

# FORM-A

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Date of Application

Note: FILL IN BLOCK LETTERS ONLY WITH BLANK SPACE BETWEEN WORDS

Registration Number

(For Office Use Only)

[illegible]

**Session:** \_\_\_\_\_

Roll No

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### 1. Name of Student

[illegible][illegible]

## 2. Father's Name

[illegible]

### 3. Mother's Name

[illegible]

4. Date of Birth:-

### 5. Gender:-

M	F	Others
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6. ID Proof Submitted:-

ID No:

[illegible]

7. Guardian Name & Mobile No:

[illegible]

### 8. Permanent Address for Correspondence (As per ID Proof)

[illegible][illegible]

District:

[illegible]

State

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9. Mobile No(WP)

+	9	1
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[illegible]

Pin

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### 10. Educational Qualification:

☐ Below 10<sup>th</sup> ☐ 10<sup>th</sup> ☐ 12<sup>th</sup> ☐ UG ☐ PG ☐ MPhil ☐ PhD

Name of Qualifying Exam	Passing Year	Institution / University / Board	Percentage/ Grade

### Fees Structure & Course Details ( For Office use Only)

Course Name	Total Fees	Admission time Payment	Receipt No	Date

### Seal with Sign

## Terms & Conditions for Admission:

1. Admission will be confirmed only after payment of the registration/admission fee.
2. Course fees must be paid as per the schedule (**monthly/full payment**) as per admission.
3. Fees once paid are **non-refundable** and **non-transferable** under any circumstances.
4. Students are required to pay the monthly fee **on or before the 10th** of the succeeding month.
5. If fees are not paid on time, the student may not be allowed to attend classes until dues are cleared and a late fee of **Rs. 100/per month** will be charged.
6. Students must maintain at least **75% attendance** to be eligible for course completion certificate.
7. Discipline, punctuality, and respectful behaviour are expected inside the institute premises.
8. Misbehaviour, misuse of computers, or violation of institute rules can lead to termination of admission without refund.
9. The institute reserves the right to change class timings, faculty, or batches if required.
10. Certificates will be awarded only after successful completion of the course, assignments, and exams.
11. Computers, internet, and lab facilities are to be used only for educational purposes.
12. Damage to equipment or property will be charged to the student responsible.
13. The institute may use photographs or achievements of students for promotional purposes.
14. Any dispute will be subject to the Keonjhar Jurisdiction.

I hereby, declare that i have read all terms and conditions and all the details provided by me are true in this form, if in any case any wrong information is provided or misleading then admission shall be liable to canceled by the institute.

Signature of Student

### [ For Office Use Only: After Course Completion]

- |                                 |   |
|---------------------------------|---|
| 1. Name of Course:_____         | 2. Session:_____  |
| 3. Total Fees:_____             | 4. Admission Time Payment:_____   |
| 5. Registration No:_____        | 6. Enrollment No:_____  |
| 7. Course Completion Date:_____ | 8. Dues Cleared: <input type="checkbox"/> Yes <input type="checkbox"/> No |

\_\_\_\_\_  
Signature of Director with Seal after Certificate issued

\_\_\_\_\_  
Signature of Student after Taking Certificate