

Guidelines for filling the Application Form

[These pages may be printed for your own convenience and easy reference]

General Instructions:

1. Before applying, candidates are advised to download the B.Sc. Animation & Multimedia Information Brochure 2015 (pdf) and read it carefully.
2. Clearly fill all items that are relevant to you in capital letters or numbers or tick (✓) the check box as required. Certain items are mandatory and must be filled in; otherwise the form may be rejected.
3. Please ensure that all information provided is correct and accurate. Admission on false information and certificate will be ipso facto null and void.
4. Candidates who seek admission under any reservation category:
 - a) **All candidates belonging to the SC or ST categories must obtain caste certificates which should be in proper format, and should be signed by appropriate authority of rank not less than SDO. They must enclose photocopy of the same.** (Note: The final reservation proportion will depend on notification, if any, issued by competent authority and as accepted by the Institute).
 - b) Candidates belonging to other special categories mentioned in Sec 6 [Persons with Disability (PwD) / Ward of BIT employee / Kashmiri Migrant] must provide photocopy of certificate in proper format from appropriate authority.

Specific Guidelines:

While filling the form please note the following:

- a) **Name:** Write name as in your Class 10 / Matriculation pass certificate
- b) **Father's Name, Mother's Name:** Write names in the following format: First Name, Middle Name(s) and Surname. If space is insufficient, use initials for middle name(s). Do not use any titles, such as, Mr. / Mrs. / Sri / Smt. etc.
- c) **State of Eligibility:** Please write appropriate state from where you have passed the Class XII or equivalent qualifying examination [i.e. state in which your School/College is located where you have completed Class XII / equivalent qualifying examination].
- d) **Caste:** Tick appropriate.
- e) **Other Category:** Tick the appropriate box.
- f) **Educational Record: Percentage of marks in Class XII:** Calculate as mentioned under eligibility criteria (Please keep photocopies of your mark sheets and pass certificates of Class X, Class XII / equivalent exam in hand for reference).
- g) Please fill name of Board for Class X, Class XII / equivalent exam and 'Year of Passing' referring to the photocopies of the aforesaid mark sheets / pass certificates.
- h) Please fill name of the Class XII /equivalent exam referring to the photocopy of the aforesaid mark sheet / pass certificate.
- i) If you have cleared all the subjects in the said examinations in the first attempt- fill 1. If you have had to clear one or more subjects later [back papers etc.] fill 2 or 3 etc counting the total number of attempts you had to make to clear the subjects and

receive pass certificate.

- j) Write all the subjects that you passed in Class XII / equivalent exam in the appropriate box: e.g. Phys, Math, Stat, Eng, Eco, etc.
- k) Indicate percentage of total marks secured for Class XII / equivalent exam in appropriate box.
- l) **School/College Details:** Please fill the details [qualification, name of School / college, address, telephone number] referring to relevant papers of your own college. You should note these down in a piece of paper beforehand.
- m) **Qualification:** Write I.Sc. / Intermediate or as the case may be [qualifying examination]
- n) **Address for Communication:** Write the full address including your full name, PIN code, STD Code, Telephone Number and Mobile Number in the appropriate boxes.
- o) **Permanent Address:** Write the full address including your full name, PIN code, STD code, Telephone number and Mobile number in the appropriate boxes.
- p) **E-mail Id:** Write your email ID (currently using).
- q) **Declaration and Undertakings:** Affix a recent passport size photograph of yourself in the given box on the first page. You and your legal guardian /parent are required to sign the declarations and undertaking on the last page of the printed form.

Note:

Only eligible applicants will be called for 'Aptitude Test and Interview'. Merely being allowed to appear at the 'Aptitude Test and Interview' will not be considered as a ground for being eligible for admission.