

# BDPS COMPUTER EDUCATION INDIAN TECHNICAL INSTITUTE

3rd Floor, Pailands Building, P.M. Rao Road, Hampanankatta, Mangalore-575  
001, Ph: 0824-2442807/2412910

## ADMISSION FORM

( FOR OFFICE USE ONLY)									
REGISTRATION NO	DATE OF ADMISSION	RECEIPT NO							
NO									
BATCH	AMOUNT PAID		TOTAL FEES						
DURATION									
START DATE									

Affix your passport size photograph here and submit two extra copies for ID. Card/ office purpose.

(To be filled by the Applicant in Block Letters)

**COURSE :**

Name : \_\_\_\_\_

(Please give as it should appear on Certificate, in block letters)

Father's / Husband's Name : \_\_\_\_\_

Address Local : \_\_\_\_\_

Permanent: \_\_\_\_\_

Office Address (if Any) \_\_\_\_\_ Ph: \_\_\_\_\_ (O) \_\_\_\_\_ (R)

Nationality: \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (R) \_\_\_\_\_ (O) \_\_\_\_\_ (Cell)

### Details of Qualification:

Examination	Month & Year	Class / Marks obtained

**Fees once paid will not be refunded in either full or part under any circumstances.**

I agree to abide by the Rules & regulations of the Institution now in force and as amended or altered from time to time.

Signature of the Applicant

Date :

Signature of the Father / Guardian

**Head Office :** C-17, Sagar Sanjog, J.P. Road, Seven Bunglows Versova, Andheri (W), Mumbai - India. Pin : 400061

**RULES AND REGULATIONS**

1. Every student is assigned Reg. No. which should be quoted in all correspondence with the academy.
2. Instalments of fee should be paid regularly on or before 5th day of every month. Otherwise a fine of Rs. 2/- will be charged per day. Defaulters will not be permitted to attend class from the subsequent month.
3. The Identity card should be brought every day for theory class as well as for practicals.
4. Perfect discipline must be maintained in the academy.
5. Attendance should not be less than 80% under any circumstances.
6. Fees once paid will not be refunded either in part or full and cannot be adjusted towards the fees of any other student under any circumstances.
7. Visitors for the students will not be permitted during the class hours.
8. Without any valid reason, change of class timing will not be allowed.
9. Management has the full authority to inform the parents regarding the students irregularity, misbehaviour, non payment of the fees etc.
10. A Diploma will be awarded to all successful candidates as per their grade.  
i.e. 60% and above First Division 59%-50% Second Division 49% - 40% Third Division. Less than 40% will be asked to take their exams again to improve upon their grade.
11. No student can remain absent from classes without applying for leave in writing.
  - a) If a student abstains from classes for three days continuously he/she will not be allowed in the class without the written permission from the Centre Head.
  - b) Any student being continuously absent without permission for more than three months will be deemed to have discontinued voluntarily and the fees not be refunded.
12. If a discontinued student wants to rejoin the course he/she should pay a rejoining fees of Rs. 500/- for short term course and Rs. 1000/- for long term course. However this facility will be given only to those students who rejoins within 2 years of discontinuing the course & this not applicable for University Courses.
13. Regular Students are required to write examination on completion of each subject, failing which they shall not be allowed to attend any new batch. Students of university courses should write their theory & practical examinations at the end of each semester.
14. Obtain prior permission from the office before going to new batch/subject.
15. Students are expected to complete the course within the stipulated duration. Course duration, course duration may be extended due to any one of the following reasons.
  - a) In case the batch students are not able to follow the subject.
  - b) In case if the students are irregular / discontinue.
16. However the duration cannot be extended more than double the stipulated period under any circumstances. Those who do not complete the course inspite of the extended duration should pay an additional 10% fees for all short term courses and 5% for all long term courses.  
I understood all rules and regulation here-in-above written and agree to abide by the same which is now in force and as amended or altered from time to time.

Signature of the Applicant

Centre location :  
(Place)

Remarks

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