



Application Form



General Rules & Regulations

Keeping in view the aims of NIMAS, certain rules & regulation have been framed which has to be strictly followed. The rules have been formulated not to bind the students amongst boundaries but to make one understand values of discipline, following which the student emerges into a more determined, matured & knowledgeable individual. A full hearted support from our students and guardians are solicited.

A. General Discipline

1. The students can avail all NIMAS facilities only after the batch commences & only till the batch is completed.
2. Students are liable to security checks on entry or exit from the NIMAS premises.
3. Hostel Facility is mandatory for outstation students initially for 1 year.
4. NIMAS will not be responsible for any loss of belongings left unattended by the students at the NIMAS premises.
5. Intake of any sort of intoxicating substances is strictly prohibited at NIMAS premises. Chewing of pan/gum is also prohibited.
6. All NIMAS properties have to be handled with care. Any damage or pilferage caused to NIMAS properties by a student will be appropriately charged for.
7. Students should strictly adhere to instructions regarding entry/exit regulations, parking of vehicles etc. They should not bring friends, visitors & relatives to the classrooms or practical rooms.
8. Telephones at NIMAS are meant only for official purpose & not for personal calls (incoming & outgoing) for students. Only in case of dire emergencies will incoming telephone calls be allowed for students. This facility cannot be claimed as a matter of right.
9. In all matters involving discipline / disciplinary action, the decision of the designated person will be final & binding on all students.
11. No refund will be made by NIMAS and NIMAS will not be responsible in case, any and every affiliating / associating / approving body of NIMAS is the defaulter in anyway. All students have to qualify as per the requirements and norms of the affiliating / associating / approving body / bodies, to avail their facilities. It is the responsibility of the students to clarify all norms before taking admission.
12. NIMAS holds the right to use Student photographs, Student credentials, their working profile or any matters relating to students in Prospectus, Brochures or any promotional materials made for NIMAS. Photographs can be changed / modified as the need be.
13. Students attending classes shall keep their Cell Phones switched off or deposited at the entrance as decided and notified by NIMAS Management from time to time.
14. Students have to maintain the best possible behavior in the Institute premises. If one is found Arguing or in unruly behavior then NIMAS has every right to suspend the Student without any Explanation.
15. Fees Card and Identity Card has to be carried by Students at all times. The Institute Authority has every right to have a surprise check enquiring regarding the same. If someone is found without anyone of the Cards then they will be fined on the spot.
16. All matters of dispute will have to be solved through arbitration. Further disputes will be subject to Kolkata jurisdiction only.

B Library

1. Library facilities extended to individual student cannot be transferred.
2. The student hold sole responsibility for any book issued in his/her library card.
3. Books will be issued at a time against his/her library card & the books issued cannot be retained for a period of more than seven calendar days from the date of issue.
4. A student should not mishandle or deface a book issued to him/her. Any previous defacement should be brought into the notice of the issuing staff, failing which the student holds sole responsibility if the book is found damaged in any form which is issued to him / her. The student will have to replace the damaged book or pay appropriately to have the book replaced.

5. Students will have to pay a late fine, for each calendar day of default beyond the date, to return the book. The fine will be prescribed from time to time.
6. In case the student loose the book borrowed, he/she is to replace the book within the due date or pay in full the price of the book as per the market rate prevalent then. NIMAS holds full right to take appropriate action against students who does not either replace the lost book or pays for it within the due date of return. As a punishment the defaulted students mark sheet, degree etc. can be withheld.
7. On loss of the library card, a new one will be issued only on payment of appropriate fee.

C. Payment of Fees

1. The seat booking amount can be paid either in cash, Demand Draft, Bank Transfer or Card swiping.
2. For all other installment payments, Post dated Cheques (PDCs) will have to be submitted as per payment schedule, at the time of taking admission, favoring NIMAS.
3. In case of any Cheque getting dishonored an amount of Rs.5000/- will be charged as a fine. NIMAS further holds the right to take appropriate measures as deemed fit, including the expulsion of the student.
4. A student who wishes to rejoin the same course after discontinuance caused due to default in payment of fees has to pay:
 - a) The fees that has defaulted in the revised fee structure applicable for that batch.
 - b) The re-admission fee apart from future installments in the revised fee structure applicable to the new batch in which the student joins.
5. The receipt issued after payment of the fees has to be preserved for all future references, as and when required.
6. Payments must be made favoring NIMAS, State Bank of India (SBI) Account No.31790191876, IFSC: SBIN0012360.
7. It is compulsory for every NIMAS Students to carry fees card or copy of fees card daily signed by parents.

D. Grooming

1. We at NIMAS take pride in the Grooming of the Students. If one is found without proper Uniform then the Institute has every right to take necessary action against the students.
2. If one is found in improper Uniform or shabbily dressed then he/ she will be sent back immediately.
3. Grooming of the Student will be given special attention, Nails should be trimmed, hair short and properly combed, shaving should be done daily.
4. Girls should have trimmed Nails without any polish, hair made into a Plait or Bun, Wearing of jewelry should be kept to Minimal.
5. Boys should always wear Tie with properly Ironed Shirts and Trousers, same goes for the girls too. Shoes should be polished.
6. For Hotel Management Students it is to be kept in mind that without proper Uniform and Kit they will not be allowed to attend their Practical Classes.
7. Students having tattoos on hand, shoulder, neck or any uncovered area may not be supported for Training and Placement service of NIMAS.

E. Discontinuance

1. Refund request to be solicited as per the norms of UGC.
2. In case of the student not paying his/her fees within 30 days of the due date, or doesn't apply in writing he/she will be dropped from the batch & treated as having discontinued. When the student drops out on his/her decision, the case will also be treated as discontinuance.
3. If a student, who has discontinued the course, wishes to continue the course at a later point of time he/she will have to adhere to fresh admission procedure & rules in force at that time. The readmission procedure is strictly dependent on NI MAS Management & cannot be claimed as a matter of right. A readmission charge of Rs.10,000/- will have to be made by the student.

F. Attendance & Punctuality

1. Regularity in attendance is of utmost importance
2. 75% attendance is mandatory for every student to be eligible for Examination. Students having less than 75% attendance will not be allowed to sit for Internal as well as for University Exams.
3. Students absenting from the College for one day should get a letter from his/her guardian. If the Student is absent for 3 or more days then he/she has to furnish with Doctor's Certificate if he is sick or a letter from Guardian if he/she absents without being sick.
4. Hostel students, if absent for a day has to get a Letter from the Hostel warden / Person responsible to be allowed further classes.
5. All students must reach the institute at least 10 minutes prior to commencement of the Assembly session.
6. If a student is found being late for 3 days in a month then he/ she will be asked to leave the college premises on the third day.

G. Course Completion Procedure

1. Caution Deposit (if any) will only be returned to the Student on Completion of the Course. The refund is subject to good conduct abiding all Rules and Regulations and no damage caused the Institute (Lab, Library or otherwise).
2. A Written application should be made asking for the refund of the Caution deposit along with a copy of the fees card attached.
3. If the student / students, is / are found to have done any damage to NIMAS property (Lab, classroom, Hostel etc.) the rectification amount will be deducted from the Caution Deposit.
4. The following has to be handed over to NIMAS office after course completion:
 - a) Identity Card b) Library card c) Original Caution deposit receipt d) Fees card

H. Industrial Interface & Placement Interview

1. This facility is only given to those students who have maintained a 75% class attendance during the entire course & all dues of NIMAS cleared in time by the Student.
2. Placement Interview is only a facility extended towards NIMAS students free of any charge. Although all reasonable efforts will be made by NIMAS to secure a suitable placement for it's students it does not guarantee placement. The service cannot be claimed as a matter of right. NIMAS reserves all rights to withdraw this facility from any student who fails to abide by all norms & conditions at all time. The choice done to make which student appear for which interview is in the hands of the designated people of NIMAS & the decision taken cannot be challenged at any point of time.
3. As part of these services, special programs like mock group discussions, interviews etc., will be conducted. The students will be given a chance to appear for seven interviews. If the student is not selected by the prospective recruiters after seven (7) interviews, his / her name would be removed from the placement cell. The student can get a further chance only at the discretion of the management.
4. If a student declines a job offer he/she may be moved to the last position in the placement queue.
5. If a student refuses or fails to appear for an interview arranged / recommended by the placement cell his / her name shall be removed from the placement list.
6. If a student is selected for a job in an organization he / she will not be allowed to sit for any further interview arranged by NIMAS unless otherwise decided by NIMAS Management.
7. This is for the Information of All Students that NIMAS will provide assistance for placing the students for Industrial Training as well as for Campus Interviews. (On and Off)
8. All students are to take the Industrial Training through NIMAS which is mandatory.
9. If the Student does not take the assistance of NIMAS for the Industrial Training then he / she might not get any Assistance from NIMAS for Placement as well. This will be solely at the discretion of NIMAS Management.

I. The Admission Procedure

1. The following admission procedures should be followed by all prospective students
 - a) Filled in application forms should be submitted to NIMAS office within specified dates.
 - b) Kindly enclose the following certificates at the time of admission:-
Mark sheet: 3 sets of attested Xerox copies of qualifying / last attended examination (high school, higher secondary (10+2)).
2. Once selected, candidates will have to enroll themselves by paying the necessary fees within the specified stipulated time frame, failing which the seats will be offered to wait listed candidates.
3. The selections are made strictly on the basis of merit & no separate entrance fee (Apart from University Entrance fees) is charged. NIMAS reserves the right to take the final decision regarding the selection and admission of a student at NIMAS, which cannot be challenged.

J. Revision & Interpretation of Rules

1. These rules come into immediate effect applying on all students of NIMAS.
2. NIMAS holds the right to amend & change any or all the rules from time to time if found necessary.
3. Interpretation of the rules will always be made by the designated persons of NIMAS, which shall be final & binding on all concerned.

Admission must be taken by

Following are required to be brought at the time of admission

1. Document of Class X (3 copies)
 - a) Mark sheet b) Admit Card
2. Document of Class XII (3 copies)
 - a) Mark sheet b) Admit Card c) Pass Certificate
3. Passport sized Photographs (3 copies)
4. Stamp sized Photographs (3 copies)
5. Passport sized Photographs of Guardian (1 copy each)
6. Aadhaar or Voter or Pan card (1 copy each)

Date :

Signature of NIMAS Official

Details of Fees Structure

STUDENT COPY

(To be filled by Office)

Name : Course :

	Amount to be paid	Date of Payment	Remarks
Seat Booking		Untill Result Declared	
Admission		Before Class Start	
1st Installment			
2nd Installment			
3rd Installment			
4th Installment			
5th Installment			
6th Installment			
7th Installment			
Uniform Charge		At the time of Admission	
University Registration Form	2,300 INR	As per notice	
Exam Fee Per Semester		As per notice	
Library & Development Fees	5,000 INR	As per notice	
Lab Caution Deposit (for respective course)		As per notice	

Please Note : A Late fine of Rs. 50/- per day will be charged for every delay payment of Fees payable.

I have clearly read & understood the Rules & Regulations of NIMAS before joining the College and agreed to abide by them. My parents / my Guardians have clearly understood the patterns of fees structures and other fees to be paid to the colleges mentioned above.

Signature of the NIMAS Officials

Date :

Name :

Father's Name :

Course :

I also understand the fees structure of my entire course in NIMAS alongwith all University fees.

Affix self
attested
stamp size
photograph
of Applicant

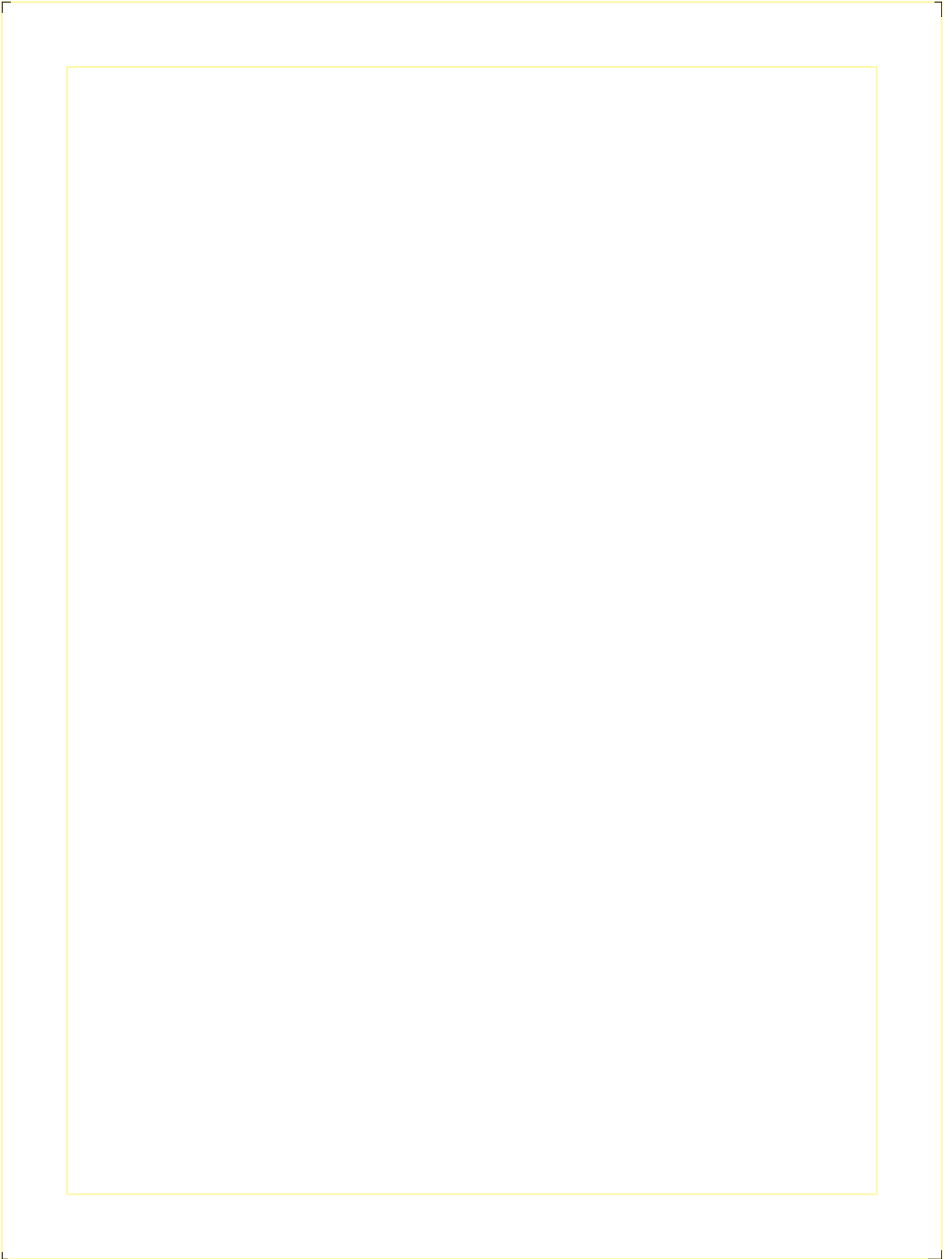
.....
Signature of the Student

Signature of the Guardian / Sponsors

Date : Phone :

Date :

E-mail :



Details of Fees Structure

ACCOUNT COPY

(To be filled by Office)

Name : Course :

	Amount to be paid	Date of Payment	Remarks
Seat Booking		Untill Result Declared	
Admission		Before Class Start	
1st Installment			
2nd Installment			
3rd Installment			
4th Installment			
5th Installment			
6th Installment			
7th Installment			
Uniform Charge		At the time of Admission	
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Signature of the NIMAS Officials

Date :

Name :

Father's Name :

Course :

I also understand the fees structure of my entire course in NIMAS alongwith all University fees.

Affix self
attested
stamp size
photograph
of Applicant

.....

Signature of the Guardian / Sponsors

Signature of the Student

Date : Phone :

Date :

E-mail :

General Declaration

.....
(Student's Name)

.....
(Father's Name / Guardian's Name / Sponsor)

Course applied

I have clearly read & understood categories A to categories J of General Rules & Regulations of NIMAS before joining the College and agreed to abide by them. My parents / my Guardians have clearly understood the patterns of fees structures and other fees to be paid to the colleges mentioned in the previous pages.

.....
Signature of the Student

Date :

Signature of the Guardian / Sponsors

Date : Phone :

E-mail :

Application Form

1. Name
2. Surname.....
3. Date of Birth
4. Fathers' Name
5. Mothers' Name
6. Guardians' Name
7. Local Guardians' Name
8. Nationality Religion
9. Permanent Address.....
..... Category - GEN / SC / ST / OBC Blood Group
10. Phone Mobile
11. E-Mail I.D. Proof - VOTER / ADHAAR / PAN CARD
12. If suffering any other chronic disease - YES / NO
13. Qualification

Affix self attested
stamp size photograph
of Applicant

i) Academic Qualification

Examination	Board/University	School/College	Year of passing	% of Marks

ii) Professional Qualification

Examination	Board/University	Institute	Year of passing	% of Marks

13. Course applied for
14. Hostel required..... Yes No

Details of the Parents / Guardians

Father

Name.....

Residential Address

Phone Mobile

E-mail

Occupation

Office Address

Office Phone Emergency Phone

Voter / Aadhaar No.

Affix self attested
stamp size photograph
of Students Father

Mother

Name.....

Residential Address

Phone Mobile

E-mail

Occupation

Office Address

Office Phone Emergency Phone

Voter / Aadhaar No.

Affix self attested
stamp size photograph
of Students Mother

Identity Card Details



NAME

.....

D.O.B.....

COURSE

ADDRESS

.....



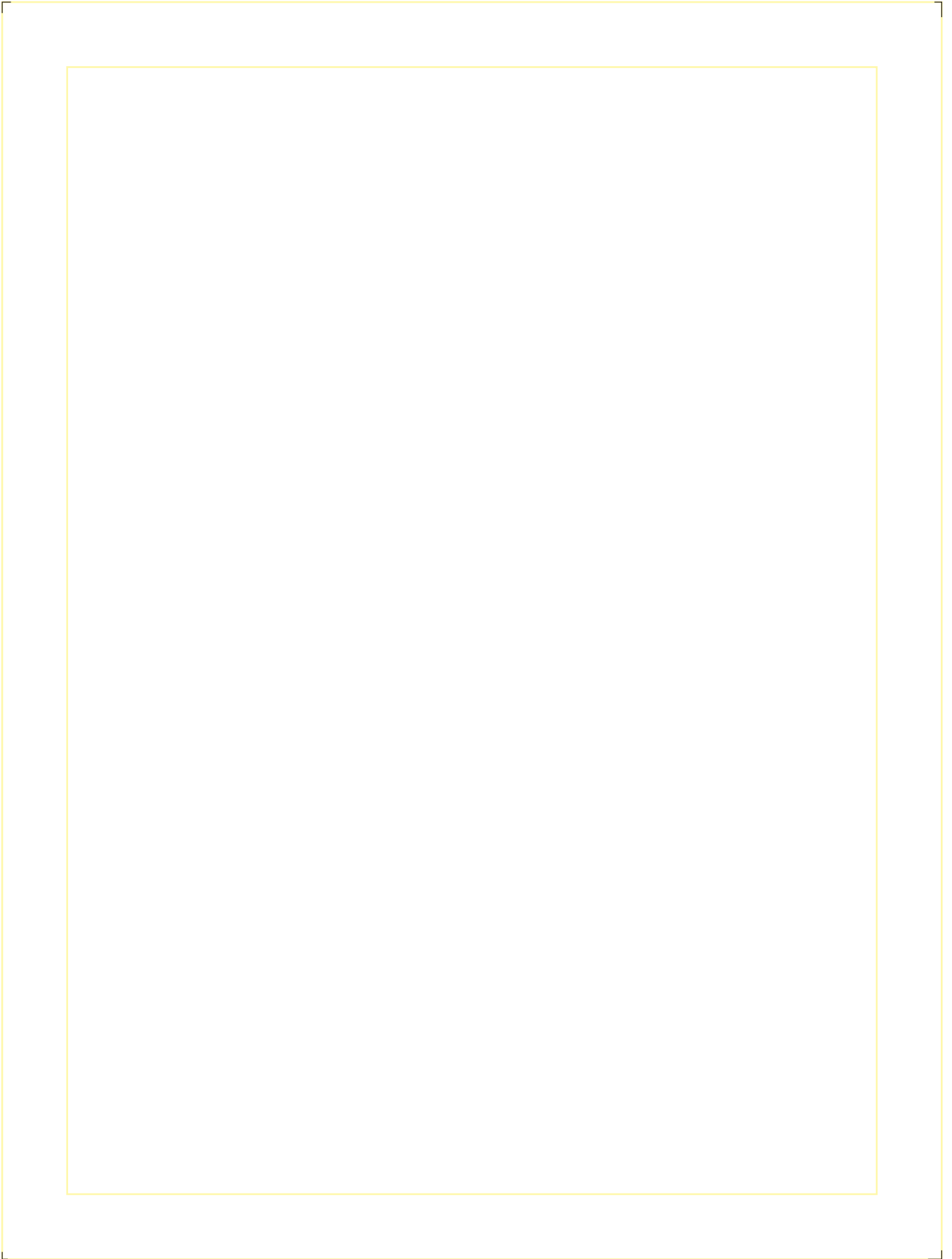
Authorised Signature

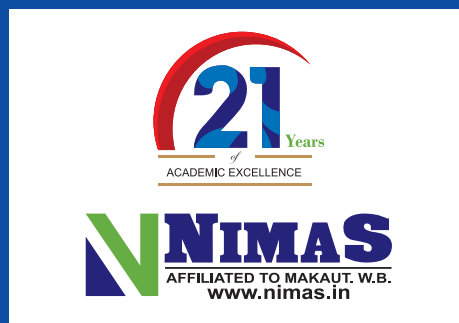
Examination Result to be sent to Father / Gaurdian's

Whatsapp number :

Father / Gaurdian's E-mail ID :

.....
Father's / Guardian's Signature





Barasat Campus :

HL NO - 1045/1/A, Barasat Barrackpore Road,
Ward No. 4, Behind Lokenath Mandir
Kolkata - 700 125

Landline : 033-2524 1809, 033-2524 1819

Enquiry : 9874669007 / 9874641007

E-mail : information@nimas.in / nimas.director@gmail.com

Facebook : <https://www.facebook.com/NIMASKolkata/>

Instagram : <https://www.instagram.com/NIMASInsta/>