

Our associates :



## ADMISSION FORM

Please complete all details in **BLOCK / PRINT.**

Sir,

- I request you to enrol me as a student of your institute.
- I have gone through the Rules & Regulations and Examination structure and I agree to abide by them.
- I have clearly understood the examination structure of the Institute.
- I submit herewith 2 passport photographs alongwith my fees.

SURNAME (MR/MRS/MISS) \_\_\_\_\_

FIRST NAME/OTHER NAMES (MR/MRS/MISS) \_\_\_\_\_

FATHER'S/HUSBAND'S/GUARDIAN'S NAME \_\_\_\_\_

DATE OF BIRTH : DAY \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

RESIDENTIAL ADDRESS \_\_\_\_\_  
 (PERMANENT) \_\_\_\_\_

PHONE (OWN/C/o) \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_  
 (IF DIFFERENT FROM ABOVE) \_\_\_\_\_

OR ADDRESS IN BOMBAY \_\_\_\_\_  
 \_\_\_\_\_

OCCUPATION \_\_\_\_\_

EDUCATIONAL QUALIFICATION \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

DESIGNATION IN COMPANY \_\_\_\_\_ PHONE (OFF.) \_\_\_\_\_

email \_\_\_\_\_ Pager \_\_\_\_\_ Mobile \_\_\_\_\_

### FOR FOREIGN STUDENTS ONLY

PASSPORT NUMBER \_\_\_\_\_

PASSPORT ISSUED ON \_\_\_\_\_

NATIONALITY \_\_\_\_\_

VISA VALIDITY & NUMBER \_\_\_\_\_

PHOTO

I came across RBCS group through

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Course(s) Selected \_\_\_\_\_

Centre Preference \_\_\_\_\_ Duration(Normal/Quick) \_\_\_\_\_

Fees Paid (Amt - Rs.) \_\_\_\_\_

(Full/Instalments) \_\_\_\_\_

**FOR COMPANY SPONSORED CANDIDATES  
NAMES OF CANDIDATES SPONSORED**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Date \_\_\_\_\_

SIGNATURE of STUDENT \_\_\_\_\_  
or GUARDIAN if student below 18 years

**FOR OFFICE USE ONLY**

D.O.C. \_\_\_\_\_ INST/FULL \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

BATCH TIME \_\_\_\_\_ DAYS \_\_\_\_\_ CENTRE \_\_\_\_\_

FEES REMITTED \_\_\_\_\_ RCPT. NOS. \_\_\_\_\_

G.R NO. \_\_\_\_\_ I. CARD NO. \_\_\_\_\_

BALANCE DUE \_\_\_\_\_ DATE \_\_\_\_\_

		ON	
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____



## **GENERAL INFORMATION & RULES**

1. On the first day, please collect course material by presenting your Identity card.
2. It is compulsory to bring identity card for every class which the student attends; failing which he will not be allowed to attend the class.
3. For administrative reasons, batch time/lecture/centre may be changed when found necessary.
4. Students permitted instalment facility should clear their dues between 1st & 10th of every month. Delayed payment without prior permission will call for immediate discontinuing of the class and rejoining will be permitted on clearing dues alongwith delayed payment charge of Rs 500.
5. No Refund of fees is allowed under any circumstances.
6. Regular work should be done to keep up with class performance. On completion of course appearing for examination is a must. Please go through the Examination procedure carefully.
7. a) Exams are conducted at the end of the course/term as per schedule. Diploma awarded for full course students only.  
b) All project work should be completed before appearing for exams.
8. Absentees in exam will be allowed to reappear as per exam rules only. Diplomas are awarded to successful candidates only.
9. 100% Attendance is compulsory. Punctuality is a must. Continuing the course after break may be permitted only when Absence is with prior permission and on getting endorsement in the Identity card. Students remaining absent for emergency reasons must apply for permission immediately within a week of absence else their names will be struck off and they will enrol as fresh students on payment of fresh fees.
10. G.R No. is an essential reference. Please keep it recorded and handy for any assistance from institute. Tracing G.R. No. of old students will be done on mentioning the date of admission and paying tracing charges of Rs. 300/-.
11. Students should maintain an atmosphere of discipline and decorum. Any breach of discipline calls for immediate expulsion and further strict action.
12. Smoking is strictly prohibited in and around the institute premises.
13. Students are to be in the institute during the class hours only.
14. Phones are for receiving official calls of the institute. No outgoing calls are allowed. However emergency messages will be communicated.
15. The institute reference books are not to be borrowed. Equipment for practicals are to be handled under proper supervision and with due care. Any damages are to be made good immediately or before the next class.
16. Any suggestions, complaints, clarifications should be put in writing and same will be personally looked into by the Director.
17. Anything not mentioned above is entirely to the discretion of the management. Rules are subject to alteration/amendment without any notice.

### **PLEASE NOTE :**

1. A receipt for all payments should be immediately obtained.
2. A duplicate identity card will be issued on payment only and on special application.
3. Exam forms to be filled between 21st & end of the month for the following month. Exam fees is Rs. 200/- per paper.
4. Exam held on 2nd Saturday/Sunday of every month, or as announced.
5. Bonafide certificate/course completion certificate charges Rs.100/-.
6. If instalments are paid by cheque & cheque is dishonoured, a penalty of Rs. 200/- will be imposed for repayment & student will have to discontinue the class till the cheque is cleared.
7. Credit card payment accepted by our Corporate office. We accept VISA & MASTERCARD.

*IMPORTANT : Please obtain a receipt for every amount paid and retain the same as these will be required at the time of filling exam forms.*

## **EXAMINATION STRUCTURE**

1. Students will be allowed in the examination hall only on presentation of identity card and hall ticket. The identity card without student's photograph duly attested will not be valid.
  2. Students will have to put in minimum 90% attendance to be eligible to fill the exam forms.
  3. Exam forms to be filled between 21st & end of the month for the following month.
  4. Those students filling examination forms and not appearing for exams will be considered as "No-Show" & will lose the Examination attempt. In case they wish to re-appear, they will be charged Rs.200/- as re-appearing fees. In case students fail twice, no further attempts will be permitted.
  5. Exams are held every month on 2nd Saturday/Sunday at centres/locations as announced.
  6. Project Work where prescribed should be completed and submitted duly certified from teacher before filling exam forms.
  7. Results will be declared around 10th of the following month.
  8. Students re-appearing can do so only for the examination held within 2 months following the results. Students have to collect their mark-list and/or Certificate/Diploma strictly within 2 months of result. Students approaching for Diploma/Certificate after this will be required to pay Rs. 200/- upto a further 4 months.
  9. Marks verification can be made only within 1 month of result date. Students will have to fill a form and pay a fee of Rs.200/- If there is any change found in marks, the verification fee will be refunded. However answer paper is not shown to the students.
  10. Students will be allowed to fill the exam forms only on completion of course and on presentation of I-card indicating that the full fees have been paid by the candidate.
  11. Students can appear for exam as per above procedure and schedule. However students leaving India or getting immediate employment opportunity can be permitted to apply for special exam on furnishing satisfactory evidence & special examination fees of Rs. 500 /- per paper.
  12. Minimum passing for all exams papers is 50% or as announced. Students getting less than 50% will be declared failed and will have to re-appear.
- SATURDAY exam for IHCTM subjects only or as announced.  
-- SUNDAY exam for other Certificate / Diploma courses.

If Paper I & Paper II of certain subjects are on same day, 15 minutes break will be given between papers.  
Practical timings where applicable will be announced.

( \* Anything mentioned above can be altered/amended as per the discretion of Management & is subject to change without any notice. )