

FOR OFFICE USE ONLY

Application No : _____ Acknowledgement Sr. No: _____
 Course Title : _____
 Name Of The Candidate : _____
 Course Commencing from : _____
 Course Centre : Aurangabad Pune Nagpur
 Course Fee (Basic) : Rs. _____
 Admission Cadre : Regular Sponsored Category Others
 (Tick as appropriate Cadre)
 Cadre Details : _____

COURSE CO-ORDINATOR

Fees to be paid

Registration Fee : YES NO If Yes Rs.: _____
 Course Fee : YES NO If Yes Rs.: _____
 Other Fee(If any) : YES NO If Yes Rs.: _____
 Any Other Comments/suggestions : _____

**APPROVED BY
HEAD OF DEPT.(TRG)**

ACKNOWLEDGEMENT

Application No : _____ Acknowledgement Sr. No : _____
 Received Application/Registration Form from : _____
 For the course _____ for batch / course commencing from _____
 Date : _____
 Place: _____ **Authorized Signatory**

**REGISTRATION FORM
(MTC / STC)**

Application No. _____ (Note : All the entries to be filled in Capitals & English Only (Tick as "✓" appropriate category) Roll No. _____

1.Course Title : _____
 2.Duration : _____
 3.Course commencing from : _____
 4.Admission to centre : Aurangabad Pune Nagpur
 5.Name : _____
 (As Per 10th Certificate)
 6.Father's Name : _____
 (Full Name)
 7.Mother's Name : _____
 (Full Name)

Paste
Photograph
Size
35mm x 45mm

8.Correspondence Address : _____

 _____ Pin Code _____ State _____
 9.Permanent Address : _____

 _____ Pin Code _____ State _____

10. Contact No.: STD Code _____ Phone No. _____ Cell: _____

E-mail ID : _____

11.Date of Birth : _____
 (As per Secondary School Certificate) Day month year
 12. Age: _____ Years _____ Months

13.Sex : Male / Female 14.Blood Group : _____

15.Nationality : _____ 16.Caste/Category : SC / ST / OBC / PH / MINORITY / General

17.Religion : Hindu / Muslim / Christian / Sikh / Buddhist / Parsi

18.Occupation of Father : _____ 19.Income per Annum: _____

20. Details of educational qualification:(Attach the copies of certificates for verification)

Examination	Board / University	% of Marks	Grade	Year of Passing
10 th STD.				
12 th STD.				
Degree / Diploma				
(Other Courses)				

21. Are you member of any Self Help Groups Yes/No

If Yes,

a. Name : _____

b. Address : _____

Pin Code _____

c. Contact No. : STD Code _____ Phone No. _____ Cell: _____

: E-mail ID : _____

22.Experience, if any : _____

23.Registration Fee : Rs. _____

(Non Refundable)

24.DD.Details : DD No. _____ Name of the Bank _____ Date _____

(DD of any Nationalised Bank to be Drawn in favour of "M/s Indo German Tool Room, Aurangabad" payable at Aurangabad, Maharashtra State Only)

General Rules & Regulations for Trainees

1. IGTR reserves the right to reject any application without assigning any reason. Incomplete applications are liable to be rejected.
2. **Registration fee is nonrefundable, in case any candidate cancels his admission for any reason.**
3. Admission to the course will be given only on deposition of first semester fees by DD & on submission of relevant documents.
4. Registration fee will be converted as security deposit after confirmation of admission along with payment of requisite fee by the trainee and shall be refunded on successfully completion of the course / cancellation of admission after payment of requisite fee for first semester.
5. **Course fee once paid will not be refunded under any circumstances.**
6. Registration / course fee is nontransferable.
7. Course fees for the higher / next semester has to be paid within one week from the starting date of semester and all the candidates belonging to SC/ST category have to fill in fresh application form within one week from the starting date of each semester. Late fee will be charged as a fine from the due date as applicable.
8. Insurance & other charges as specified for the course to be paid by the trainee in addition to the course fee as applicable.
9. **Security Deposit Shall be forfeited, in case of loss of original receipt of the security deposit.**
10. All the trainees will ensure discipline within the campus.
11. Trainee shall be required to wear uniform and shoes as prescribed by the Institute and possess I-Card compulsory during training.
12. Mobile phone, Pen Drive, CD or any other related items are not permitted inside IGTR premises.
13. Regular attendance will have to be maintained by the trainee as per course schedule & 90% attendance is compulsory in all subjects **individually**
14. **Trainees will abide by the examination rules and regulations displayed on Notice Board of IGTR and as amended from time to time.**
15. Leave without information / permission will not be entertained.
16. Trainees going on leave or to home during vacation should inform the Course Co-ordinator compulsory.
17. All the internal assessments, assignments, evaluations will have to be attended / completed from time to time as per course schedule only.
18. No trainee shall organize / conduct any meeting within the campus.
19. The machines / equipment / Furniture must be handled carefully. No act of damage to IGTR property shall be carried out by the trainee. Any loss or damage to property, fine as charged to be paid by the trainee.
20. Trainee have to ensure the proper utilization of IGTR property including Water & Electricity usage.
21. Smoking & chewing tobacco, possessing or drinking Alcoholic beverages in any form is strictly prohibited within IGTR premises.
22. Ragging is strictly prohibited in the Premises.
23. Writing any comment / Remarks/ Name on Doors, Walls, Toilet, Notice Board is strictly prohibited.
24. Study material Shall be provided on extra cost as applicable.
25. Working hours are 8 hrs/day(excluding lunch) in different shifts/timing as prescribed by the Institute.
26. Violations of above & any other Rules, Regulations, Disciplines and Conduct etc. are liable for disciplinary action.

UNDERTAKING

I Mr./Ms _____ hereby solemnly declare that the information furnished by me in this application is true to the best of my knowledge and belief. I will abide by the rules & regulations as mentioned above, general information given in the prospectus and other rules enforced by the institute from time to time. If any information is found incorrect at any stage during the period of my course, the institute reserves right to cancel my registration/admission and no fees shall be refunded to me.

Place :

Date :

Signature of Parents / Guardians

Signature of Applicant