



# BALA G COMPUTER INSTITUTE & TRAINING CENTER

S-11, GF, Hayat Market, Oppt. Rana Sariya Wala, Sec 01, Jalpura, Gr. Noida, G. B. Nagar, U. P 201306

Mob: +91-8510909006 | Mail-Id: bgcitic@gmail.com | Visit us: www.bgcitic.in

## STUDENT ENQUIRY FORM

Form No.: \_\_\_\_\_

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

### 1. Lead / Enquiry Details

Enquiry Mode:  Walk-in  Phone Call  WhatsApp  Website  Social Media  Referral

Counsellor Name: \_\_\_\_\_ Lead ID / CRM No.: \_\_\_\_\_ Status: \_\_\_\_\_

### 2. Student / Candidate Information

Student's Full Name: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

WhatsApp No.: \_\_\_\_\_ Alternate No.: \_\_\_\_\_

Email ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender:  Male  Female  Other Current Status:  Student  Job  Business  Other

Highest Qualification / Class: \_\_\_\_\_ School / College / Company: \_\_\_\_\_

Father / Guardian Name: \_\_\_\_\_ Guardian Mobile No.: \_\_\_\_\_

Father's / Guardian's Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Address: \_\_\_\_\_

City / Area: \_\_\_\_\_ District: \_\_\_\_\_ Pin Code: \_\_\_\_\_

### 3. Course Interest

Course Interested In:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Basic Computer          | <input type="checkbox"/> ADCA / DCA        | <input type="checkbox"/> MS Office & Excel      |
| <input type="checkbox"/> Tally Prime with GST    | <input type="checkbox"/> Graphic Design    | <input type="checkbox"/> Web Design / WordPress |
| <input type="checkbox"/> Digital Marketing / SEO | <input type="checkbox"/> Computer Hardware | <input type="checkbox"/> Computer Networking    |
| <input type="checkbox"/> Mobile Repairing        | <input type="checkbox"/> Typing / Internet | <input type="checkbox"/> Other                  |

Other Course / Custom Requirement: \_\_\_\_\_

### 4. Learning Goal & Batch Preference

Purpose of Joining:  Job  Business  Freelancing  School / College  Skill Upgrade  Exam / Interview

Current Computer Knowledge:  Beginner  Basic  Intermediate  Advanced Join Time:  Immediate  Later

Preferred Batch Timing:  Morning  Afternoon  Evening  Weekend Preferred Start Date: \_\_\_\_\_



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## FOLLOW-UP FORM

Form No.: \_\_\_\_\_

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

### 5. Source of Enquiry

How did you know about BGCITC?

Google Search  Website  Facebook / Instagram  Banner / Hoarding

Pamphlet  Walk-in  Friend / Student Referral  WhatsApp  Other

Other Source: \_\_\_\_\_

### 6. Reference / Friend Details

Optional: Details of friends or relatives who may be interested in joining a course.

#### Reference 1

Name: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Course Interest: \_\_\_\_\_

Area / Address: \_\_\_\_\_

#### Reference 2

Name: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Course Interest: \_\_\_\_\_

Area / Address: \_\_\_\_\_

### 7. Admission Readiness & Required Documents

When is the student likely to join?

Today  Within 3 Days  Within 1 Week  This Month  After Exams  Not Sure

Documents to collect at admission:

Photo  Aadhaar / ID Proof  Qualification Proof  Fee Receipt  Parent Consent if minor

Any Special Requirement / Concern: \_\_\_\_\_

### 8. For Office Use Only - Counsellor Follow-up

Recommended Course: \_\_\_\_\_ Course Duration: \_\_\_\_\_

Fees Discussed: \_\_\_\_\_ Discount / Offer: \_\_\_\_\_ Next Follow-up Date: \_\_\_\_\_

Lead Quality:  Hot  Warm  Cold  Joined  Not Interested

Counsellor Remarks: \_\_\_\_\_

### 9. Consent & Declaration

I confirm that the information provided above is true to the best of my knowledge. I agree that BGCITC may contact me or my parent/guardian through phone, WhatsApp, SMS or email for course counselling, admission updates, batch schedules and institute-related information.

Student Signature: \_\_\_\_\_ Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Note for staff:

Use this form to update your lead register/CRM on the same day. Capture follow-up date and lead quality for every enquiry.