LAL CHAND
INSTITUTE OF INFORMATION TECHNOLOGY
(Run under Lal Chand Institute of Information Technology)
Registered with ministry of MSME, Govt. of India
NITI Aayog, Skill India, Digital India (ISO 9001:2015)

Enrollment No…………………………………   *Roll No…………………………………………..*

Batch Time …………………………………..……   *DATE………………………………………………..*

1. NAME IN FULL Mr. /Ms.- ………

2. PARENTS NAME- ……

3. DATE OF BIRTH ……….……/…………. /…………………. MOBILE NO.-……………………………………………………………

4. CATEGORY -

SC		ST		OBC		GEN.		OTHERS	

5. Email ID. - …………………………………………………………………Reference by……………………………………………………

6. Gender: - ……………………………………………………………………… Religion ……………………………………………………

7. Name and address of Present school/college ……………………………………………………………………………………

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8. CURRENT ADDRESS: - ………

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PIN CODE: - ……………………………………. PARENTS MOBILE.-……………………………………………………………

9. AADHAR CARD NO.-………………………………………………….PAN CARD NO. ……………………………………………………

10. Course ……………………………………………………………………… Course Duration ……………………………………………………

11. ACADEMIC QUALIFICATION.-

QUALIFICATION	BOARD/UNIVERSITY	SESSION	% OBTAINED	MAIN SUBJECTS
10th				
12th				
Graduation				
Others				

DECLARATION BY THE STUDENTS

The information provided above is fully true and correct best of my knowledge & I am fully agree for taking admission in **LAL CHAND INSTITUTE OF INFORMATION TECHNOLOGY** & submitted the desired documents in support of my admission.

Student Signature   **Authorized Signature**

Rules and Regulations (To be strictly followed by all students)

1. **Minimum Attendance Requirement**:
   All students must maintain a minimum of **85% attendance** throughout the course.
2. **Course Duration Extension**:
   If a student fails to maintain 85% attendance, the course duration may be extended and its payable monthly (Same course fee) accordingly.
   The institute will not be responsible for any delay in course completion due to low attendance.
3. **Punctuality**:
   Students must reach the institute **before 5 minutes** as per their scheduled batch timing. Repeated late arrivals may lead to disciplinary action.
4. **Student Behaviour**:
   Students must maintain **proper behaviour** with faculty members and fellow classmates. Any form of misconduct may lead to cancellation of admission without any refund.
5. **Examinations and Course Completion**:
   An examination will be conducted at the end of the course. If a student fails the exam, they will be required to either **reappear for the exam** or **revise the course** before being eligible for certification.
6. **Certificate Issuance**:
   Certificates will only be issued to students who have successfully passed the final examination and fulfilled all required conditions.
7. **Certificate Charges**:
   o **Computer Course Certificate**: ₹350
   o **Diploma Certificate**: ₹500
   (Charges are to be paid at the time of certificate issuance.)
8. **Registration Fees**:
   At the time of admission, a **non-refundable registration fee of ₹250** must be paid.
9. **Non-Transferable Admission**:
   Admission is **non-transferable**. A student cannot transfer their admission to another person under any circumstances.
10. **Course Fee Submission**:
    Students must submit the course fee within **2–3 days** of the course commencement. Failure to do so may lead to **cancellation of admission**, and the institute will not be held responsible for it.
11. **No Refund Policy**:
    Fees once paid are non-refundable, under any circumstances including dropout, absenteeism, or dissatisfaction with the course.
12. **Personal Responsibility**:
    Students are responsible for the safekeeping of their ID card, study materials, and personal belongings. The institute will not be responsible for any loss or damage.
13. **Mobile Phone Usage**:
    Use of mobile phones is strictly prohibited during class hours and campus area. If found violating this rule, strict action will be taken.
14. **Batch Timing Change**:
    Batch timings once allotted will not be changed unless under exceptional circumstances and subject to availability.
15. **Leave Policy**:
    In case of leave, prior information must be given and granted by authorized person. Uninformed absences may affect attendance and course completion.

Student Declaration

I hereby declare that:

1. I have read and understood all the rules and regulations of **Lal Chand Institute of Information Technology**, and I agree to follow them strictly.
2. The information provided by me in the admission form is **true and correct** to the best of my knowledge. If any information is found to be false, I shall be solely responsible for the consequences.
3. I understand that failure to comply with any of the rules mentioned above may result in cancellation of my admission or withholding of my certificate.
4. I understand that the institute has the right to take **disciplinary or administrative action** against me in case of any rule violation or misconduct.
5. I agree to pay all applicable charges, including registration, course fees, and certificate charges, as per the institute's guidelines.
6. I am agree to take NOC and no dues certificate before getting the final certificate.

Signature of the Student   **Signature of the Parents**

Date: _____
Place: New Delhi