



BEST INSTITUTE

OF SCIENCE, TECHNOLOGY & MANAGEMENT

(AICTE, New Delhi Approved | Under Sambalpur University |
Approved by Department of Higher Education,
Government of Odisha)

📍 Jogipadar, Post Office: Manmunda, Block: Kantamal,
District: Boudh, Odisha – 762016

🌐 Website: www.bestedugroup.in

STUDENT ADMISSION FORM

Bachelor of Business Administration (BBA) | Bachelor of Computer Applications (BCA)

Academic Session: 20____ – 20____

1. COURSE APPLIED FOR

- ☐ BACHELOR OF BUSINESS ADMINISTRATION (BBA)
☐ BACHELOR OF COMPUTER APPLICATIONS (BCA)

Admission No. : _____

Date of Application : _____

Application Form No. : _____

2. STUDENT PERSONAL DETAILS

1. Full Name (In Capital Letters) _____

2. Father's Name _____

3. Mother's Name _____

4. Date of Birth (DD/MM/YYYY) _____

5. Gender

☐ Male ☐ Female ☐ Other

6. Blood Group _____

7. Nationality _____

8. Religion _____

9. Category

☐ General ☐ EWS

☐ SC

☐ ST

☐ SEBC/OBC

☐ Other _____

10. Marital Status

☐ Single

☐ Married

11. Aadhaar Number

_____|_____|_____|_____|_____|_____|_____|_____|

12. Mobile No. _____

13. Email ID _____

PASTE RECENT
PASSPORT SIZE
PHOTOGRAPH
(Same as ID Proof)

3. PERMANENT ADDRESS

Village / Town : _____

Post Office : _____

Police Station : _____

Block : _____

District : _____

State : _____

PIN Code : _____

4. CORRESPONDENCE ADDRESS (If Different)

Village / Town : _____

Post Office : _____

Police Station : _____

Block : _____

District : _____

State : _____

PIN Code : _____

5. ACADEMIC DETAILS

A. SECONDARY (10TH)

1. Name of Examination	(High School Certificate / Equivalent)	
2. Board		
3. Name of School		
4. Year of Passing		
5. Roll No.		6. Regd. No.
7. Division		8. Percentage / CGPA

B. HIGHER SECONDARY (10+2)

1. Name of Examination	(CHSE / CBSE / ICSE / Equivalent)	
2. Board / Council		
3. Name of College / School		
4. Stream	☐ Arts ☐ Science ☐ Commerce ☐ Vocational	
5. Year of Passing		
6. Roll No.		7. Regd. No.
8. Division		9. Percentage / CGPA

6. PARENT / GUARDIAN DETAILS

FATHER / GUARDIAN

Name : _____
 Occupation : _____
 Mobile No. : _____
 Annual Income (₹) : _____
 Email ID : _____

MOTHER / GUARDIAN

Name : _____
 Occupation : _____
 Mobile No. : _____
 Annual Income (₹) : _____
 Email ID : _____

LOCAL GUARDIAN (If applicable)

Name : _____ Relationship : _____
 Address : _____
 Mobile No. : _____

7. DOCUMENTS ENCLOSED (Please ✓ Tick)

- | | | |
|--|---|---|
| ☐ 10th Mark Sheet
☐ 10th Certificate
☐ 12th Mark Sheet
☐ 12th Certificate
☐ Transfer Certificate (TC)
☐ College Leaving Certificate
☐ Conduct Certificate | ☐ Migration Certificate (If applicable)
☐ Character Certificate
☐ Caste Certificate
☐ Income Certificate
☐ Residential Certificate
☐ Aadhaar Card Copy
☐ Passport Size Photos (4 Nos.) | ☐ Recent Passport Photo (Pasted)
☐ Anti-Ragging Undertaking (Student)
☐ Anti-Ragging Undertaking (Parent)
☐ Gap Certificate (If applicable)
☐ EWS Certificate (If applicable)
☐ Disability Certificate (If applicable)
☐ Any Other _____ |
|--|---|---|

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8. FEE DETAILS

Course	Course Fees (₹)	Admission Fees (₹)	Total Amount (₹)	Amount Paid (₹)	Mode of Payment	Transaction / DD / Ref. No.
BBA						
BCA						

Mode of Payment : ☐ Cash ☐ UPI ☐ Net Banking ☐ DD ☐ Cheque

Date of Payment : _____ Bank : _____

9. BANK DETAILS (For Refund / Scholarship / Fee Transactions)

Account Holder Name : _____

Bank Name : _____

Branch Name : _____ IFSC Code : _____

Account Number : _____

Account Type : ☐ Savings ☐ Current

Aadhaar Linked with Bank Account : ☐ Yes ☐ No

10. SCHOLARSHIP / FEE CONCESSION (If Applicable)

Do you want to apply for Scholarship / Fee Concession? ☐ Yes ☐ No

If Yes, Category : ☐ Merit Based ☐ Need Based ☐ Govt. Scheme ☐ Other _____

Details : _____

11. STUDENT UNDERTAKING

I hereby declare that the information given by me in this form is true, complete and correct to the best of my knowledge and belief. I understand that if any information provided by me is found false or incorrect, my admission is liable to be cancelled at any stage without prior notice.

I also undertake to abide by all the rules, regulations, code of conduct, attendance requirements, examination rules and other instructions issued by the Institute from time to time.

Place : _____

Date : ____/____/20____

Signature of Student

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12. ANTI-RAGGING UNDERTAKING

A. UNDERTAKING BY THE STUDENT

I, _____ (Name of Student), hereby undertake that I will not indulge in any kind of ragging activity. I have read and understood the clause regarding ragging and punishment for ragging as per the regulations made by UGC / AICTE. I promise to abide by the rules.

Date : ____/____/20____

Signature of Student

B. UNDERTAKING BY PARENT / GUARDIAN

I, _____ (Name of Parent / Guardian), father / mother / guardian of _____ (Name of Student), do hereby undertake that my ward will not indulge in any ragging activities. I am aware of the UGC / AICTE Regulations on Curbing the Menace of Ragging in Higher Educational Institutions.

Date : ____/____/20____

Signature of Parent / Guardian

13. DECLARATION BY PARENT / GUARDIAN

I hereby certify that all the information provided by my ward is true and correct. I shall abide by the rules and regulations, fee structure, refund policy, disciplinary measures and other decisions of the Institute. I will support my ward in maintaining discipline, regular attendance and academic progress.

Name of Parent / Guardian : _____

Relationship : _____ Mobile No. : _____

Email ID : _____

Date : ____/____/20____

Signature of Parent / Guardian

14. FOR OFFICE USE ONLY

Documents Verified By : _____

Eligibility Verified : ☐ Yes ☐ No

Admission Recommended By : _____

Approved By : _____

Course Allotted : _____

Roll No. : _____

Student ID : _____

Date of Admission : ____/____/20____

Remarks : _____

(Seal)

Admission Officer Signature

Principal / Director Signature