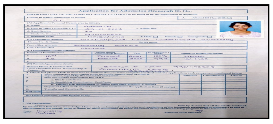


Application for Admission (General) Sl. No:

IMPORTANT FILL UP THE FORM IN CAPITAL LETTERS (To be filled in by the application in duplicate

Course to which Admission is sought

OT

A Alloted ID No:(Official)

(A) Applicant's Personal Details (As in SSLC)

a. Name
b. Date of Birth (DD/MM/YY) c. Adhar No:
d. Qualification
e. Student's Contact Number
f. Religion/ caste Male ☐ Female ☐ transgender ☐

(B) Permanent Address

House No. & Name Street name
Post office with pin
City / Town/ Dist

(C) Educational Qualifications

Names of Examinations	Status doing Completed/ Passed	Year	% of Marks/ grade	Name of Board/University
a. 10th	Passed	[illegible]	100%	[illegible]
b. +2	Passed	[illegible]	[illegible]	[illegible]
c.				

(D) Parents/ guardians details

Parents Name & Contact No
Local Guardian Name, Relationship & Contact No

4. Check list please Mark in each box to confirm that you have complete attached with the application, each component mentioned below.

		Student	Coordinator	Admin
1.	Duly completed Application form including Signed copy of rules & regulations, signed by the candidate and parent			
2.	Non refundable registration fee of RS..........			
3.	a. SSLC certificate b. Qualifying Examination Certificate c. Passport size photographs in white/ light back ground (4 copies)			
4.	Copies of Adhar, mark sheet/s/ certificate's mentioned in the application form (3 copies)			
5.	Transfer and Conduct cfe			
Any other				

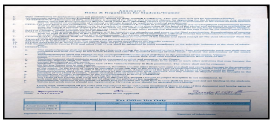
(F) Trainee previous health history if any

(G) Declaration:

I ....here by declare that all the details furnished by me are true best of my knowledge.I have read, understood all the rules and regulations of the institution mentioned in annexure.I as part of this document and hereby agree to abide by them completely all along the tenure of my studies/training program in this institution.

Place:
Date:

Signature of the Applicant



Annexure-1
Rules & Regulations for Students/Trainee

1. Only submission of application does not guarantee admission.
2. All payments related to Course/Training program should be done through Cash/Bank. FEE one paid will not be adjusted/refunded.
3. ATTENDANCE: Minimum of 80% attendance is essential for theory and practical classes for appearing for the Examinations. Any student/ trainee suffering from contagious disease shall retain from attending classes and relaxation in attendance to the extent of such absence may be granted on production of medical certificate issued by registered medical practitioner.
4. FEES: Fee once paid is not refundable. However if a student/trainee is unable to complete the course due to exceptional circumstances he/she shall be given one more opportunity to complete the course, at the discretion of the head of the centre and subjected to availability of seats for which a specific request has to be made by the student/trainee and on payment of 10% of the fee as administrative charges. Students will have to pay duties like service taxes, Cess or any other mandatory payments @ the rate fixed by the state/Central Govt.
5. BATCH Change: Batch changes are not permitted.
6. EVALUATION: The grading awarded to trainee will be based on the attendance and score in the final examination. Examinations of courses shall be held at the centre at the end of each course. For University/Autonomous affiliated courses the evaluation/examinations shall be as per the norms/sched. also of the Autonomous / University conducting the courses.
7. CERTIFICATE: Certificate shall be issued only after successful completion of the course and upon receipt of 'No dues clearance' from the course co-ordinator.
8. TRAVEL CONCESSION: The institution shall not provide travel concession.
9. SECURITY & SURVEILLANCE: The centre shall be under surveillance for security reasons.
10. STUDY MATERIALS: Study material may or may not be provided as case basis.
11. FEE SUBMISSION: Course FEE and other FEE if any shall be submitted in strict compliance to the schedule intimated at the time of admission.
12. DISCIPLINE:
    - a. The student/trainee shall be present in the class only during the hours allotted to their batch. Late arrivals/early pack-ups shall not be permitted and shall not stay in the centre before and after the specified timings of their batch without the permission of the centre head.
    - b. Students/trainees shall not engage in any impersonal/antisocial/illegal activities in the premises of the center. Visitors aren't allowed in the centre premises. In case of any emergency they shall take special permission from head of the centre.
    - c. Students/trainees shall maintain good/ fair personal conduct and manners in the Centre.
    - d. Students/ trainees shall not form unions or associations of any sort or enter in to strike or such other activities that may hamper the normal functioning of the centre.
    - e. Students / trainees shall take proper care of the valuables/money in their possession. The centre shall not be responsible for any losses due to any reason.
    - f. Students/trainees shall handle the equipments, furniture and any other items with care and shall not cause any damage to the properties of the centre. In the event of losses or damages occurring due to the neglect or act of students/trainee, he/she shall be liable to make good/ compensate the loss within 7 days of the occurrence. Assessment of the loss made by Head of Centre would be final.
    - g. Students/trainees shall obey the instructions of the faculty/other staff members and any matter of dispute shall be brought to the attention of the Head of centre, whose decision shall be final in such matters.
    - h. Smoking/use of other stimulants in the centre/premises is strictly prohibited.
    - i. Mobile phone shall not be allowed during the class time.
    - j. The Head of the Centre will have the right to dismiss any student / trainee if proper discipline is not maintained. In such case the student /trainee will not be eligible for refund of fee remitted.
    - k. Amendments, addition or omission of terms and conditions etc from time to time shall be intimated and are binding to the students.
    - l. Toilets and wash rooms should use hygienically. Drinking water should be arranged individually.

I have read, understand all the rules and regulations of the institution mentioned above as part of this document and hereby agree to abide by them completely all along the tenure of my studies / training program in this institution.

Place: [illegible]
Date: [illegible]

Signature of the Applicant

Signature of the Parent/Guardian

For Office Use Only

	FEE without TAX	TAX	Total Course FEE	% Discount Allowed* & Reason for Discount
Actual Course FEE ₹				
Discounted FEE ₹				

Signature of Course Co-ordinator

Signature of Administrator