



# DISHA SCHOOL OF MANAGEMENT

Satya Vihar, Vidhansabha-Chandkhuri Marg, (Baloda Bazar Road) Mandir Hasaud Dist Raipur-492 101.  
Phone No. 0771-4200100-007 Fax : 0771-4200110

## ADMISSION FORM

Course Applied :  P.G.D.B.M.  D.R.M.  D.S.L.M.  
 D.P.M.  D.H.C.M.

### PERSONAL DETAILS

1. Name (In Capital Letters) : \_\_\_\_\_  
2. Father's/Husband's Name : \_\_\_\_\_  
3. Mother's Name : \_\_\_\_\_  
4. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_

Paste your Recent  
Passport Size  
Photograph  
(Don't Staple)

Phone No. (Res.) \_\_\_\_\_ Mobile : \_\_\_\_\_

5. Local Guardian's Name & Address : \_\_\_\_\_  
\_\_\_\_\_

Phone No. (Res.): \_\_\_\_\_ Mobile : \_\_\_\_\_

6. Date of birth (DD/MM/YYYY) :

7. Age (As on 1<sup>st</sup> July) :  Years  Months  days

8. Sex : Male  Female  Blood Group

9. Category \_\_\_\_\_ Caste : SC  ST  OBC  GEN

Marital Status : Married  Unmarried

Nationality : Indian  Others

10. Profession of Parents/ Guardian : \_\_\_\_\_

11. Approximate Annual Income of the family (in Rs.)

Less than 1,50,000  1,50,000 to 2,00,000  2,00,000 to 2,50,000  More than 2,50,000

12. Details of Qualifying Examination

i) Percentage of marks in 10+2 \_\_\_\_\_ Marks obtained \_\_\_\_\_ Total Marks \_\_\_\_\_

ii) Percentage of marks in Graduation \_\_\_\_\_ Marks obtained \_\_\_\_\_ Total Marks \_\_\_\_\_

iii) Medium of instruction at (10+2) & Graduation level English/Hindi/ Vernacular

iv) Score & Rank of AIMA-MAT /CAT/D-MAT EXAM \_\_\_\_\_ SCORE \_\_\_\_\_ RANK \_\_\_\_\_

13. Extra Curricular Activities/Achievements (Specify)

Academic/Literary : \_\_\_\_\_ Sports : \_\_\_\_\_

Cultural: \_\_\_\_\_ Social : \_\_\_\_\_

Campus/NCC/NSS \_\_\_\_\_ Others: \_\_\_\_\_

14. Are you presently doing any other academic courses? Yes  No   
If yes, give details: \_\_\_\_\_
15. Have you ever been suspended or placed on academic probation at any previous institute ?  
If yes, give details: \_\_\_\_\_
16. Do you require Hostel facility ? Yes  No
17. Do you want to join NCC/NSS Yes  No
- 18.. Check list for enclosures [Tick (√) the appropriate] :
- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| i) Birth Certificate                       | <input type="checkbox"/> | ii) Transfer Certificate                       | <input type="checkbox"/> |
| iii) Migration Certificate (if applicable) | <input type="checkbox"/> | iv) Character Certificate                      | <input type="checkbox"/> |
| v) Gap Certificate (if applicable)         | <input type="checkbox"/> | vi) Marksheet of 12 <sup>th</sup> & Graduation | <input type="checkbox"/> |
| vii) Domiscile Certificate                 | <input type="checkbox"/> | viii) Photographs of parents                   | <input type="checkbox"/> |
| ix) Photograph of local guardian           | <input type="checkbox"/> | x) Photographs of applicant (8 copies)         | <input type="checkbox"/> |
| ix) Any other certificate (if applicable)  | _____                    |  |                          |
19. **Total number of enclosures**

### DECLARATION BY STUDENT

I promise to abide by all the rules, regulations and code of conduct as framed by the Institute/ University. I will accept the decision of the Institute/University, regarding the admission, as mentioned in the Prospectus/Admission form.

Date :

Place : Name and Signature of Applicant

### UNDERTAKING OF THE PARENT/GUARDIAN

I hereby undertake that my ward shall follow the rules and regulations framed by the Institute/ University, as mentioned in the prospectus and as amended from time to time. .

Date :

Place : Signature of the Parent/Guardian

### FOR OFFICE USE ONLY

Date of Admission : \_\_\_\_\_ University Enrollment No. : \_\_\_\_\_

Stream : \_\_\_\_\_ Semester : \_\_\_\_\_

Batch : \_\_\_\_\_ Student ID No. : \_\_\_\_\_

Details of Hostel fees deposited: Amount Rs.....DD No..... Bank.....

Admission Authority

Principal/Director  
(Seal & Signature)



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**RULES & REGULATIONS (GENERAL)**

1. Application should be in the prescribed format, with all the columns duly filled in by black/blue inks correctly and legibly. Incomplete and incorrect applications may be out rightly rejected.
2. Students are required to submit the original mark sheets of class 10<sup>th</sup> ,12<sup>th</sup> & Graduation (only for PG Programs) along with attested Xerox copies.
3. Students shall abide by the rules & regulations of the Institute ,as declared and notified from time to time.
4. Students are not expected to indulge in any unsocial, criminal or political activity, not conforming to his status as student and against the interest of the Institute/Organization.
5. Minimum 85% attendance is compulsory to be eligible to appear in University Examination (or as guided by University). Students are required to submit leave application giving valid reasons for absence from classes. The leave/absence applications shall be submitted to the concerned HOD.
6. Students found damaging the Institute property shall be punished & fined and may also be suspended/rusticated from the Institute.
7. students shall submit a fitness certificate from a competent and authorized medical authority, at the time of admission.
8. Consumption of tobacco and tobacco products, alcohol, chewing of gutka, inside the institute is strictly prohibited, students found indulging are liable to be fined and punished severely. They may even be rusticated.
9. Students shall follow the prescribed Dress Code in the Institute.
10. Students shall be provided with SMART IDENTITY CARDS. Students are required to wear it always and present it as and when asked for. Duplicate smart cards shall be available on payment of Rs.100/- or as decided from time to time.
11. Gadgets like Mobile Phones, Walkman, Radio, etc. are not allowed inside the classrooms, workshops, seminars etc. Usage of above will lead to seizure of these gadgets. Which will be non refundable.
12. Ragging in any form is strictly prohibited in accordance and as per directions of Hon'ble Supreme Court of India. STUDENTS FOUND INDULGING IN ANY KIND OF RAGGING SHALL BE OUTRIGHTLY RUSTICATED FROM INSTITUTE AND LEGAL ACTION AS PRESCRIBED MAY BE INITIATED.

Signature of Parent/Guardian

Name & Signature of the Applicant

13. Absence from classes for more than 21 days without prior information shall lead to the admission of the students being cancelled.
14. Publication of any information regarding the institute without prior permission from the competent authority is not allowed and shall be treated as an offence invoking punitive action like suspension also.
15. Usage of Institute infrastructure viz, Library, Computer Lab, Workshop Hostel etc. are governed separately by Library rules, Computer Lab rules and Workshop rules and shall be notified from time to time.
16. Cases of indiscipline shall be reported to the Disciplinary Committee and in such cases the decision of the Disciplinary Committee shall be final and binding.
17. Fees once paid will not be refunded. Full payment of the fee is to be made on yearly basis in advance within the prescribed date.
18. Caution Money shall be refunded on completion of the full term of the courses on presenting the original fee receipt only.
19. Information regarding examinations, activities etc. shall be displayed in the form of the notice on the Notice Boards and shall not be communicated to the student individually.
20. Disputes may be referred to arbitration first.
21. All disputes are subject to Raipur Jurisdiction only.

### **DECLARATION**

I have completely understood all the above rules and regulations. I solemnly affirm to abide by them. I will accept all the decision of Institute/Principal/Director regarding conduct, admission and in case of default.

Signature of Parent/Guardian

Name & Signature of the Applicant



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## HOSTEL APPLICATION FORM

To  
The Registrar  
Disha School of Management  
Raipur (C.G.)

Affix  
two passport size  
Photograph s  
(Don't Paste)

Sir,  
I would like to avail the hostel facility in the Institute. My particulars are as follows :

[All particulars to be filled in by the applicant in CAPITAL LETTERS only]

1. Name : \_\_\_\_\_ Course \_\_\_\_\_
2. Father's/Mother's Full Name and Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Father's Occupation : \_\_\_\_\_
4. Local Guardian Name and Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Telephone No.: \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
7. Category \_\_\_\_\_ Caste : SC  ST  OBC  GEN
8. Nationality : \_\_\_\_\_
9. Details of ailments & Physical disabilities (if any) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Blood Group : \_\_\_\_\_

Signature of Parent/Guardian

Signature of applicant

Signature of Director/Registrar

Signature of warden

### DECLARATION BY THE STUDENT

I promise to abide by all the rules, regulations and code of conduct as framed by the Hostel/ Institute/ University. I shall accept the decision of the Hostel & Institute authorities at all times, In case I fail to follow the rules of the Hostel/Institute, I may be rusticated from the Hostel/Institute, which I shall accept.

Date :

Place :

Signature of Parent/Guardian

Signature of Applicant





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## TRANSPORT FACILITY APPLICATION FORM

To,  
The Registrar  
Disha School of Management  
Raipur (C.G.)

Affix  
two passport size  
Photograph s  
(Don't Paste)

Sir,

I would like to avail the transport facility provided by the Institute. My particulars  
Are as follows :

**(All particular to be filled in by the applicant in CAPITAL LETTERS only)**

- 1) Name : \_\_\_\_\_ Course \_\_\_\_\_  
Batch \_\_\_\_\_ Student ID \_\_\_\_\_
- 2) Father's Occupation : \_\_\_\_\_
- 3) Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
- 4) Local Address (Residence in Raipur) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DECLARATION BY THE STUDENT

I will abide by the rules of the Institute related to transport facility at all time :

Signature of Tpt. Incharge

Signature of Parents/ Guardian

Signature of applicant  
Name \_\_\_\_\_

### FOR OFFICE USE

- 1) Route No \_\_\_\_\_ 2) Bus No \_\_\_\_\_
- 3) Point (Stage) Form \_\_\_\_\_
- 4) Details of Transport Fees Paid
  - I) Amount Rs \_\_\_\_\_
  - II) DD NO \_\_\_\_\_
  - III) For period \_\_\_\_\_

Account Officer

Signature of Transport Manager