature of the Parent / Guardian)