

# ADMISSION FORM

## INSTRUCTIONS

Applicants are advised to read the instructions carefully before filling out the form. The application must be completed in English using BLOCK (capital) letters. All required documents, as specified under Educational Qualification, must be attached. Incomplete applications shall be summarily rejected. Submission of the application form does not guarantee admission.

FORM NO : \_\_\_\_\_

Registration No : \_\_\_\_\_  
(To be given the office)

PHOTOGRAPH

Session:..... School:.....

Course Applied for:.....

Specialization (if applicable):.....

## Personal Details

Student Name :..... Occupation:.....

Father's Name :..... Occupation:.....

Mother's Name :.....

Date of Birth :..... Age :..... Gender:.....

Nationality :..... Religious:..... Marital Status :.....

Category :.....Special Category :.....

## Contact Details

Correspondence Address :.....

Student Contact No :..... WhatsApp No :.....

Parent's Contact No :..... Land Line No :.....

Email ID :.....

Permanent Address :.....

## Educational Qualification

Examination Passed	Name of the Board/University	Year of Passing	Obtained Marks	Total Marks	% of Marks

Award and achievement (if Any) : .....

Participation in Extracurricular Activities : .....

 Employment History : Yes ☐ No ☐ if Yes, Total Experience Year : ..... Months : .....

### Organization /Company Details :

Name of Organization	Organization Address	Duration	Designation	Salary Drawn

## Rules & Regulations for Students

### Premier Educational Institution

*(Managed by AECT, Registered under the Indian Trusts Act, 1882 – Regd. No. 1382500599 of 2025)*

1. Admission is granted strictly on the basis of eligibility criteria prescribed by the Institution.
2. Students must read and understand all details of the course before taking admission.
3. Once the admission is confirmed, the **course fee is non-refundable and non-transferable** under any circumstances.
4. The course is offered under the **DIITAL SLCO Programme** (Self Learning and Career Oriented).
5. Students are required to pursue studies in a **self-learning mode** with guidance provided by the institution.
6. The course is designed primarily for **employment generation and skill development**, not for academic degree equivalence.
7. All examinations will be conducted under the supervision and guidelines of **DIITAL**.
8. Students must maintain discipline, sincerity, and commitment throughout the course duration.
9. Misconduct, indiscipline, or violation of institutional policies may lead to cancellation of admission without refund.
10. Students are responsible for submitting all required documents at the time of admission.
11. The institution will provide learning support, study materials, and guidance as per the course structure.
12. Attendance in scheduled classes, seminars, or workshops (if applicable) is mandatory.
13. Certificates will only be awarded to students who successfully complete the course requirements and examinations.
14. The institution or Trust shall not be held responsible for employment guarantee; the program is **skill and knowledge oriented**.
15. Any disputes shall be subject to the jurisdiction of the institution's registered office and legal framework.

### Declaration by Student

I, \_\_\_\_\_, Son/Daughter of \_\_\_\_\_, have read and hereby certify that the information given in the application is complete and accurate to the best of my knowledge. I further declare that I have read and understood all the rules and regulations laid down by the Organization and agree to abide by all the terms and conditions provided to me. I also understand that the fees paid are strictly non-refundable, and in the event that I am unable to join or continue the course after submission of fees, I shall not claim any refund under any circumstances.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Candidate



## DOCUMENT SUBMISSION FORM

**Student Name** : \_\_\_\_\_

**Course Applied For** : \_\_\_\_\_

**Enrollment No.** : \_\_\_\_\_

**Contact No.** : \_\_\_\_\_

### List of Documents Submitted (Tick ✓ where applicable)

Sl. No.	Document Name	Submitted (✓)	Verified By (Staff)
1.	Admission Application Form	<input type="checkbox"/>	_____
2.	Recent Passport Size Photographs (2 Copies)	<input type="checkbox"/>	_____
3.	Aadhar Card / Govt. Photo ID Proof	<input type="checkbox"/>	_____
4.	10th Mark sheet / Certificate	<input type="checkbox"/>	_____
5.	12th Mark sheet / Certificate	<input type="checkbox"/>	_____
6.	Graduation Mark sheet / Certificate (if applicable)	<input type="checkbox"/>	_____
7.	Transfer / Leaving Certificate (if required)	<input type="checkbox"/>	_____
8.	Caste / Category Certificate (if applicable)	<input type="checkbox"/>	_____
9.	Migration Certificate (if applicable)	<input type="checkbox"/>	_____
10.	Any Other (Specify: _____)	<input type="checkbox"/>	_____
11.	Apaar ID (ABC ID)	<input type="checkbox"/>	_____

Signature of Candidate



## UNDERTAKING

1. I, \_\_\_\_\_ (Name), bind myself to abide by the Institution's rules and regulations as per the details given below:
2. I will be punctual in all academic activities related to my course and complete assignments, projects, and examinations as per the prescribed format.
3. I will not indulge in any form of misconduct, misrepresentation, or activities that may harm the reputation of **AECT Institute of Management & Business Studies, or DIITAL**.
4. I have understood the fee structure and declare that the fee once paid is **non-refundable** under any circumstances, except as per specific admission policy of the Institution.
5. I acknowledge that this programme is offered under the **Self-Learning and Self-Paced (SLCO)** Mode, designed for skill and knowledge enhancement, and does not guarantee placement or government recognition unless specified.
6. I will maintain sincerity and discipline in completing the course requirements within the prescribed duration.
7. I will keep all login credentials, registration numbers, and exam details secure and not share them with unauthorized persons.
8. I will respect faculty, staff, and fellow students, and uphold the academic integrity of the Institution.

### THEREBY GIVE THE FOLLOWING UNDERTAKING:

- ✓ That I am not involved in any Civil/Criminal/Disciplinary case, charges, at the time of joining this programme.
- ✓ That I have carefully read and understood all the rules, regulations, and policies of the Institution and agree to abide by them fully.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Candidate

