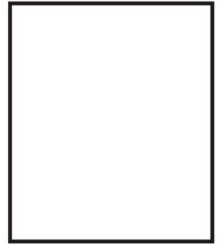




(An ISO-9001-2000 Certified Institute)

I.A.I.T.

GROUP OF INSTITUTIONS



Regular/ Non-Regular Ref. No. Form No.

Course LE

University

Name of Student
(Write in CAPITAL BLOCK Letters)

Father's Name
(Write in CAPITAL BLOCK Letters)

Mother's Name
(Write in CAPITAL BLOCK Letters)

Postal Address

Permanent Address

e-mail Phone Student Mobile

Date of Birth Day Month Year Parent's Mobile

ACADEMIC INFORMATION

STD.	NAME OF THE SCHOOL/COLLEGE	YEAR OF PASSING	EXAM. AUTHORITY	% OBTAINED
X				
XII				
Graduation				
P.G.				

Hostel Required Not Required Hobbies & Interest : _____

I hereby declare that the Information given in this Application Form is Correct to the best of my knowledge and belief. I have read all the rules & regulation and promise to abide by them.

Signature (Student)

Signature (Parents)

FOR OFFICE USE ONLY

Detail of Fees : First Receipt No. : _____ Date : _____ Course : _____ Amount _____

Cash/ Cheque/PO./D.D. No. _____ Bank : _____ Sr. No. _____

Admission in (Branch) _____

Representative Name & Seal

Admission Granted/Rejected

Authorised Signatory

DECLARATION

I hereby declare that :

1. The information given on the form by me is complete, correct, and authentic. In case concealment/ suppression of any facts is detected at any stage, my application/admission/fee liable to be rejected/ cancelled/forfeited, as the case may be.
2. Neither any disciplinary proceedings are pending nor contemplated against me anywhere nor he ever been debarred by any authority from pursuing my studies further.
3. Neither I have been convicted for any offence at any point of time nor is any criminal case pending against me anywhere.
4. I have read all the rules and regulation of the institution, and in any case I am abide not to take legal action against the institution.
5. I promise to pay the fees of the institution as on/or before the date mentioned in the institution prospectus.

Date :

Place :

.....
Complete signature of the candidate

Remark

.....

.....
Authorised Signatory/
Administrator

.....
Authorised Signatory/
Center Head

FOR OFFICE USE ONLY

Required following documents :

- | | | | |
|---|--------------------------|-----------------------------------|--------------------------|
| a) Ten passpor size Photograph, Four Stamp size Photograph | <input type="checkbox"/> | d) For Diploma holders : | <input type="checkbox"/> |
| b) Two attested xerox copies of 10th/12th Marksheet
(Attested Both sides if subject codes are given) | <input type="checkbox"/> | e) Affidavit 1 duly executed | <input type="checkbox"/> |
| c) Leaving Certificate/Date of Birth Certificate | <input type="checkbox"/> | f) Physical fitness duly executed | <input type="checkbox"/> |
| g) Original Documents (B. Tech/ Polytechnic) | <input type="checkbox"/> | | |
| X- Marksheet + Passing Certificate | <input type="checkbox"/> | | |
| XII- Marksheet + Passing Certificate | <input type="checkbox"/> | | |

Rules & Regulations of the Institute

1. The student should wear proper uniform (as per college instruction) in the college campus, which should be properly pressed and clean, shoes should be polished daily.
2. Without proper hair cut, shaving and neat & clean full uniform, no student will be allowed to attend the classes.
3. The student should maintain in a decent and professional manner so as to give an example for the forthcoming students.
4. The students should come to the college 15 minutes before starting of their classes. They should not make noise in the classrooms when their faculty is not present in the classroom, they should wait for their respective faculty peacefully.
5. 90% attendance is compulsory for the student in all the subjects to appear in the examinations. If the final attendance is less than 90% then college will not entertain for training and placement.
6. Students who will be absent without prior information through application will be charged with Rs. 100/- per day as a fine.
7. Student who will take leave on medical ground, they will have to present the medical certificate at the time of joining the classes.
8. Student should not sit in the reception area because it creates a problem for the visitors, they should wait for their faculty in the corridor, if faculty is not in the faculty room.
9. Student cannot go in the faculty room directly, they must confirm at the reception for the faculty.
10. College administration reserves the right to expel you from the institute at any time for any type of misconduct without assigning any reasons, without any prior information. In case of any dispute the jurisdiction will be Varanasi only.
11. The student should flag the identity Card while being in the college.
12. The student should possess their scheduler card to attend the classes. In any circumstances, they will not be allowed to attend the classes without scheduler card.
13. Any student will not be permitted to keep any mobile phone in the campus, if found guilty of keeping mobile phone, the mobile will be seized and a fine will be charged after discussion with their parents. It will be returned only after an apology note for not repeating the mistake.
14. Every academic record and performance will be reported to your respective parents/ guardians on regular intervals.
15. In case, student wants to change the course or stream he/she will have to pay Rs. 5000/- along with new registration fees. (N/B : This rule is application only for first semester.)
16. Fees must be paid before or till the due date as mentioned in the fees structure.
17. It is the responsibility of the student to pay their fee within the deadline as communicated by the university. The fee has to be paid before the start of semester as per the deadline. Tuition fee and Exam fee has to be paid separately before the start of a session. In case the student doesn't pay the fee within the deadline a late fee will be charged as per decision of the university.
18. Institute reserves the right to change the fees as or when decided & that shall be imposed on new as well as old students.
19. Any official conversation or commitment of the student or parents must be in writing with the signature of the office authority granting it and its one copy must be with the student and the institute both.
20. In case student leaves the institute due to any following reasons, he/she must clear the dues till the date they have attended the classes to receive their documents from the office.
21. In case of hostel, semester means the time duration till the classes have run in that very semester and it ends in December and June respectively. So, the student can stay in the hostel till the date classes are going on. Classes suspended, hostel will also get closed. Hostel fees once paid is not refundable in any situation. In case a student leaves the hostel he/she will have to pay the complete semester hostel fees.
22. The receipts of payment of the fees to the office must be received by the payee from the office.
23. Fees once paid shall not be refunded in any circumstances.
24. The above rules will apply even if the student is absent or is on leave.
25. College bears the responsibility of taking admission & sending admission to the respective university, But the conduction of examination & Issue of results is under the responsibility of the respective university. Hence, College does not bear the responsibility for exams & results.
26. Any legal matter is subject to Varanasi Jurisdiction only.
27. All rules and regulations are subject to change as or when required, by the organization.

I solemnly affirm that I have fully gone through the aforementioned rules and regulations and shall follow the same, violating which I am ready to accept any kind of punitive majors taken against me by the administrator/ arbitrator of I.A.I.T. Group of Institutions, Varanasi.

Signature of the Parents/ Guardians

Signature of the Student

By Student

I student of I.A.I.T. Group of Institutions solemnly affirm to fulfill all the rules & regulations as mentioned above. In case I fail to do so institute reserves the right to expel me from the institute and even the fees submitted by me to the institute shall not be refundable in any circumstances. I am aware of all the facilities provided by the institute and I am fully satisfied from it.

Name : _____

(Signature)

Student

Date : _____

By Parents/ Guardians

I have gone through the rules & regulations of the institute and I assure the institution on behalf of my ward to follow it. I promise to submit the fees installment before the due date as mentioned in fees schedule. I shall never demand of the fees refund from the institution once the fees is deposited. I am satisfied with the facilities provided by the institution to my ward.

Name : _____

(Signature)

Parents/ Guardians

Date : _____