

# Admission Application Form

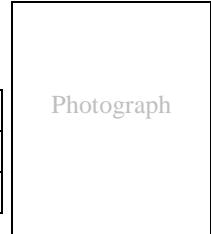
Date: 

D	D	M	M	Y	Y	Y	Y
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Form No.

Please Tick The Desired Centre:

(a)	Centre for Piping & Process Engineering	(b)	Centre for CAD CAM & CAE
(c)	Centre for Industrial Automation & Control	(d)	Centre for Construction Technology
(e)	Centre for Business Analytics	(f)	Centre For Energy & Sustainability



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

01. Name: Mr. /Ms. /Mrs.:- \_\_\_\_\_  
(First Name)
(Middle Name)
(Surname)

02. Permanent Address: - \_\_\_\_\_ Temporary Address:- \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

03. Telephone with STD: \_\_\_\_\_ Parent's Mobile No.: \_\_\_\_\_  
 Candidate's Mobile No. \_\_\_\_\_

04. E-mail address: - \_\_\_\_\_

05. Date of birth 

D	D	M	M	Y	Y	Y	Y
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In words - \_\_\_\_\_

06. Details of Qualifying Examination:

Qualification (✓)	Year of Passing	Branch (Mech, Prod, Auto. etc.)	Name of the Institute and the affiliated University	Marks (%) obtained
Post-Graduate				
Graduate				
Diploma				
Appeared				
Any Other				

07. In case of emergency contact:  
 Name - \_\_\_\_\_ Permanent Address - \_\_\_\_\_  
 \_\_\_\_\_

Mobile No. 

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 \_\_\_\_\_  
 \_\_\_\_\_

Landline No (With STD Code) - \_\_\_\_\_  
 Relation with the applicant - \_\_\_\_\_

*Turn over....*

08. Details of Work Experience (if applicable)

Sr.	Name of the Organization	From	To	Nature of Job

09. Fees Payment Details:

Total Fees Rs. \_\_\_\_\_ 1<sup>st</sup> Installment: \_\_\_\_\_ Date: \_\_\_\_\_  
 2<sup>nd</sup> Installment: \_\_\_\_\_ Date: \_\_\_\_\_

10. Batch Timing: - \_\_\_\_\_

11. Course to commence from:- \_\_\_\_\_

12. List of documents submitted.

Sr. No.	Document list (Please tick mark the appropriate)
1.	10 <sup>th</sup> / 12 <sup>th</sup> standard certificate & mark sheet. <input type="checkbox"/>
2.	B. E. / B Tech / Diploma all semester mark sheets. <input type="checkbox"/>
3.	Degree/ Diploma Certificate / Provisional Degree Certificate. <input type="checkbox"/>
4.	Permanent Address proof (Recent Electricity Bill, Voter id, Driving License). <input type="checkbox"/>
5.	Photo ID proof (Aadhar Card, Voter id, Driving License, Passport etc). <input type="checkbox"/>

13. Undertaking:

- I understand that the programs under MITSkills are Autonomous Programs.
- I agree to abide to all rules & regulations of MIT Skills, Pune
- I agree not to divulge any information of training program to outside world
- I agree that syllabus once taught will not be repeated if I am absent without prior information. The missed syllabus will be a self study for me. If I remain absent for 10 consecutive days without prior notice, my admission will be automatically cancelled and I will have to re-admit myself for further training
- I am fully aware that minimum 80% attendance is required for the successful completion of the course.
- **I hereby declare that I will abide with the fees payment schedule declared by me.**
- **I hereby declare that I will follow the deadlines for program fees payment and I am aware that if I fail to do so, I will be liable for late fees (other than program fees) as prescribed by the institute.**
- **I have noted that fees once paid will not be refundable or transferable.**
- **I am not assured / guaranteed of any type of job or any other sort of employment by MIT Skills & its employees. I am completely aware that campus placement depends on my hard work & performance during the course & other parameters like manpower requirement of the industry, company's short listing norm & their selection procedures.**
- MIT Skills reserves the rights of admission or rejection of any candidate & also has the authority to modify the guidelines (rules & regulations) from time to time for the betterment of the activities.

All the information I have mentioned in this form is true to my knowledge & I take up the onus to prove it as & when demanded by the institute.

Candidate's Signature

For Office Use Only

Form Checked By:

Receipt No:

Counselor's Sign: \_\_\_\_\_

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

## **GUIDELINES FOR STUDENTS**

- ✓ These guidelines convey instructions for the daily smooth functioning of the Institute and enable effective delivery of academic services to the students.
- ✓ These Guidelines are subject to additions, deletions and modifications as and when required and the changes will be communicated to the students through Notice through the channel of appropriate authorities.
- ✓ The Management has the right to change the Guidelines to meet the Institutional objectives, and the decision of the Management will be binding on the students.

## **GENERAL GUIDELINES**

- [1] 'MIT Skills' is an autonomous institute and has no affiliation with any university in India and abroad.
- [2] MAEER's MIT is strictly a non-smoking campus. Chewing of tobacco and other toxic products in the premises are strictly prohibited.
- [3] Consumption of alcoholic beverages and toxic drugs and presence on campus under their influence is a serious offence.
- [4] Cleanliness of the premises must be maintained by everyone in the Institute at every point of time.
- [5] Any problem or issue with administrative facility, faculty, classroom etc. must be reported to the 'Student Coordinators' who will in turn take it up with the concerned authority.
- [6] Misuse of cell phones in campus is not permitted. All the cell phones should be switched off inside classrooms. Any student found using the cell phone inside the classroom will be penalized as per the Rules & Regulations laid by the institute.
- [7] All the instructions related to academia and other student related activities will be communicated to the students through Notice Board. Students are advised to go through Notices on the Boards at least once in a day.
- [8] Identity cards will be issued to all students. Wearing the identity card is mandatory for all students, when in inside the campus. At any point if any student observed without I-card, he or she will be penalized as per institutional rules and regulations.
- [9] At any point if any student found tampering with institution's crucial devices (in classroom or in software lab), belongings and assets at any place, serious penalized action will be taken on him or her and candidature of that student will be cancelled immediately. Institute will not be held responsible for any personal loss on this ground.
- [10] Any act of indiscipline, misbehavior, indulgence into unethical practices including use of drugs, alcoholic drinks, harassment, violence, non obedience, non compliance etc. by students is liable for strict disciplinary & legal action by the institute.
- [11] The Institute and its management will not be responsible for any actions (outside the college campus) initiated by any student which may require the involvement of social regulatory authority such as Police, Corporation and Government bodies in similar authority and power.
- [12] The office premises is a 'Noise Free Zone'. Students are not suppose to make any noise in the corridors, classrooms or office premises. Library rules have to be followed strictly. Making noise in or near the library is strictly prohibited.
- [13] Ragging is an offence punishable by Law resulting in imprisonment and / or Penalty.
- [14] Ragging means causing physical and or mental trauma to a person as a result of physical abuse, manhandling, using abusive language or gestures or forcing to perform acts that may cause physical mental damage.
- [15] Any student found involved in such activities (directly or indirectly) shall be expelled from the institution and the matter shall be reported to the legal authorities for further necessary action.
- [16] Lectures, Workshops, Industry Visit will be arranged for the students during their respective course. However, attendance is mandatory for these activities.

- [17] Any sort of objectionable act or misbehavior during such activities will not be tolerated at all. If found in such deeds, he or she will be penalized as per the Rules & Regulations laid by the institute.
- [18] Use of internet facility inside software training lab is strictly prohibited. Any student found under such circumstances, will be legible to strict disciplinary action.
- [19] Every student has to stand still during the World Peace Prayer at 10.45 am, Flag Hoisting in the morning & dehoisting in the evening everyday, irrespective of where he or she is inside the campus.

### **GUIDELINES ABOUT ATTENDANCE, PUNCTUALITY AND LEAVE**

- [1] 80% attendance is mandatory for all students for all classroom sessions & software training sessions.
- [2] If any student is going to miss any session he/she will have to inform the same in writing to the respective student coordinator however leave will be approved by respective centre heads.
- [3] Missing classes on the grounds of medical fitness, students have to provide medical certificate to respective student coordinators. However, if circumstances arise about truthfulness of candidate and his/her medical certificate, reliability of the same will be checked by the concern authority.
- [4] All students are suppose to attend the sessions in time. Repetitive delay in attending the sessions will be liable for strict disciplinary action.
- [5] In case of any change in schedule of lecture or practical session, the same will be communicated to the students well in advance.

### **DECLARATION/UNDERTAKING BY STUDENT**

I (Full Name), \_\_\_\_\_, have taken admission with MIT Skills, Pune to pursue (Course Name) \_\_\_\_\_ for the academic year \_\_\_\_\_.

I have read and completely understood all the rules, regulations and guidelines mentioned above and promise to abide with it. I am aware that any sort of non abidance with these guidelines if occur during my presence, institute is competent and legible to take appropriate disciplinary action.

\_\_\_\_\_  
Signature

Date:

Place:

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### **SOURCE OF INFORMATION:**

**How did you come to know about MIT Skills for the very first time?** (Kindly ticks mark the appropriate option below).

- (1) Reference [Friends / Relatives / Company Colleague / College mate / College Faculty / College Alumni]
- (2) Internet Search
- (3) MIT Skills Website
- (4) Face book
- (5) Newspaper [Name of Paper: \_\_\_\_\_]
- (6) Poster
- (7) MIT Skill's Ad on other website
- (8) WhatssApp
- (9) College Seminar
- (10) Any Other [Pl Specify: \_\_\_\_\_]

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