

INTERNATIONAL WOMEN POLYTECHNIC

Under the aegis of KLGR Educational Society
(Reg. with the Govt. of NCT of Delhi)
ISO : 9001 : 2000 Certified

FORM FOR ADMISSION

For Office Use Only :

| | |
|---------------------|--------------------|
| Course Offered : | Office Seal |
| Registration No : | |
| Date Of Admission : | DOB : |
| Instalment Plan : | DOJ : |
| Receipt No : | |

Please paste one Photograph here
(do not staple it)

The Director,
International Women Polytechnic,
New Delhi - 58.

This, is to confirm that I have taken admission in
for CC DC HDC in the year.

1. Student's Name (in Block Letter)
2. Father' s/ Spouse Name
3. Father's Spouse Profession
4. Permanent Address
-
5. Office Address
6. Phone No. Mobile No
7. E- Mail Address
8. Academic Qualification
9. Professional Qualification (if any)

Thus I am enclosing a copy of my attested testimonials

| Last Exam Passed | Year | Stream | % |
|------------------|-------|--------|-------|
| | | | |
| | | | |

Student's Sign _____
Date _____

RULES & REGULATIONS

- 1 . The Polytechnic reserves the right to reject an application without any reason.
2. Use of Mobile Phones during Class in the Polytechnic is prohibited. Switch off your mobile phones in the class, otherwise, a fine of Rs -50/- will be charged, if found talking or fiddling with your mobile or if your mobile rings in the class.
3. If an application is accepted, the candidates will be admitted to the course sought on first-come- first service basis. If there is no vacancy in a particular course to which admission is sought the candidate's name will be placed in the waiting

list for the next available course on first - come -first serve basis provided fees is paid.

4. Payment of fees must accompany the application.

5. Liability of the Institute in the event of a particular course/ courses being cancelled due to reason beyond its control, is limited to rescheduling the particular course.

6. No Refund whatsoever will be granted to any student under any circumstances.

7. The Student will not be allowed to shift the course after 15 days from the commencement of the course.

8. Students opting for the installment plan have to pay their fees before 7th of every month, or else they will have to pay a fine of Rs-100/- per day, till the 15th of the same month, failing which they will have to take re-admission. Re-admission charges is Rs-2500/-

9. Students not coming to the polytechnic without notice for 30 consecutive days will be treated as DROP- OUT. Re-admission charges against drop out will be Rs- 2500/-

10. Students have to pay Rs-300/-fine, in case of Cheque Bounce.

11. Students have to reach the polytechnic in time otherwise, they will be marked absent.

12. Students will not be allowed to enter the Institute without I-Card. Fine for not wearing I.Card is Rs- 30/-. Duplicate I-Card charges is Rs-50/-

13. 80% attendance in each subject is compulsory, otherwise they will not be allowed to give the exams. Leave application or medical (in case of illness) signed by their parents, is to be submitted to the respective class teacher. Fine will be charged for shortage of attendance.

14. Account clearance is important at the end of the year/years, for which students need to retain all their fee receipts which they get from the polytechnic.

15. Students have to submit all their submissions on the prescribed date given by their subject teacher. Fine for late submission of files is Rs-10/- per file per day from the due date of submission till the actual date of submission and this should be strictly followed.

16. Computer Class- Students are advised to save their respective Assignments/Data in their own CD or Pen Drive. No Data should be saved in institutes PC/System.

17. It is compulsory for the students to participate in all paid and unpaid functions of the institute.

18. If any student is found damaging the institute's property or misbehaving with the staff or any other student, she shall be dismissed from the polytechnic with immediate effect and the entire fee will be for forfeited. No Certificate or diploma will be awarded to such student.

19. Polytechnic gives top importance to discipline, whether inside or outside the Polytechnic.

20. In case of any problem, students need to discuss it with their teachers (Co-operation is must)

21. Unity and Discipline is to be maintained at all times to achieve common objectives.

UNDERTAKING

This is to affirm that I have read and understood the Rules and Regulations of the polytechnic and I shall abide by them. I also understand that all amount including polytechnic fees shall not be refunded to me by the Polytechnic under any circumstances.

.....

Signature of Parents/Guardian **Signature of Applicant**

Date..... **Date.....**