

ADMISSION FORM



Session: _____

Registration No.

Aadhar No.

Space for
Photograph

COURSE/PROGRAMME

DCA ☐ TallyPrime ☐ Professional Accounts ☐ Stenography (Eng/Hindi) ☐

Fashion Designing ☐ Hair & Skin Care ☐ Basic Computer ☐ CCA ☐

PERSONAL DETAILS (Please read carefully & fill the application form in CAPITAL letters)

Gender: Male ☐ Female ☐

Date of Birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Student's Name:

Father's Name:

Mother's Name:

Permanent Address:

Correspondence Address:

Mob: Tel: Nationality:

E-mail Address:

CATEGORY: ☐ General ☐ OBC ☐ SC ☐ ST

Religion : ☐ Hindu ☐ Muslim ☐ Sikh ☐ Other

Identification Mark: _____

ACADEMIC QUALIFICATION

Qualification	Subject	Year		University/Board/Institution	% of Marks obtained
		From	To		
X					
XII					
Graduation					
Post-Graduation					
Other (Please Specify)					

How did you hear about the Academic Programme (Please tick the relevant boxes)

Advertisement: Poster ☐ Radio ☐ T.V. ☐ Newspaper ☐

Education Fair ☐ Internet ☐ Friend ☐ Other: (Please Specify)

Following 3 sets of attested copies should be enclosed with the Application Form: (Tick Appropriate One's)

1. Matriculation (10th) certificate/Proof of Age
2. Detailed mark card (10+2) or Equivalent Exam
3. Detailed mark card of Diploma/Graduation/ or equivalent Exam
4. Domicile Certificate
5. Employment registration Card
6. Reservation (SC/ST/OBC/PH/Ex-Serviceman etc.) Certificate/Caste Certificate
7. Passport/Aadhar Card/Voter Card/Driving License
8. Proof of annual parental income from all sources (*in case of candidates for Scholarship*).
9. Four Colored passport size photographs

Left Thumb Impression

Signature

I have read "Training Programme" Brochure and I undertake to abide by the rules laid down in it.

Declaration: I solemnly declare that the information provided above is true to the best of my knowledge.

Student's/Guardian's Signature.....

Date: _____

Front Officer Councilor_____

Centre Head/Managing Director_____

Centre Seal_____

UNDERTAKING

1. I _____ S/o, D/o _____

Do hereby undertake that the particulars submitted to the Institute are true and correct. I agree that the admission is granted to me as per the terms, conditions and rules of the institution. I also understand that the admission will be cancelled and fee paid by me will be forfeited if any of the particulars given by me at the time of admission or later on are found to be incorrect or false.

2. I agree that The Director/ Management's decision in all matters concerning admission, studies, discipline, training and conduct will be final and binding on me.
3. I understand that the consumption of alcohol, drugs or any other intoxicant and smoking within the Institute premises is forbidden.
4. I am aware that as per The Hon'ble Supreme Court orders', ragging in any form is totally banned. This is a criminal act for which FIR will be lodged and if found involved suspension and rustication from the Institute is must and I will not be able to take admission in any institution anywhere in India.
5. I also know that in case of discontinuation of my studies or leaving the institute in between the duration of the course I shall have to pay the fee for the remaining duration of the course. Failing to do so the institute can take any legal action against me.
6. I am aware that my name will be struck off from the rolls of the institute if I fail to pay fee on time, remain absent continuously for a period of 10 days without any information or behave in a manner subversive to the discipline or commit grave misconduct such as ragging or indulge in any activity which may bring disrepute to the institute.
7. I am aware that the use of mobile phones in the institute premises is banned. In case I violate this, strict action will be taken against me as per the disciplinary rules of the institute and University as mentioned in the prospectus.
8. I am aware that if I withdraw my admission from the institute after the cut-off date for admissions, the fee paid is not refundable under any circumstances.
9. I understand that in event of breach of any of the above mentioned conditions of the undertaking, my admission will stand cancelled without any obligation on the part of the institute to issue show cause notice. The fee paid shall be forfeited.
10. I will pay damage charges for furniture and equipment's of the institute in case I am found guilty during my stay in the Institute.
11. All legal disputes, if any, shall come under the jurisdiction of Court in Mandi (HP) only.

Signature of the Candidates

DECLARATION

I hereby solemnly affirm & declare that I have read the contents of Institute Prospectus clearly and have understood the points mentioned in the undertaking. I shall abide by the rules and regulations of the Institute as mentioned in the prospectus and also the changes which may be notified from time to time. I further confirm that the information given in the application form is correct and true to the best of my knowledge & belief.

Dated ____ / ____ / ____

Signature of the parent/Guardian

- Note:
- (i) Incomplete Application form shall not be accepted.
 - (ii) It must be understood that the submission of the Application form in no way confirm admission to the institute After the completion of admission process by the competent authority, the admissions for lapse seat shall be made at the sole discretion of the governing body of the institute in accordance with the relevant rules and regulations of the competent authority.
 - (iii) It's your responsibility to ensure that the application with necessary certificates/testimonials is received by Empire Education before the closing date.

Signature of the Candidates

Signature of the parent/Guardian