



Bharatiya Vidya Bhavan

Department of Film & TV Studies, Sardar Patel College of Communication and Management, Kasturba Gandhi Marg, New Delhi - 110 001
 Tel.: 011-23389449, 23388021 E-mail: bvbfts@gmail.com, Website: film-tvstudies.com

FILM & TV STUDIES
APPLICATION FOR ADMISSION

**2012
 2013**

PERSONAL DATA

To be filled in English by candidate in his/her own handwriting. Don't leave any column blank. write NOT APPLICABLE or NO wherever there is no information to give.

Course applied for (First Option)	Application Form No. <small>To be filled by office</small>	Photo Approx. 3 x 4 cm Paste 1 Photo Here Don't put any stamp or signature on photo Don't Staple
Course applied (Second Option)		
Do you want to join any one of these Add-on Courses. Write YES or NO		
1. Computer Application for EMD, MDM, CMR only	2. TV Acting for TVP, DRS, RTVJ only	
NAME in Capital Letters as per School / College Record		
Date of Birth as per School Record		

ADDRESS

Permanent Address & Tel.		
Local Address (will be used for official correspondence)		
Father's / Husband's / Guardian's Name & Residential Address		
Your Telephone Nos. Mobile & Landline with STD Code <small>To communicate through SMS</small>	Your e-mail ID	
Reference of a person residing in Delhi / NCR. Address & Telephone <small>Don't leave this column blank</small>		
Father's / Guardian's Occupation Give Details & Office Address	Signature of Father/Guardian	Signature of Candidate

ADMISSION TEST ENTRY TICKET

Course Applied For	Application Form No. <small>To be filled by office</small>	Photo Approx. 3 x 4 cm Paste 1 Photo Here Don't put any stamp or signature on photo Don't Staple
Name		
Address		
Contact Telephone No. with STD Code	Mobile No.	
Admission Test Date	Test Timings	Result will be declared on Website 1 st list - 2 nd list - Off. Tel. for inquiry and Result : 011-23389449 011-23388021
<small>Don't write any thing here</small>	<small>Don't write any thing here</small>	<small>Don't write any thing here</small>

ACADEMIC QUALIFICATION

(Attach self attested photo copies)

Examination	Main Subjects	Medium / Language	Year of Passing	Board / University	% of marks
1. Secondary - Write - 10 th of CBSE or Matriculation or SSC					
2. Higher Secondary - Write - 12 th of CBSE or Equivalent					
3. Graduation - Write - B.A., B.Sc., B.Com., B.E., B.Tech. etc.					
4. Post Graduation - Write - P.G. Dip. or M.A. or M.Sc. etc.					
5. Write - Details of any other Course or Training Programme Passed					

ADDITIONAL KNOWLEDGE

Any specialised training or short term course other than mentioned above. Give details.

Have you done any specialised course on computer? Do you have knowledge about computer hardware? Give details.

Any specialised certification in Theatre, Dance, Music etc. Give details.

Can you type in English ?

Can you type in Hindi ?

INSTRUCTIONS FOR ADMISSION TEST

- You must bring this Admission Test Entry Ticket with you.
- For your convenience reach 20 minutes before test timings.
- Mobile phone is not allowed inside Examination Hall.
- You have to bring - Pen, Pencil, Scrubber etc. Answer sheets will be provided.
- For guideline on Admission Test, refer to page no. 55 of Prospectus.
- Test Pattern can change without prior notice.
- Those who have applied but does not have received admission ticket should report 30 minutes before Admission Test timing.
- Parents, Relatives and Friends are not allowed in the Examination Hall. Delhi is very hot during month of June/July. It will be very difficult for parents to wait for seven hours within campus.
- Students are not allowed to carry given question paper outside examination hall.
- If student find cheating or misbehaving, he/she will be disqualified.
- You should check your result on website - www.film-tvstudies.com
- Lunch will be provided in a canteen during lunch break.

RECEIPT

For Office Use only

Admission Test Fee
Rs.300/-

Stamp & Signature

GENERAL INFORMATION

How do you come to know about this course ?

Write detail about news paper or advertisement or friend or ex-student of BVB etc.

What is your Mother Tongue?

Other languages known.
Read, write and speak.

Give details about your participation in Photography, Dance, Drama, Theatre etc. including school and college functions

Your exposure to Music, Singing, instrumentation etc. Give details.

Give details of your achievements in sports, athletics, martial arts etc.

Do you have contacts with any Minister / MP / MLA (Please specify names & telephone nos.)

Do you have any relatives, friends, working with Media House , TV Channel or Reputed News Paper. (Please specify names & telephone nos.)

Do you have any physical or mental disability. If yes, give details.

EXPRESS YOURSELF

“WHY DO YOU WANT TO JOIN THIS COURSE”? In your **own handwriting** write an essay of 200 to 300 words (Preferably in English otherwise in Hindi). Please discuss your educational, creative and artistic background and highlight your professional goals. Please include any information that you feel would be helpful to the review of your application for admission. Submit on separate sheet of paper (one or two A4 size pages).

FOR OFFICE USE ONLY

Admission / Granted/ Refused / Offered to		Admission Accepted	
<small>Name of the Course</small>			
Batch Starting From		Self Financed / Dependent / Local / Outsider	
Amount recieved at the time of admission	Full	D.D. Number	
	Installment	Bank Name	
Registration No.		Receipt No. Dated	
Observations / Remarks if any.		Admission Approved	
Signature of Faculty		Authorised Signatory	

ENCLOSERS



Tick mark your enclosers.

Total 2 photographs (apprx. 3 x 4 cm) pasted on application form. Attestation is not required		Photo Copy of 3rd Year Examination Ticket in case you have appeared for final year examination	
Essay (one or two A4 pages, hand written) "Why do you want to join this course"		Bank Demand Draft in favour of " Bharatiya Vidya Bhavan " payable at New Delhi of Rs. 500/-. DD No. _____ Bank _____	
Self signed photocopy of 12th Pass Certificate / Marksheet		Photo Copy of any other certificate/document, supporting to your admission (Give Details)	
Self signed Photo Copy of Graduation Certificate / Marksheet		1.	
Self signed Photo Copy of Mark Sheets of 1st and 2nd years of Graduation if final result is awaited		2.	
		3.	

RULES AND REGULATIONS

- 1 Fee is payable in advance or as per installment pattern given in the course details. **Fee paid is not refundable.**
- 2 A student is not allowed to change the course or batch after the commencement of the session.
- 3 No student will handle the equipment without the supervision of a teacher or instructor.
- 4 Students will use the equipment and any other facility strictly for making programmes assigned to them by the teacher in the Dept. In no case they are allowed to use the equipment for making programmes of their personal interest.
- 5 If the student for any reason loose equipment issued to him / her by the Dept., he/she will be required to replace within a reasonable time limit determined by the management, the identical piece of equipment or pay the cost of the equipment. Failing this his/her admission will be cancelled and the loss or theft will be reported to the police.
- 6 Students are forbidden to take their friends or relatives inside the studio or classrooms.
- 7 Students are not allowed to make their relatives and friends to participate in acting, script writing etc. for their project productions. Every thing must be done within group of students only.
- 8 To make the training better and convenient the college shall have the right to modify the course, to change the time / schedule / venue / syllabus faculty etc. of the course at any time without notice.
- 9 Student should keep their identity card with them when they come to the college. Admission to the college premises may be denied to those who do not produce the identity card when checked. Any discrepancy in result if noted must report in writing to the office within 15 days from date of result.
- 10 Corrected answer-sheets of the examinations will not be provided to the students. Management's decision about exam results, awards, merits etc. is always final and student can not challenge the decision.
- 11 All students must maintain discipline in the department. Shouting, chewing pan / pan masala, smoking, etc. is strictly prohibited in the classroom and entire campus of BVB.
- 12 Technicians and assistance in the studio, editing room, computer lab and photography darkroom should be respected as a teacher. Any student found misbehaving, may loose his admission at any stage of course.
- 13 If any student found misusing the equipment or damaging the equipment because of his negligence, (in such case) he / she will not be further allowed to handle equipment on his/her own. He/she has to just stand and watch all practicals. College Principal can take such decision against any complaint received from studio manager and technician assisting the practicals.
- 14 Candidate have to provide reference letters and pay, security deposit, library fee at the time of admission along with course fee.

UNDERTAKING (Read rules and regulations before putting signature)

1. I have read and understood the rules and regulations of your Department and undertake to abide by them.
2. My candidature, admission or Diploma is liable to be cancelled and fee paid will be forfeited in case any information supplied by me in this form is later found incorrect.
3. All productions done by me as student exercises will be the property of the Department including their copyrights and I will have no claim on them. However I will be getting copies of them on DVD as my portfolio.
4. I will handle the Institute's equipments with immense care and all damages and losses caused by me will be made good by me within specified time.
5. I will follow the rules of discipline, and in all matters the decision of the management will be final.

Signature of father / mother / guardian

Date

Signature of the candidate