

# GULSHAN KUMAR FILM & TELEVISION INSTITUTE OF INDIA

## Application Form

Name Mr. /Ms. \_\_\_\_\_

Date of Birth \_\_\_\_\_

Contact No. \_\_\_\_\_

Father's / Mother's Name \_\_\_\_\_

Father's/ Guardian's Contact No. \_\_\_\_\_

Local Guardian's Contact No. \_\_\_\_\_

Present Residential Address \_\_\_\_\_  
 \_\_\_\_\_ Pincode \_\_\_\_\_

Permanent Residential Address \_\_\_\_\_  
 \_\_\_\_\_ Pincode \_\_\_\_\_

Telephone No.(s) \_\_\_\_\_

Email ID of Applicant \_\_\_\_\_ Aadhar No. \_\_\_\_\_

Mother tongue \_\_\_\_\_

Educational qualification \_\_\_\_\_

(Kindly attach attested copies in support of the same) \_\_\_\_\_

Passport  
 Size  
 Photo  
 (Applicant)

### COURSES OFFERED

#### SCHOOL OF FILM AND TV

##### ONE YEAR DIPLOMA COURSES

- Acting for Film & TV
- One Year Integrated Diploma in Film and Television (for Undergraduate students)
- One Year Integrated Post Graduate Diploma in Film & Television (For Graduate Students only)
- One Year Camera & Lighting Techniques ( Digital Cinematography )

##### THREE MONTHS CERTIFICATE COURSES

- Acting for Film & TV
- Camera & Lighting Techniques ( Digital Cinematography )
- Video Editing & Sound Recording
- Direction & Production
- Sound Designing
- Screenplay Writing
- Still Photography and Journalism

#### SCHOOL OF MEDIA AND JOURNALISM

##### DEGREE PROGRAMMES

- BJMC – Bachelors in Journalism and Mass Communication + Diploma in Media and Entertainment (3 Years)
- MJMC – Masters in Journalism and Mass Communication + PG Diploma in TV Journalism (2 Years)

##### ONE YEAR DIPLOMA PROGRAMMES

- Diploma in Print and Digital Media
- PG Diploma in TV Journalism
- PG Diploma in PR and Advertising
- PG Diploma in Media Management

##### FOUR MONTHS CERTIFICATE COURSES

- Anchoring and Reporting
- Radio Production and Jockeying
- Mobile Journalism ( MOJO )
- Voice – Over Artist
- TV Make-Up and Styling
- Creative writing & Script Writing

#### SCHOOL OF FASHION AND DESIGN

##### DEGREE PROGRAMMES

- B.Des Fashion Design (4 years)
- B.Sc in Fashion Design (3 Years)
- M.Sc in Fashion Design (2 Years)

##### ONE YEAR DIPLOMA COURSE

- One year Diploma in Fashion & Textile Design

# GULSHAN KUMAR FILM & TELEVISION INSTITUTE OF INDIA

## Application Form

Fee Plan  A  B  C

Educational Loan Required  Yes  No

How did you hear about GKFTII? (Tick whichever applicable)

Friends & Relatives  Website  Media/Editorial/Ad  Google  Facebook  and other

### DECLARATION BY THE APPLICANT

- (i) I declare that the particulars given above are correct to the best of my knowledge and belief.
- (ii) I solemnly affirm to agree and abide by the terms and conditions of GKFTII. I submit myself to disciplinary control of the Dean of GKFTII and shall fulfil my financial obligations towards the institute, I fully understand that the decision of the Dean of GKFTII in all matters, will be final and binding on me.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

I hereby permit my ward \_\_\_\_\_ to join GKFTII and will support his/her education at the school financially and in all other manners.

\_\_\_\_\_  
(Signature of the Applicant)

\_\_\_\_\_  
(Signature of the Parent/ Guardian)

# GULSHAN KUMAR FILM & TELEVISION INSTITUTE OF INDIA

## Application Form

### PARENT/ GUARDIAN DETAIL:

Name of Parent/ Guardian: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Profession: \_\_\_\_\_

Annual Income: \_\_\_\_\_

I \_\_\_\_\_ F/o \_\_\_\_\_ give permission  
to my son /daughter to be admitted in Academy of \_\_\_\_\_ GKFTII.  
I acknowledge that I have read, understood and agreed to comply with the Terms & Conditions given in the form.

\_\_\_\_\_  
(Signature of the Parent/ Guardian)

### COMPULSORY DOCUMENT

a) Aadhaar No. \_\_\_\_\_

b) Class 10th  Mark Sheet  Certificate

c) Class 12th  Mark Sheet  Certificate  Migration

d) Graduation  1st Year Mark sheet  Certificate  Migration  
 2nd Year Mark sheet  Certificate  
 3rd Year Mark sheet  Certificate

#### Photocopy same as original documents

a) Class 10th  Mark Sheet  Certificate

b) Class 12th  Mark Sheet  Certificate  Migration

c) Graduation  1st Year Mark sheet  Certificate  Migration  
 2nd Year Mark sheet  Certificate  
 3rd Year Mark sheet  Certificate

ID proof  Passport size Photograph

\_\_\_\_\_  
(Signature of the Applicant)

# GULSHAN KUMAR FILM & TELEVISION INSTITUTE OF INDIA

## Application Form

### HEALTH CERTIFICATE

#### MEDICAL INFORMATION MUST BE SUBMITTED WITH THE APPLICATION FOR ADMISSION

(All Information is confidential and will be used only to determine whether the applicant is able to safely handle the demands of the teaching and training )

Name & Address \_\_\_\_\_

Tel. No. (Resi.) \_\_\_\_\_ (Off) \_\_\_\_\_ Date of Birth \_\_\_\_\_

#### Person to be notified in an emergency

Permanent Residential Address \_\_\_\_\_

Tel. No. (Resi.) \_\_\_\_\_ (Off) \_\_\_\_\_ Relationship with the applicant \_\_\_\_\_

#### Family Doctor or Clinic, If any, to be consulted in an emergency.

Name & Address \_\_\_\_\_

Tel. No. (Clinic) \_\_\_\_\_ (Resi.) \_\_\_\_\_

Is the applicant covered by any medical insurance scheme? If so, give details \_\_\_\_\_

#### THIS SECTION TO BE COMPLETED BY APPLICANT'S PHYSICIAN

*Note: Physical and emotional strains in the profession and its education and training make it essential that specific replies to the following questions are given:*

1. Does the applicant require of take any medication(s) or drug(s) regularly?  
If yes, give details \_\_\_\_\_

**YES** **NO**

I have examined Mr./ Ms. \_\_\_\_\_  
on \_\_\_\_\_ and found the general  
condition of health to be \_\_\_\_\_

2. Does the applicant have any serious disability of :  
(a) Vision, If yes, give details \_\_\_\_\_

Name of the Physician \_\_\_\_\_

Address \_\_\_\_\_

(b) Hearing, If yes, give details \_\_\_\_\_

Regn. No. \_\_\_\_\_

Tel. No. (Clinic) \_\_\_\_\_

3. Has the applicant ever been treated or hospitalised for drug abuse or emotional or psychological illness? If yes, give details \_\_\_\_\_

Tel. No. (Resi.) \_\_\_\_\_

Place & Date \_\_\_\_\_

4. Does the applicant have any condition which might limit participation in the physically active classes? If yes, give details \_\_\_\_\_

Signature of the Physician \_\_\_\_\_

Official Seal \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Applicant)

\_\_\_\_\_  
(Signature of the Parent/ Guardian)

# GULSHAN KUMAR FILM & TELEVISION INSTITUTE OF INDIA

## Application Form

Students enrolled at GKFTII & GKJMII must recognize their responsibilities towards the faculty, office staff and fellow students. Failure to maintain appropriate standards of conduct will attract disciplinary action.

We believe that duty, decorum and discipline are the hallmarks of a good student. Students with such qualities alone can prove to be productive manpower with an appreciable value system. Therefore erring students would be subjected to certain disciplinary code. The following acts, would be deemed to be acts of indiscipline - any overt or covert act leading to ragging and eve teasing, disruption of class room activities or disturbing the studies of other students or marring the operations of the college or its educational activities or harming the health or safety of staff or students or damaging the college property or possession of any intoxicants or illicit drugs or weapons in the college campus, misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settle debts with the Institute.

### Few specific Rules and Regulation:

1. Students must go through our Website, Brochure and pertinent Rules & Regulations at the time of joining and they will abide by the same as specified by the management time to time.
2. Student should not temper with any kind of electrical or electronics equipments/tools/fittings/ appliances etc. and should use them only as per instruction of the concerned faculty or instructor. In case of any negligence or any kind of act against the order, shall attract financial penalty in case of any damages of the property.
3. Students are strictly prohibited from indulgence in ragging, physical or mental harassment in any form. It is hereby informed that ragging in any form is a punishable offence as per the directive of the honorable Supreme Court of India. In case of any assistance or complaint in this regard, student need to interact with the office of Dean or Associate Dean accordingly.
4. Any student found involving in ragging or instigating others for such act is liable to be expelled from the institute.
5. Students are strictly prohibited from smoking, drinking and indulging in any other form of narcotics or drugs, in and around the campus.
6. Students are expected to conduct themselves in high professional standard holding the dignity of the institute and the profession.
7. Students must be punctual. Attendance of 70% is must in order to be eligible for the prestigious diploma.
8. Students are attending the campus late by 10 minutes or more in consecutive 3 (Three occasions), shall be liable to pay late coming fees of Rs. 100/- and in case it continues, the same will be charged @ 50/- per day. However, in case of any valid reason, student may seek a prior permission from the office of the Dean/competent authority.
9. Students are not allowed to work in outside professional activities till they pass out.
10. Students are not permitted to bring in visitors without the permission of the Dean/Competent authority.
11. Events, functions, workshops and star visits / interactions with the students are part of the curriculum.
12. In order to be eligible for the diploma, it is mandatory to attend the practical classes.
13. In order to be eligible for the diploma, it is compulsory to participate in all the designated student-productions which carry marks for the eligibility criteria.
14. For being eligible to receive the diploma certificate students will have to clear all practical, written, group discussion, periodical evaluation and oral examinations.
15. All financial obligations towards GKFTII must be completed on schedule in order to avoid embarrassment. For any kind of clarification or assistance for the same, student may interact with the competent authority/Dean office immediately.
16. Students won't be allowed to participate in productions and in other activities without fulfilling the financial obligations towards the Gulshan Kumar Education Trust.
17. All student productions and other media products are sole property of Gulshan Kumar Education Trust and it can be used for events, promotional activity or other related purposes. A copy of the student production, if it is subject to the mark, can be provided to the concerned student after passing out and fulfilling all norms. The student will have to provide a pen drive, Hard disc etc. for that purpose.
18. Students who fulfill all criteria and found suitable and meritorious for the industry standard, auditions will be recommended to the in-house productions and also to the other auditions conducted from time to time by the industry professionals.
19. Students will have to abide by the production rules which shall be furnished to students prior to each production.
20. Students are not permitted to absent themselves without prior permission. An application for leave must be submitted well in advance or at least a day before the leave is required, except for any sudden emergency.

# GULSHAN KUMAR FILM & TELEVISION INSTITUTE OF INDIA

## Application Form

21. Student, who suffers from any medical condition during the training period which may be harmful to self or others, is required to inform the responsible official immediately.
22. Fee and other charges once paid is non refundable or adjustable.
23. Student should invariably obtain Receipt from the concerned executive/counsel or against all kind of financial transactions.
24. Student should not organise any event/function/demonstration/meeting within and around the campus without obtaining written permission from the competent authority/Dean.
25. Student should not paste or display any kind of poster/pictures/artwork on the wall/doors/windows etc.
26. Student should not keep or carry costly items, cash, gadgets etc. within the campus. Management will not be responsible in case of any loss of damages of the same.
27. Strict adherence to the prescribed/formal dress code is required. Decency in dressing & demeanor is a must.
28. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
29. Students are expected to read notices/circulars displayed on the College Notice Board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions.
30. In this campus various courses are conducted simultaneously and hence, students should observe SILENCE within the campus.
31. Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the campus during their period of study. If a student fails to comply with this regulation, strict disciplinary action will be initiated against the student which may even result in the rustication of the student from the College.
32. Student should not create any unwanted WhatsApp Group for exchanging content or information, which is harmful for the collage and its students / faculties/staffs etc. and in case of any issues pertaining to that, the student concerned /WhatsApp group admin, will be held responsible.
33. The Institute reserves the right to expel the student who fails to fulfill the financial obligations.
34. Gulshan Kumar Education Trust reserves the right to make any changes/up gradation in course curriculum, faculty, fee structure, training schedule, Internship, production etc. in any academic session, which it deems fit.
35. **EXIT POLICY:** Any student who wants to discontinue with the course in between for any reason following conditions are applied :
  - All concessions, subsidies and scholarship offered earlier will be nullified.
  - No adjustment/refund part or full is permissible.
  - For one year students leaving in-between may be awarded one, two or three stand alone diplomas and each diploma course will be treated as separate and charged as per the individual course.
36. Students who have a genuine cause to drop a session can do so with a written permission from the Dean/Competent Authority and the following rule will be applicable.
37. Dropping charges of Rs. 5,000/- per session (maximum up to 2 batches or One year, whichever is higher) has to be paid during the re-admission.
38. Course fee difference (if any) will have to be paid at the time of re-admission.
39. Students are opting out re-examination due to any valid reason, they have to pay an amount of Rs. 5000/- towards Re-examination Fees. However, concerned student need to submit an application duly signed by the competent authority/Dean in this regard.
40. Students are opting out transfer from one domain to others, need to apply within 7-10 days before the competent authority/Dean office along with a valid reason. In case of acceptance by the management, he/she has to pay a transfer charges of Rs. 5000/- within 2 working days.
41. All bona fide students have to wear/display their identity card in the premises. Guards /the officials shall have the authority to stop persons not wearing it.
42. In case of an act of indiscipline by a student, the matter will be referred to the disciplinary committee/competent authority who has the full authority to take decision to maintain harmony and peace in the campus.
43. The decision of the Directors/Trustees, Gulshan Kumar Education Trust, in all matters shall be final and binding on the students.

(Signature of the Applicant)

(Signature of the Parent/ Guardian)