



Application Form



Affix Photograph here

Form No. _____
 Date of Issue _____
 Name Mr./Mrs./Ms. _____
 Son/Daughter/Wife of _____
 Date of Birth _____
 Permanent Address _____
 Mailing Address _____
 Phone No. (Office) _____ (Residence) _____
 Occupation (Self) _____ (Father/Husband) _____

Education (Please Mention only the Latest Qualification)

UNDER GRADUATE

BOARD	CERTIFICATE/CLASS/DIV./RANK	PLACE & YEAR OF PASSING

POST GRADUATE

UNIVERSITY	CERTIFICATE/CLASS/DIV./RANK	PLACE & YEAR OF PASSING

Course Applied for _____
 Timings _____
 Fee Paid at the time of Admission _____
 Balance Payable _____ on _____
 _____ on _____
 _____ on _____

For Office Use only

Roll No. Allotted _____ Amount Received _____ Venue _____ Batch _____
 Receipt No. _____ Dated _____ Balance, if any _____ To be paid on _____
 _____ Testimonials Received _____

Admission Granted/Refused _____

Registrar

Director

Seal of the Institute

RULES AND REGULATIONS

1. Fee is payable in advance for all courses. For specified courses, fee can be paid in lump sum or by installment scheme as specified. Fee paid is not refundable.
2. Fee shall be payable for the period for which the student is absent/on leave from the institute.
3. The name of the student is liable to be struck off the rolls due to non-payment of installment of fee on the due date.
He/She will have to submit re-admission fee in order to seek enrolment again.
4. Fee shall be payable for the full session even if the student leaves the institute prior to the expiry of full session.
5. A student is not allowed to change the course.
6. The student will observe strict discipline and decorum in the institute and in case of any indiscipline or misconduct, the student can be expelled without any notice. At the discretion of the Director, such cases may be penalized.
7. The institute shall have the right to change the time schedule/venue/syllabus etc. of the course at any time.
8. The institute will provide Job assistance to the students on successful completion of the course but does not guarantee placement.
9. The student must affix five passport size photographs to the admission form. The institute is entitled to use the photographs for publication in any journal book, brochure, newspaper etc.
10. The Director shall have the right to frame, alter or change rules and regulation of the institute from time to time. The Decision of the Director will be final in all the matters.
11. Stationary and other material required for practical and theory work are to be procured by the student.

Signature of the Student

Date _____

Signature of the Father/Guardian
(in case of Minor)