

ADMISSION FORM

(LTC / MTC / STC)

Application No. _____

1. Course Title : _____

2. Duration : _____

3. Course commencing: _____

4. Admission to centre : Aurangabad Pune Nagpur 5. Name : _____
(Surname) (First Name) (Middle Name)6. Father's Name : _____
(Surname) (First Name) (Middle Name)

7. Mother's Name : _____

8. Correspondence Address: _____
_____ Pin Code _____9. Permanent Address : _____
_____ Pin Code _____

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

: E-mail ID : _____

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

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

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

17. Religion: Hindu/Muslim/Christians/Sikhs/Buddhists/Parsis

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

20. 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 : _____

Paste
Photograph
Size
35mm x 45mm

21. 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)				

22. Experience , if any : _____ 23. Registration Fee : Rs. _____

24. DD. Details DDNo. _____ Name of the Bank _____ Date _____

(Non Refundable)

(DD Drawn in favour of "M/s Indo German Tool Room, Aurangabad" payable at Aurangabad, Maharashtra State)

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 successful 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 nontransferrable.
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 of Rs. 100/- per day will be required to be paid in both the cases.
8. Insurance & other charges as specified for the course to be paid by the trainee in addition to the course fee as applicable.
9. All the trainees will ensure discipline within the campus.
10. Trainee shall be required to wear uniform and shoes as prescribed by the Institute and possess I-Card compulsory during training.
11. Mobile phone, Pen Drive, CD or any other related items are not permitted inside IGTR premises.
12. Regular attendance will have to be maintained by the trainee as per course schedule & 90% attendance is compulsory in all subjects **individually**
13. Trainees will abide by the examination rules and regulations displayed on Notice Board of IGTR and as amended from time to time.
14. Leave without information / permission will not be entertained.
15. Trainees going on leave or to home during vacation should inform the Course Co-ordinator compulsory.
16. All the internal assessments, assignments, evaluations will have to be attended / completed from time to time as per course schedule only.
17. No trainee shall organize / conduct any meeting within the campus.
18. 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.
19. Trainee have to ensure the proper utilization of IGTR property including Water & Electricity usage.
20. Smoking & chewing tobacco, possessing or drinking Alcoholic beverages in any form is strictly prohibited within IGTR premises.
21. Ragging is strictly prohibited in the Premises.
22. Writing any comment / Remarks/ Name on Doors, Walls, Toilet, Notice Board is strictly prohibited.
23. Study material will be provided on extra cost as applicable.
24. Working hours will be 8 hrs/day(excluding lunch) in different shifts/timing as prescribed by the Institute.
25. Violations of above & any other Rules, Regulations, Disciplines and Conduct etc. are liable for disciplinary action.

UNDERTAKING

I Mr. _____ 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