

ADMISSION FORM



Estd. 1999 | Suryadatta Education Foundation's

Suryadatta Institute of Vocational & Advanced Studies (SIVAS)

Affiliated to Yashwantrao Chavan Maharashtra Open University (YCMOU) Recognized by UGC, Govt. of India

ISO 9001 : 2015 Certified Institute & Accredited by NVT-QC, ANAB & IAF

SURYADATTA INSTITUTE OF DESIGN

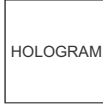
Admission Office & Institute Campus : 2074, Sadashiv Peth, Off. Tilak Road, Pune 411030

Tel. Nos. : 020-2433 0435, 2432 5830/40, 2433 6000 / 8378998125 Fax No. : 020-2433 0400

E-mail : sivas@suryadatta.edu.in, admission@suryadatta.edu.in Website : www.sgisivas.org



Academic Year :



Application No. : _____

Sir,

I am herewith applying for admission for the following course(s) for the academic year _____

Course Applied for _____

Affix your latest colour photograph

PERSONAL DETAILS: (In Block Letters)

Name* _____
 (Surname) (First Name) (Middle Name)

Date of Birth*: _____ Age _____ Gender _____
 (DD/MM/YYYY)

Student's Email : _____ Student's Mobile Number : _____

Father's Name*: _____ Father's Mobile Number : _____

Father's Email ID: _____

Mother's Name*: _____ Mother's Mobile Number : _____

Present Address : _____

_____ City _____ Pin. _____ State _____ Country _____

Parent's Profession *: _____ Designation : _____ Annual Income : _____

Permanent Address : _____

_____ City _____ Pin. _____ State _____ Country _____

Tel.No.: (with STD code) (R) _____ (O) _____ Mobile: _____

Emergency Contact No.(with STD code) _____

Whether you belong to SC ST DT NT OBC OPEN Others _____

Passing Examination: Within Maharashtra Outside Maharashtra Foreign

Nationality : Indian Other (NRI/PIO/Foreigner) _____ Passport Number: _____

Visa Details : _____ Date of Arrival in India (if applicable) _____

EDUCATIONAL INFORMATION*

Exam	University / Board	College / Institute	Name of the Degree	Year of Passing	Subject Specialization	Marks in (%)
SSC						
HSC						
Diploma						
Degree						
PG Degree						
Other Course						

Computer Literacy : (Packages Known) _____

❖ Details of Work Experience If Any

Sr. No.	Name of the Organization with Address	Position Held (Designation)	Duration		Emolument
			From (mm/yy)	To (mm/yy)	

❖ Sports / Extra Curricular Activities: -----

❖ Career Goals: -----

Mention your strengths and weaknesses: -----

❖ Why do you think SIVAS is the best option for you?

❖ From where did you get to know about SIVAS

(a) Print Media (b) Friends (c) Website (d) Exhibition (e) any other source -----

❖ Provide Information about your family (not more than fifty words):

❖ Give details of your health records: (a) Height ----- Weight ----- Blood group -----

(b) Any major ailment or continuing health problem. -----

Payment of Fess : Tick mark the option selected	List of the Original Documents Submitted by the student
i) Entire course fees in one lot (payment by 30th June of the First Academic Year) <input type="checkbox"/>	1) 5)
ii) Annual fees in one lot (payment by 30th June of the Academic Year) <input type="checkbox"/>	2) 6)
iii) Annual fees payment in two lots (First lot before 30th June & Second lot before 30th November) (for such students fees payable will be extra by Rs. 10,000/- p.a.) <input type="checkbox"/>	3) 7)
Note: in case of any delay in payment of fees, late fee of Rs. 5000/- per month will be charged extra	4) 8)

UNDERTAKING :

- I, hereby, submit myself to the disciplinary authority of the college, concerned affiliating Board, Govt. of Maharashtra and the respective authority. I am aware of the fact that I need to maintain the requisite attendance for the academic and other activities by virtue of my being a student of this college, failing which the college has the full and final authority to initiate disciplinary action against me, as per the rules and regulations of the Board. I hereby agree to comply with all the rules and regulations of the college. In case of any dispute, I agree that the decision of the college authorities will be final and binding on me.
- I hereby also read, understood and accept all the codes for discipline, academic standards and the contents of admission prospectus of this course, undertaking of the college and I shall take note of all one communications put up from time to time.
- I hereby submit, to the disciplinary jurisdiction of the authorities of the college and shall observe and abide by the rules made by the Director / Principal of the Institution / College.
- I am aware that I cannot change the course I am enrolled in, and in case I want to change the course, I shall pay the total fees of the course enrolled for, and I am also aware that such transfer is possible only when the seat for the course sought is available.
- Once admission is confirmed and course has commenced, I am liable to pay the entire course fees as per the schedule given. In case of any delay late fees shall be applicable.
- I am aware that once I take admission for the said course I am liable for the payment of total course fees.
- I am aware that fees once paid will not be refunded for any reason whatsoever.
- I will vacate room of my hostel within 15 days after completion of said course.
- All disputes are subject to Pune Jurisdiction only.
- I will not get involved in any type of ragging activity and I am fully aware that getting involved in such activity is a crime & punishable act under the law of Govt. of India.
- I will read carefully various undertakings / declaration to be signed by me after taking the admission and after signature will abide by the same.
- I have also read the discipline & academic standards from points 1 to 11 & I agree to the rules & regulations of the institute and respective competent authority.

I hereby declare that the above given information is correct and true to the best of my knowledge and belief.

Date -----

Place -----

Signature of Applicant

Signature of the Parent / Guardian

Details marked (*) are mandatory.

Rules and Regulations

A) Admission:

- Admission will be strictly as per the norms laid down by the competent authorities.
- Application form is to be filled in by the candidate in his / her own handwriting using ballpoint pen and countersigned as surety by the parents.
- It will be the responsibility of the candidate to submit the proper documents on the stipulated date.
- Any attempt to submit false documents, will lead to cancellation of admission by the competent authority of the Institute. If required / deemed fit, even criminal proceedings may be initiated by the Management.
- Mark sheet and School leaving / College leaving certificate of Class X/XII and Graduation (wherever applicable) will have to be submitted in original. Attested Xerox / Photocopies of other certificates will be acceptable.
- Selected candidates will have to join the institute / college on the stipulated date.
- Management reserves the right or refusal to admissions.
- All admission are confirmed subject to the candidate fulfilling all the prescribed eligibility criteria as decided by the competent bodies and payment of requisite fees.
- Fulfilling the Eligibility criteria in itself does not assure admission to a course.

B) Fees:

- Fees once paid will not be refundable under any circumstances.
- Full fees are to be paid before joining the Institute. Once registration for admission is done, change of course/ transfer / cancellation will not be allowed under any circumstances.
- Once admission is confirmed and course has commenced, you are liable to pay the entire course fee as per the schedule given to you. In case of delay, late fees as applicable, shall be charged.
- On request for cancellation of admission, you are liable to pay the entire course fees.
- In case of transfer of course (before 2 months from commencement of course), you will have to bear the charges of Rs. 10,000/-. Decision of the respective Directors will be final in this regard.
- In case of study tours out of Pune (optional), you will have to pay the charges, as applicable.
- Compliance by the students belonging to reserved category : In case of Students belonging to Government declared reserved category, if the fee concession / scholarship cannot be availed due to insufficient documents / late submission of the documents / non compliance with provisions of prevailing acts and rules & regulations of government bodies / changes in the government rules regarding eligibility criteria for such fees concession or scholarship, the students will have to pay the full fees of the course in which they have taken the admission. Non payment of full fees will automatically result into cancellation of the admission of the student and further deemed suitable disciplinary action will be taken against the students by the institutes.

C) Attendance:

- You are expected to attend all the classes and take part in all college / institute activities regularly.
- 90 % attendance is mandatory. 10 % is exempted to meet exigencies. If 80 % attendance is not achieved at the semester / term end, you will not be permitted to appear for the due examination.
- Attending all the seminars, group-discussions, visits, workshops, presentations, guest-lectures, yoga, orientation programs, soft skills programs, foreign languages, GD/PI, role plays, additional input classes etc. are compulsory for you.
- Consistency in attendance is a pre-requisite. Regular class attendance of minimum 80% is mandatory and a student is responsible for all the work, including tests, assignments, field work, project written work of all class sessions. Excessive unexcused absences may result in withdrawing a student from a class. Absence from test / exams / tutorials & non-submission of assignments on time disqualify the students for internal assessment.

D) Campus:

- You will have to carry your I-card with you in college/Institute campus all the time.
- You will maintain strict discipline as per the direction of competent authority as well as the organizational authorities & Head of the Institution.
- You can access the Internet Lab / Studios / Teaching Lab / Workshop and Library in the campus before and after your classes as per the time table displayed. You may use the wi fi facility provided in the campus.
- It is necessary to have a Library Card with you, while you are using Library / Reading room in the campus,
- It is mandatory to keep silence, maintain hygiene, and cleanliness in the campus.
- In case of damage to property or equipments of the Institute by you, you will be liable for fine (full cost recovery) as per the norms of the Institute.
- Ragging, smoking, use of mobiles, consumption of tobacco, consumption of alcoholic drinks / drugs is strictly prohibited in the campus, hostel and vicinity of the campus. Stringent actions will be taken against those who will indulge in such activities.
- You will abide by the rules and directions of the institute for dress code and uniforms. Uniforms are compulsory during all classes, Seminars, guest lectures and official visits. Uniforms on Monday, Tuesday, Thursday & Friday while in campus and for all Guest lectures and industrial visits are compulsory.
- You should not indulge in thefts, mal-practices in exams and tests, sexual mis-conducts inside or outside the institute, In case of violation of norms, subordinations shown to the authorities or any other offences, the students will be liable for punishment as per the norms of the Institute / local competent authority.
- You will be responsible for the safety & security of your own articles including valuables (valuables should not be carried in the campus). For any loss / theft / damage to the personal items including valuables at / of campus, Institutes authorised representative will not be responsible for the same under any circumstances.

- You will lock and park your vehicle properly at your own risk.
- No student is allowed to enter the class / knock the door or leave the class once the Faculty is in the Classroom. Students cannot request the Faculty for cancellation of lectures. Peeping into classrooms, gesticulating and so on while the lectures are in progress and such behaviour are construed as acts of misconduct.
- Students should keep themselves abreast of the day-to-day activities of the Institute & abide by all the communiqué put up on the notice boards.
- It is accepted that parents take information of students (their ward) attendance, academic records behaviour etc. from the faculty & staff of the institute and meet the Director / Principal / H.O.D. of the institute for further improvement / betterment of your word.
- It is the obligation of every student to notify Institute office of any change in the name or address. Failure to do so can cause serious delay in handling student's records and in notification of emergencies at home.
- The rules & regulations of local / State / Central Government bodies & that of the institute should be strictly adhered to. The rules laid down by competent authority such as AICTE, DTE, UGC, University & the Institute authority shall be applicable from time to time & shall be a binding on all the students.
- In case of disputes, the decision of the respective institute / college head shall be treated as final. All litigations are subject to Pune jurisdiction only.

E) Medical Fitness :

- Students are directed to submit medical fitness certificate & meet the following medical requirements.
- 1) All students should vaccinate themselves against common diseases such as Hepatitis, Chicken pox and Typhoid prior to entering the College and take adequate care to prevent Dengue, Malaria, Swine Flu & common health problems.
 - 2) It is in the interest of the students that if anyone has any serious health problems, they should not take admission in our Institute because the Institute is not liable for their medical problems. However, if anyone develops this kind of illness during the Course, it should be brought to the notice of the Institute Doctor Immediately.
 - 3) Any medical emergency if arises is likely to be managed with hospitalization, if brought to the notice of the Institute, the Institute will render all assistance as required and possible but the hospitalization charges will have to be ultimately borne by the students / parents.

F) Hostel:

- Hostels, paying guest, rented accommodation are situated in the vicinity of the campus. You will have to follow all the rules and regulations of the hostels / paying guest / rented accommodation authorities.
- Do not carry any valuables in the hostel. In case you carry such items, it shall be entirely at your own risk and responsibility.
- Students must inform their local/permanent residence address and contact details to the institute authorities at the time of admission. In case of change of address and contact details, the same must be immediately communicated to the institute. Otherwise the communication / information sent on the available address will be treated as final.
- You will follow all the rules and regulations of the hostels and institute. Consequences arising due to breaking of rules shall be entirely yours. You will not indulge in any unlawful, unethical & socially indecent, and unacceptable activities in or outside the college / institute and hostels. If found so, you will be liable for punishment as per the rules of competent authority.

G) Academics :

- You are not allowed to undertake any type of jobs (fulltime / part time) - at the cost of your health, attendance, academics.
- You will maintain your own records & personal file about admission, fee receipt, prospectus, industry visit reports, guest lecture notes etc.
- You will have to take permission in writing from the concerned Director of the Institution for leave. If you leave without permission, you will be liable for punishment and regular absenteeism without informing may lead to cancellation of admission.
- You are required to submit assignments, appear for Internal Exams, Field Work, Project etc. as per the stipulated time and norms of the course and the Institute / college subject to satisfactory attendance requirements. Please refer to the respective institute's notice boards for schedules.

H) Placements :

- The institute has an active placement assistance cell, which assists the students for summer / winter / Final placements / projects. However, the students will not be given any assurance about the firm / Company, location of the job or compensation package. The Placement Assistance is offered based on a student's overall academic performance and to the deserving and eligible students only.
- Arrangements for improving communication skills and personality development are made for you and it is compulsory to attend these programmes and pre-placement program. You should also make all efforts for improvement in Academics, Communication skills (by reading English newspapers & conversing in English) and personality development on your own.
- Placement assistance is provided as per the Placement policies of the Institute announced from time to time. The present policy for the academic year starting from 2011 onwards is as follows:
- a) Participants shall be assisted based on attendance, class / external examination performance & overall behavior. A participant with below 60 % attendance shall not be eligible to present himself in the campus placement/ internship.

I do hereby solemnly confirm that I have received, read & understood all the above rules and regulations given along with this undertaking & attached affidavit for curbing the menace of ragging. I herewith undertake that I will abide by all the rules mentioned.

Signature of the Student: _____ Full Name: _____

Date : _____ Place : _____