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# PUPPETS PICTURE

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COLLEGE OF MASS COMMUNICATION

*M10 Building, Sector – 11, Near Metro Heart Hospital, NOIDA, Uttar Pradesh - 201301*

## ADMISSION FORM

*(Please fill all the below points)*

**(a) Name of Candidate -**

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**(b) Contact Number -**

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**(c) Email id -**

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**(d) Aadhar Number -**

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**(e) DOB -**

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**(f) Mode of Course – Offline Course/ Online Course/ Correspondence Course -**

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**(g) Father's Name -**

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**(h) Father's Occupation -**

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**(i) Mother's Name -**

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**(j) Mother's Occupation -**

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**(k) Mailing/ House Address -**

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**(l) Permanent Address -**

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**(m) Course in Which Admission is taken -**

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**(n) 10<sup>th</sup> Marks/Board/Year of Passing/Location -**

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**(o) 12<sup>th</sup> Marks/Board/Year of Passing/Location -**

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**(p) Graduation Marks/Board/Year of Passing/Location -**

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**(q) Post-Graduation Marks/ Board/ Year of Passing/ Location -**

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**(r) Entire Course Fees -**

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**Candidate/ Student Signature**

**Parents Signature**

# Office Use Only

*(Please fill all the below points)*

**(a) Candidate Name -**

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**(b) Course -**

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**(c) Date of Batch to be Joining -**

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**(d) Entire Course Fees -**

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**(e) Session -**

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**(f) Education Consultant/ Counselor Name -**

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**Registrar Signature**

**Director Signature**

# Discipline, Conduct and Behavior

## **DISCIPLINARY RULES -**

Puppets Picture College insists on a high standard of discipline among the students in tune with the status and reputation of the college. The Disciplinary Committee under the Chairmanship of the Principal is the final authority in this regard. The Committee issues norms and standards for student's behavior and code of conduct time to time. Violation of these norms by the students is duly punished. The punishment includes fine, ban and even cancellation of admission in the light of the severity of the case.

The Smoking, drinking alcoholic beverages, being inebriated in campus, dealings or consuming prohibited drugs, chewing pan or tobacco, immoral conduct and any behavior disturbing the discipline of the college is severely punished.

Damage to the property of the college is also severely dealt with and the cost of repair and fine will be recovered from the students concerned or if the concerned students are not traceable, Common Fine will be imposed. Thus, the college expects the students to take care of the property of the college as their own goods.

## **RULES AND REGULATIONS FOR THE STUDENTS -**

1. Every student of the college has to attend at least 75% of the classes. Those who fail to secure minimum attendance of 75% will not be allowed to appear in the Final Examinations.  
(Note: attendance will be counted only if the students are attending all the periods in a day.)
2. Attendance in the practical classes will be compulsory. Otherwise, the students will not be allowed to appear in the Practical Examinations.
3. Attendance in the Unit Tests and Pre-Semester Examination will be compulsory.
4. Every student is supposed to keep their Digital Identity Card and use it in the premises of the college. They need and produce it to the the Principal, Lecturers or any employee of the college as and when required.
5. Every student has to observe discipline in the College Premises, Classrooms, Library, Computer Labs, etc, in consonance with the best tradition of the college.
6. Late comers will not be allowed to attend the classes.
7. Students are hereby instructed to switch off their Mobile Phones whenever they are entering in the college campus, otherwise punishment (including fine) will be imposed.
8. Students are not expected to do anything which disturbs the regular functions of the college.
9. Fine will be imposed on any student who damages the college common property. If the wrongdoer is not traceable, Common Fine will be imposed.

10. Students are prohibited from doing any acts (Such as, late arrival, leaving the class early without permission, chit-chatting, etc.) which disturbs the classes individually or commonly.
11. The College campus is a no-smoking/ alcohol-free zone. Smoking, chewing-tobacco, consumption of intoxicating liquors, narcotic drugs, psychotropic substances or any prohibited substances in the college premises are strictly prohibited, ,
12. The students are expected to take at most care of the College Property. Fines will be imposed if the property is lost. Students have to pay 1½ (One and half time) of the existing price (Market Value) of the property as penalty.
13. Every student has to return the Library Books and Journals within the specified time limit. Failure to return the Books and Journals in time will invite fine or any other appropriate punishment.
14. “No Dues Certificate” is required before every Annual Examination from the College Admin Office.
15. Every student has to follow the instructions given by the concerned teachers during Youth Festival, Debate Competitions etc.
16. The students are not expected to keep any dangerous or harmful weapons or material, etc. with them.
17. Students have to collect their Hall Tickets for the University Examinations on the date specified by the college; otherwise they will not be allowed to appear in the Examination. Students have to obtain ‘No Dues Certificate’ at the time of issuing Hall Tickets.
18. It is the responsibility of every candidate to submit proper documents. Any attempt to submit documents which are not genuine, will lead to cancellation of admission of the candidate, forfeiture of fees, deposits and expulsion of the candidate / student from the college by the Principal or by his authorized official. The name of such candidate / student/s shall be deleted from the Merit List.
19. The students are expected to follow the above rules and regulations strictly else severe action (including fine) will be taken against those who violate the above rules.
20. Registration fees are non-refundable. However, the course fee can be refunded if the request is made in writing within 10 days of the fee submission. No request will be accepted after this for any installment or semester under any circumstances. However, the academy reserves the right to deduct some part of the refund against the expenditure or any loss to the College.
21. The student will have to attend and participate in all the projects and workshops. The extra work can be considered by faculty as projects if it deems fit.
22. Time-table and Holidays will be given as per university rules/norms. However, considering local circumstances the schedule and time table to cover the course and program will be finalized and tailor made by the College.
23. The student must adhere to the routine and deadline for the assignments, shoots and portfolios; otherwise it may impact the certification adversely. Please be reminded that the certificates and portfolios will be given after the successfully completion of the course.

24. The equipment (camera, editing systems, musical instruments and shooting equipment) will be allotted to a student only after the completion of the first semester as these requires some basic knowledge of handling and use.
25. The academy very strictly follows the university rules on discipline and ragging. Any miss-behavior and unlawful activities will have serious impact on the student. The accused will be dealt with penalties from warning, suspension, termination and registering the case with the law and order agencies.
26. Students are advised to be careful with their belongings and the items issued to them. The college will not be responsible for any loss or theft of any such items. However the student will be liable to the recovery of loss of the items issued to him/her by the college.
27. The behavior of the students, both within and outside the college premises should be decent and befitting to a professional institution.
28. Students found guilty of ragging & eve teasing will be dismissed from the college as per the Supreme Court ruling.
29. This, being an eco-friendly campus, plastic or other trash should not be thrown inside the college or in the premises.
30. Students are expected to contribute towards the academic/ social/environmental initiatives that the College may undertake.
31. Participation in intercollege program, within the city or outside, is subject to permission of the Principal.
32. For outstation programs including study tour, the students are required to submit a permission letter from their parents.
33. Students are required to keep safe custody of their valuables. They should maintain decency and decorum during cultural events, be it inside the campus or outside.
34. Laptops/ Computers are to be used within the campus for academic purposes only.
35. Any unhealthy relationship between students that might affect their academic performance, breach their personal space or affect the reputation of the College will be strictly dealt with.
36. Students are prohibited from organizing or attending meetings in the college, distributing notices, collecting money and exhibiting banners, flags, posters etc. without the permission of the Principal.
37. Political/ organizational activities are banned in the campus, save those official activities which are specifically permitted or sponsored by the college authorities.
38. All expressions or activities which are immoral, antisocial, communal and anti-national are strictly prohibited in the College campus.
39. The Principal shall be the final authority in the interpretation of the College rules. Matters not covered by these rules are left to the discretion of the Principal and his decision shall be final
40. Violation of the discipline of the college or irregularity in the college or any above mentioned rule /rules of discipline from the students will be severely treated and their admission will be cancelled.