

APPLICATION FORM FOR COMPUTER COURSE

*Use Only BLOCK LETTERS

NAME (As in SSLC Book)	:	<input type="text"/>		
COURSE	:	<input type="text"/>		
Mobile No.[Tick for WhatsApp]:	:	<input type="text"/>		
Email ID	:	<input type="text"/>		
Father's Name	:	<input type="text"/>		
Guardian's Name	:	<input type="text"/>	Relationship	<input type="text"/>
Guardian's Phone No.	:	<input type="text"/>	E-mail	<input type="text"/>
Permanent Address	:	House	<input type="text"/>	
	:	Road	<input type="text"/>	
	:	Place	<input type="text"/>	
	:	Post	<input type="text"/>	Pin Code <input type="text"/>
	:	Dist.	<input type="text"/>	State <input type="text"/>
	:	Gender	<input type="text"/>	Blood Group <input type="text"/>
	:	Date of Birth(DD-MM-YYYY)	<input type="text"/>	
	:	Marital Status	<input type="text"/>	
Religion	:	<input type="text"/>	Caste	<input type="text"/>
Education Level	:	<input type="text"/>	% Mark	<input type="text"/>
Employed as	:	<input type="text"/>		
Computer Knowledge	:	<input type="text"/>		
Do you have a PC in your Home	:	<input type="text"/>	Preferred Days	<input type="text"/>
Preferred Time 1	:	<input type="text"/>	Preferred Time2	<input type="text"/>

**Declaration**

I Hereby declare that the above furnished matter is true to my belief and knowledge. I had read the 'Rules and Regulations' of this institute and here I declare that I will obey the rules and regulations.

Name :

Signature :

Date :

For Office Use Only

Students Reg no	:	<input type="text"/>	Counselor	Coordinator
Time	:	<input type="text"/>		
Batch Code	:	<input type="text"/>		
Days	:	<input type="text"/>		

Rules and Regulations For Students

All the students must read the ‘Rules and Regulations’ carefully so as to make themselves fully familiar with them. In case of any clarification, the student/s must see the respective counselor. As ignorance of rules has no excuse for the students. Students are strongly advised to comply the systems and procedures set in the Institute

All amendments to the above will be communicated to students through notice board. Students should check the notice board regularly for any notification.

The schemes of Teaching and Examination shall be notified on the notice boards

Disciplinary action can be initiated and implemented with regard to any student at any point of time on the following grounds:

- Non attendance of classroom/tutorial/practical as per Institute norms
- Willful violation of Institute rules and regulations
- Non payments of fees and dues
- Consumption of Drugs, Alcohol, and Smoking is strictly prohibited in the Institute
- Keeping the mobile phone switched on or disturbing the class, clicking pictures or making videos would lead to legal action
- No person shall be invited to address or entertain the students of the institute without the permission of institute Director/Principal.
- A student with less than 75% attendance in a subject during a module will not be allowed to appear in the exam.
- Students remaining absent from classes for long duration are liable to be expelled from the institute
- All students must put there attendance in the Admit Cad in the institute
- The students shall be responsible for proper handling and safe custody of lab computers/ article/apparatus/equipment/parts used by them. Any damage, breakage or loss during use or custody of student shall be recovered at the student’s expense
- If a student does not qualify in the internal examination with minimum prescribed marks he/ she shall not be eligible to appear in the Main examination of that subject. There shall be two internal examinations in a module
- **Once Paid fee cannot be refunded.**
- Administrator of the institute have the rights to dismiss any student if found some illegal process
- Must pay the monthly fee before the .10th day of the month.
- If a student not completed the course with in the course period he/she should pay the extra minimum fee Rs 250/Month

Name :
Signature :

For Office Use Only				Total Fee			
Date	Receipt No.	Amount	Balance	Date	Receipt No.	Amount	Balance
Exam Attended <input style="width: 50px;" type="text"/>		Grade <input style="width: 50px;" type="text"/>		Certificate Received			