



Indian Institute of Management Calcutta
in association with
HughesNet™ Global Education
Application for admission to
General Management Program for Accounting Professionals
2010 - 2011

Filled Application must be sent to:
Darshana Vyas
Creative Crest
16 Paschimi Marg, Near Little Pearl's School
Vasant Vihar,
New Delhi 110 057, India

Application No:

Receipt Date:

For HCIL Use Only

DD No.

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Bank Name

Date of Receipt

D	D	M	M	Y	Y
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Note: Please read the instructions at the end carefully before filling in this application form

SECTION A - Personal Information & Choice of Center

Surname

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In Block Capitals

First Name

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In Block Capitals

Date of Birth

D	D	M	M	Y	Y	Y	Y
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Age

--	--

 Years

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 Months

Sex Male Female

Nationality

Please Paste Unattested
Passport Size Colour
Photograph Here

Phone - Residence

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Phone - Office

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Phone - Mobile

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E-Mail

Please be careful about capital/small letters, underscore, hyphen, space etc.

Preferred Contact Residence Office Mobile



Mailing Address (in Block Capitals) to which all postal correspondence is to be sent

Line 1 of Address													
Line 2 of Address													
Line 3 of Address													
City													
State													
Pin Code													
Country													

Permanent Home Address (in Block Capitals)

Line 1 of Address													
Line 2 of Address													
Line 3 of Address													
City													
State													
Pin Code													
Country													

Choice of Class Room (Please mention your choice of center in Block Capitals below)

Center 1	
Center 2	
Center 3	

Please Note: A student can opt for change of centers inter-city, maximum twice in a calendar year, subject to availability of seats. Prior permission of HCIL is required along with requisite fee, currently Rs.1000. The student will be admitted to the new centre only on producing the centre change form duly approved by HCIL. Intra-city transfers shall NOT be allowed. HCIL reserves the right to transfer the student(s) to any centre/classroom within the city in case the classroom of his/her choice becomes non operational or is relocated due to any unforeseen reasons or for reasons beyond the control of HCIL.



SECTION B - Education Information

Part 1: Graduation (Block Capitals).

Degree Received																			
Institution Name																			
University Name																			
Marks Obtained	Year	1	%	Grade	1	CGPA	1	of	1										
	Year	2	%		2		2	of	2										
	Year	3	%		3		3	of	3										
<i>If applicable</i>	Year	4	%		4		4	of	4										
Year of Completion	M	M	Y	Y	Duration of Degree					Years									

Part 2: CA/CWA/CS (Block Capitals)

Certificate Received																			
Marks Obtained		%																	
Year of Completion																			

Are you currently enrolled for degree or diploma in any University/Institution (Y/N)

If Yes give details specifying the University/Institution name below

Please ensure that you have attached documents as proof of the above



SECTION C - Professional Information

Please mention total work experience as on application deadline Years Months

Please ensure that you have attached documents as proof of the above tenure

List all the organizations you have worked with starting from current in block capitals

Designation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From Date	D	D	M	M	Y	Y	Document Attached <input type="checkbox"/>						
To Date	D	D	M	M	Y	Y							
Total Experience	<input type="text"/>	<input type="text"/>	Years	and	<input type="text"/>	<input type="text"/>							

Designation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From Date	D	D	M	M	Y	Y	Document Attached <input type="checkbox"/>						
To Date	D	D	M	M	Y	Y							
Total Experience	<input type="text"/>	<input type="text"/>	Years	and	<input type="text"/>	<input type="text"/>							

Designation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From Date	D	D	M	M	Y	Y	Document Attached <input type="checkbox"/>						
To Date	D	D	M	M	Y	Y							
Total Experience	<input type="text"/>	<input type="text"/>	Years	and	<input type="text"/>	<input type="text"/>							

Designation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From Date	D	D	M	M	Y	Y	Document Attached <input type="checkbox"/>						
To Date	D	D	M	M	Y	Y							
Total Experience	<input type="text"/>	<input type="text"/>	Years	and	<input type="text"/>	<input type="text"/>							



Designation													
Employer Name													

From Date	D	D	M	M	Y	Y	Document Attached	<input type="checkbox"/>
To Date	D	D	M	M	Y	Y		
Total Experience			Years	and				

Designation													
Employer Name													

From Date	D	D	M	M	Y	Y	Document Attached	<input type="checkbox"/>
To Date	D	D	M	M	Y	Y		
Total Experience			Years	and				

Designation													
Employer Name													

From Date	D	D	M	M	Y	Y	Document Attached	<input type="checkbox"/>
To Date	D	D	M	M	Y	Y		
Total Experience			Years	and				

Designation													
Employer Name													

From Date	D	D	M	M	Y	Y	Document Attached	<input type="checkbox"/>
To Date	D	D	M	M	Y	Y		
Total Experience			Years	and				



SECTION D - Statement Of Purpose

Please write in the space provided below in your own handwriting. Please use the reverse of the page if required.



SECTION E - Declaration By The Applicant

I have carefully read the Bulletin / Program Brochure and the Instructions with this application form and hereby declare that all the information given and statements made in various sections and parts of this Application Form and enclosures are true to the best of my knowledge. I understand that by submitting this application I am incurring an application fee. I agree to the condition that if any information or statement were found to be wrong, my admission to the Program would automatically be cancelled.

I am aware that filling up this application form doesn't guarantee admission to the program. I realize that in this process of matching, the Institute instead of rejecting my application for admission may even suggest that I would be more suitable for another degree program / area of study for which I have not applied.

If admitted, I promise to abide by the Rules and Regulations in force or those that may hereafter be made by the Institute and I shall do nothing either inside or outside the Institute which will interfere with its orderly working and discipline. I promise to be regular in the study schedule and in appearing in the examinations at allotted centre.

I affirm that I will regularly pay all fees / dues to the Institute during my program. Further, in all matters concerning the Institute and myself the decision of HNGE and the Institute Program Director shall be binding on me.

I have gone through the application checklist and deposited all the relevant documents. I authorize the release of my e-mail address to participants in classes for which I register.

I have seen and experienced the Infrastructure at my choice of classroom & I am satisfied with the same and consent to study in the center mentioned as my choice of center.

I understand that the VSAT technology may get affected by sudden weather changes (heavy rains, storms, thundershowers etc) and as a result, the classes may get disrupted partially or completely. I also understand that Hughes has arrangements to provide archives of such classes so that the disruption can be compensated.

I understand that no technology guarantees 100% uptime and performance, however, Hughes with its world class network & infrastructure setup will ensure maximum uptime and network performance. I understand that the network is highly sensitive to malicious software and viruses and hence I would not use any personal storage device at the classroom PCs as it may affect the classroom as well as the network resulting in disruption in classes. I promise to take care of the devices/accessories (Headsets, webcams etc) to the best of my efforts.

I understand that I am not supposed to carry any form of eatables in the classroom.

I am aware that fees once paid is non refundable / non transferable under any circumstances.

In making this application, I accept and agree to abide by HCIL's policies including the Code of Student Conduct & Code of Civility. I understand that any deviation from the policies will subject me to the penalties contained in those policies and regulations.

I acknowledge that I have read this application and this application acknowledgement.

Signature of Applicant
(in black ink)

Date

Place



Checklist for Enclosures/Attachments

Please fill the Enclosure Checklist carefully. Please ensure all required documents are attached.

<ul style="list-style-type: none"> Attested CA/CS/CWA certificate. This must be your first enclosure, failing which your application will be rejected. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Experience Certificate(s) towards proof of work experience in current employing organization as well as previous organization(s) wherever applicable. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Proof of Current Employment: Latest Pay Slip of the current employing organization or Letter from current employing organization. Please provide IT return statement if self employed. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Duly Completed Application Form 	<input type="checkbox"/>
<ul style="list-style-type: none"> Demand Draft for the application fee in favour of 'Hughes Communications India Ltd' payable at Gurgaon. Please mention your name on the reverse of the DD in block capitals 	<input type="checkbox"/>

Demand Draft Details:		For Creative Crest Use:															
DD No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mandatory Stamp & Signature Here after verifying Application/Enclosures					<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DD Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

For Official Use (HCIL)	<i>Not to be filled in by applicant or center</i>			
Photograph of Applicant:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
CA/CWA/CS Certificate:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Proof of Current Employment:	Latest Pay Slip	<input type="checkbox"/>	Any Other	<input type="checkbox"/>
Work Experience Documents:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Demand Draft Enclosed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	DD Details Duly Filled in:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enclosure Verified By: Name & Signature			Status	



Instructions for Applicants

Please read the instructions and the rules and regulations carefully before signing and submitting the form.

1. Before filling in this Application Form be sure to carefully read the Program Brochure.
2. This Application consists of 5 sections namely, (A) Personal Information (B) Educational Background, (C) Professional Information, (D) Statement of Purpose and (E) Declaration by Student
3. All entries should be filled in neatly and legibly in block capital letters.
4. Enter your name as given in your Final Degree Certificate issued by University/Board of Technical Education. In the records of our Institute only this name will be incorporated.
5. Please note: It is mandatory to possess Graduation degree.
6. The applicant must ensure that an unattested passport size photograph is duly affixed wherever specified in the application form.
7. Enter your date of birth as given in your matriculation/Secondary School Leaving Certificate or equivalent.
8. Whenever a code letter needs to be entered in a box, specific instructions have been given with the item. However in the case of items with (Y / N), "Y" stands for "Yes" and "N" stands for "No": Enter the appropriate letters (either Y or N) as per instructions given in the specific item.
9. Access to Internet and email is necessary in the educational process. When writing your email address in the application form you must be careful about capital / small letters underscore, hyphen, etc. Candidates without access to email / internet access facility will not be considered for the program.
10. Please ensure that the Mailing Address and Permanent Address are correct and complete in all respects.
11. It is mandatory for the selected candidates to attend sessions from the centers specified by them. A student can opt for change of centers inter-city, maximum twice in a calendar year, subject to availability of seats. Prior permission of HCIL is required along with requisite fee. The student will be admitted to the new centre only on producing the centre change form duly approved by HCIL. Intra-city transfers shall NOT be allowed. HCIL reserves the right to transfer the student(s) to any centre/classroom within the city in case the classroom of his/her choice becomes non operational or is relocated due to any unforeseen reasons or for reasons beyond the control of HCIL.
12. Please note that originals of mark sheets/certificates etc. may not be submitted. Applicants will be required to show these whenever necessary. Application through centers must be verified and stamped by respective centers in the designated area of the application form.
13. If any information submitted by the applicants is not found to be true then and if they are selected and join the program, then they will be summarily asked to leave the program.
14. Please note: Application fee is towards processing of application and is non refundable, except under conditions that the program is cancelled by HCIL or postponed by a period exceeding 90 days from the scheduled launch date.
15. No refund of fees is permissible once a candidate has been admitted to the program. The fees and other charges, once paid, under no circumstances will be refundable, adjustable or transferable. Students discontinuing in the middle of the course will not be refunded fee, other charges & security deposits (if any).
16. Program fee does not include the cost of the books/course/study material unless and otherwise specifically mentioned in the program brochure.
17. Break from the program/ change of batch: Break from the program is not allowed as a rule. Students need to complete the program with the same batch. Change of batch is not allowed.
18. Delay in bank loans etc will be individual's responsibility and no delay will be accepted on this account by HCIL / Institute. Also any delay in reaching the forms due to postal or any other reasons will also be individual's responsibility individual's responsibility.
19. Service Tax if applicable will be charged extra from the participants.
20. Final discretion for the rules & regulation lies with HCIL/Institute and can be changed from time to time. The same shall be binding on the students