

GYAN VITARANAM FINISHING SCHOOL

(A unit of Gyan Vitaranam Media Pvt. Ltd.)

A premier institute of its kind to train, coach and groom students with hands on experience during field visit

ADMISSION FORM

(To be filled by the candidate himself / herself)

Name

Father's/Guardian's Name

Sex.....Religion.....Caste.....Category.....Blood Group.....

DomicileName of belonging state NationalityLocal Address

.....

Permanent Address

.....

Student Contact No. Parent Contact No. Local Guardian No

E-mail Address

Programme Applied for :.....

DETAILS OF THE COURSE UNDERGOING

Name of the courseDiploma Degree Postgraduate

Mode of the course curriculum : Regular ODL Distance Mode Correspondence mode

Name of the University : Place of the University :

University is Recognised by : Status of the University

Educational Details :

Sl.No.	Exam Passed	Board/University	% of Marks	Remarks

Note 1 : Candidates are required to attach Attested Photocopies of Certificates, Mark Sheet, 8 PP size photo and DD(s).

Note 2 : Demand Draft / Banker's Cheque should be drawn in favour of Gyan Vitaranam Media Pvt. Ltd.

FIELD EXPERIENCE, IF ANY

Name of the organization worked as for
Year(s) Month(s) From To

FEE DEPOSITED

DD/Cheque No./Cash Date
Bank Branch Rs. (In words)
Signature of the student

DOCUMENTS TO BE ATTACHED WITH THIS FORM

(Put tick mark in the box provided for those documents attached)

1. Date of Birth i.e., S.S.C. certificate/LC/TC (two attested copies).
2. HSC/Diploma mark sheet (3 attested copies).
3. Character Certificate.
4. Photo (PP size 2+1 pasted on the Application Form + 2 stamps sized).
5. For self-addressed envelopes (Size : 9 inch x 4 inch having stamps worth of Rs. 25/- each).
6. Joint Affidavit
7. Fees
8. Experience certificate (if available)
9. Fee structure and mode of payment installments sheet along with the affidavit on Rs. 100/- stamp paper.

DECLARATION

(Before filling the form the candidate is requested to read his declaration carefully given below)

1. The entire information furnished in this form are correct and no alteration of any kind shall be asked hereinafter.
2. I shall abide by the rules and regulations of the institute, code of conduct mentioned in the Prospectus. Ignorance of the same will not be taken as an excuse for any reason of purpose.
3. I shall not claim any sort of refund from this institution (after admission) including the admission charge under any circumstance, even if I have not attended a single class.
4. Tuition Fee and other dues will be paid by me on or before the due date as mentioned in the Prospectus. In case I leave earlier than the completion of the course, I am liable to forfeit the entire fee, caution money deposit etc.
5. I have not concealed any fact or any material/information in filling up this Application Form, nor submitted any fake certificates. I also do not stand debarred from any public examinations.
6. I shall never take part in any strikes or such activities which are not admissible according to the rules and regulations of the institute, code of conduct.
7. All disputes with the institute are settled in the courts of Bhopal.
8. I undersigned parent/guardian enclosed the declaration of candidate/students with the undertaking to give effect to the same.
9. We, the candidate and parents /guardian are appraised with the scope, structure and validity of the programme and are interested to enroll in the same at our own risk and cost.

Signature of the candidate

Signature of Parent/Guardian with name

DECLARATION TO BE SIGNED BY THE FATHER/GUARDIAN

I, undersigned hereby declare to accept the responsibility for the regular payment of fees, other dues, good conduct and the observance of rules and regulation of the institute by Mr./Ms.
in the institution. I also promise that I will be in constant touch with my child/ward and the Institute Authority by meeting personally or by writing so as to find the progress made or failure encountered by my son/daughter and also to get information regarding the changes made in any respect.

Place :

Signature of Parent/Guardian

Date :

Name and Address of the Guardian

**JOINT DECLARATION BY THE STUDENT AND HIS/HER PARENTS/GUARDIAN
(To be submitted at the time of admission)**

We the undersigned declare that the following, supported by a joint affidavit:

1) We have gone through the prospectus thoroughly (in all respect) supplied by the institute and do hereby undertake to abide by the rules and regulations of the institute (GVMFS), important instructions to candidates, academic system for the courses, different academic programme etc., Ignorance of the same shall not be treated as an excuse for any purpose at all. We alone shall be responsible and liable for all consequences arising out of the violation of the rules and regulations of the institute committed either jointly by us or individually.

2) All the entries made in this form are correct in best of my knowledge and belief. Nothing has been concealed. If any information is found to be false, we alone shall be responsible for false declaration and for all the consequences.

3) We (Name of the Parent/Guardian) and my son/daughter/ward (Name of the applicant) do hereby declare that the applicant at the time of admission has a stable behavior and is free from any prejudice. If the applicant is subsequently found to be unstable mentally or cause any damage or loss to the properties of the institute, it shall be our responsibility to make good the loss suffered by the institute. Also we do agree that we alone will be liable for all consequences arising out of my ward's behavior.

4) We know that if we are found the applicant is found to be engaged in any illegal activities within or outside the premises, we alone will be liable for all the consequences arising out of such activities. The management shall not have any kind of liability and responsibility for aforesaid consequences.

5) We understand that if the applicant/candidate is found to possess or use any kind of intoxicant or drugs, he/she shall be liable for expulsion from the institute. Upon happening of such an event, programme fee whatever paid shall not be refunded.

6) We know that Gyan Vitaranam Media Finishing School, a premier institute of its kind to train, coach and groom students for media courses along with hands on experience during field visit.

7) We shall maintain the dignity, decorum, cordial and disciplined atmosphere of the institute and shall do nothing to defame the institute.

8) We know that it shall be our duty to desist from any activity, hindering the smooth functioning, progress and prosperity of the institute.

9) We understand that smoking is strictly prohibited and if found smoking, the management is free to take suitable actions against the erring student/applicant.

10) We know that it shall be our responsibility to remit the fee on or before 10th day of every month. We agree that if

the fee is not remitted on the stipulated date, we shall be liable for making payment of late fee of Rs. 100/- per day. We also know that if the fee is not paid within 10 days from the due date, the student will not be permitted to attend the classes. This action on the part of management shall not be agitated as a grievance in any forum of whatsoever.

11) We know and agree that the fee schedule can be changed reasonably and is at the discretion of the management.

12) We are aware that, in the fee rules given in the prospectus issued by the institute it is clearly stated that the fee once paid will not be refunded after admission. Under any circumstances even if he candidate does not attend a single class. Accordingly we promise that we shall not claim any sort of refund from the institute after admission, including the admission charges irrespective of any circumstances, even if the case of the student / candidate has not attended the single class.

13) I am aware and agree that in any case if I withdraw my admission after confirmation of admission I am liable to pay the complete fee of the course to the institute.

14) We know that my son/daughter will appear for examination at the examination center allotted to him/her by the respective university from where he/she have opted for undergoing Diploma / Degree / PG in media courses.

15) We know that my son/daughter undergoing a Diploma / Degree / PG programme from a Govt. recognized university should follow the rules and regulations as mentioned by the university with regard to conduct of programme / contact programme / syllabus / course curriculum / University fees / examination centres etc. We are aware that GV Media Finishing School will not be responsible with respect to the recognition of the course/curriculum/ exam pattern of the university where the student is undergoing the Diploma/ Degree / PG course. We take full responsibility for the course being pursued by the student at our own risk.

16) We know that the institute does not stand liable for any unfortunate event that might occur while my son/daughter is carrying out his/her hands on practical / live training / field visit.

17) We know that my son/daughter who have taken admissions in the year 2017-18, and after the completion of the programme are provided with 100% job placement in print media at the end of the said programme, however job placements will be within the Gyan Vitaranam Media Pvt. Ltd. and its ventures. Jobs are allotted according to the student's capability at any of the place found suitable or vacant.

18) We know that the job once secured will generate a minimum remuneration of Rs. 15,000/- INR per month. The maximum salary will depend according to the job profile and position held depending on my performance.

19) We also know that during my job at Gyan Vitaranam Media Pvt. Ltd. or its ventures, if I get a better opportunity I have liberty to quit/resign after clearing all dues and properly handing over the duties and responsibilities and the management will be free from any further liabilities of employment or any other type of liabilities.

20) We know that 100% job placement in print media will be given to only those students who pass the recognized diploma/degree or PG in Media Courses of any Government University and also attend compulsorily all the live training programme / field visits conducted by industry (media experts) of Gyan Vitaranam Media or its associate partners.

21) We also know Practical Training and Skill Development Programme, field visit and practical hands-on training is mandatory and is part of the programme. Those students who undergo the complete Practical Training and Skill

Development Programme along with a Diploma / Degree / Post Graduation in media from any Govt. recognized university is entitled to get 100% job placement in print media within various departments of Gyan Vitaranam Media Pvt. Ltd. or its associate partners at any part of its suitable locations situated in various parts of the country. The rules of general employment as applicable to Gyan Vitaranam Media Pvt. Ltd. will also be applicable during employment.

22) We know that poor academic performance, inadequate attendance, in hands on training / field visit indiscipline, failure to work as part of a team, insubordination or bad behavior towards staff, faculty or other students will mean termination of Practical Training and Skill Development Programme / field visit / practical hands on training, thereby making the student ineligible for the programme.

23) We know that when my son/daughter acquires various documents that includes learning material, data sheets, confidential information / documents, reports, illustrations / photographs / graphics etc. While pursuing academic / hands on training / field visit programme with Gyan Vitaranam magazine / news paper / periodicals are bound to honor the ownership / copyright of such materials owned by Gyan Vitaranam Media Pvt. Ltd.

24) We know that during the Practical Training and Skill Development Programme, field visits or training are required to arrange their own transportation, lodging and boarding facilities. Gyan Vitaranam Media Finishing School, Gyan Vitaranam Media Pvt. Ltd. and its venture, management will not be responsible for any miss happening. The candidates are also required to maintain a high level of discipline and follow the code of conduct during their technical visit, practical training and Skill Development. Students are also required to bring their own laptops with internet facilities. Students who pursue photography courses are required to bring their own cameras as specified. All students are required to get appropriate insurance cover for which the premium is borne by the students.

25) We also know that ragging among Junior and Senior students is strictly prohibited within and out of the premises of the Institute. A cordial relationship among the students is desirable & any violation of the disciplinary rules may invite stern action from the authorities.

26) We know that during the course of hands on experience / life training / field visits with Gyan Vitaranam Media Pvt. Ltd., or its associates as a student my son/daughter will acquire, gain, generate, gather and develop, knowledge of and be given access to business information about product activities, know-how, methods or refinements and business plan and business secret and other information concerning the products / policies / trade secret. All documents / prints / technical information / reports / statement / correspondence / business of the company hereinafter called the SECRETS will not be shared or parted with any third party during the course of studies / employment or after employment .

Place

Date

Signature of Candidate

Signature of Parent/Guardian

JOINT AFFIDAVIT

We the undersigned deponents
(Name of the parent/guardian) aged years S/o., D/o.,
W/o.
(Name of father/husband) resident of
(Address) and (name of the applicant/student)
aged year, S/o., D/o., Ward of
(Name of parent/guardian) of

- 1) That we have given a joint declaration under our signature for the purpose of admission of the applicant / candidate for the course run by the management of Gyan Vitaranam Media Finishing School (GVMFS), (A unit of Gyan Vitaranam Media Pvt. Ltd.).
- 2) That the joint declaration as mentioned against paragraph no. 1 above consists of 26 paragraphs serially numbered.
- 3) We solemnly affirm that the contents of the 26 paragraphs as stated in the joint declaration are true to the best of our knowledge and belief and that we have agreed to comply with each and every declaration in letter and spirit.

Name of the Applicant
(DEPONENT)

Name of the Parent
(DEPONENT)

VERIFICATION

We the above named deponents do hereby verify that the contents of the affidavit from paragraph no. 1 to 3 are true to best of my knowledge and belief. No material fact has been concealed.

Verified and signed on this day of Month 20..... at
.....

Name of the Applicant
(DEPONENT)

Name of the Parent /Guardian
(DEPONENT)