

## APPLICATION FOR ADMISSION

( Application should be filled up in Block letters in only )

Course Title : APGDCA/PGDCA/DCA/Office+TALLY/SUMMER COURSE/ 1

Name : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Mother's Name : \_\_\_\_\_

Mailing Address : \_\_\_\_\_

Permanent Address : \_\_\_\_\_

Telephone(s) : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Sex : Male \_\_\_\_\_ Female \_\_\_\_\_

Time Preference : \_\_\_\_\_

Educational Qualification	Board/University	Year of Passing
HSC	BSE.O	
Intermidiate	CHSE	
Graduation	Utkal/F.M.	

I hereby declare that the information's given above are correct to the best of my knowledge and belief.

**FOR OFFICE USE ONLY**

Signature

Branch Code : ..... Regd. No..... Branch Code.....

Invoice No. : ..... Application No..... Date..... Course Title.....



Authorised Signatory with Seal

# RULES AND REGULATIONS

## ADMISSION

The Trainee being in need of the need based training program as mentioned in the brochure expressed his/her desire to take formal admission procedure as follows.

- The admission procedure is followed by proper counselling and diagnosis of the need for the trainee.
- The trainee has the liberty to ask any query, doubts or necessary relevant information to the counselor before taking admission.
- The trainee is required to submit the completed Application Form.
- The management of Macroweb Technology reserves the right to implement any selection procedure for the admission.
- The trainee may be required to produce relevant documents as and when asked for.
- If the trainee is a minor a form of undertaking by the parents must be submitted.
- Duration of the course depends upon the program chosen by the trainee.

## PAYMENTS [Training Fee]

- The trainee is supposed to pay the required training fee and the service tax extra as per Govt. rule
- The training fee once paid can not be refunded under any circumstances. Hence, the trainees are requested to take a conscious decision of joining.
- Indent of Certificate will be on the basis of Invoice & receipt books, admission registers.
- The Trainee has to pay additional charges if required for the purposes such as industrial tour, examination fees for external certification, tour & travel cost, lodging & boarding cost to the site as applicable at the relevant time.

## SCOPE OF THE COURSE (s) / ORGANIZATION

- Any course (s) may be added / deleted from time to time, the details and modalities of which will be made available as and when such course(s) is/are offered. Similarly, the authority may enter into tie ups, new associates, etc, for improving the courses.
- All the existing/new courses may not be available to a particular centre as a matter of routine, but such offer(s) will be based on the demand of the market and availability of the facilities etc.
- The trainee can provide his own feedback or assessment of the above mentioned criteria which might enable/assist the organization to consider the trainee's proposal if deemed fit and favorable.

## REDRESSAL OF THE DISPUTE (s) / CLAIMS

The trainee reserves the right to bring his/her claims and allegations about any of the facilities provided by the organization to which he/she feels dissatisfied/arbitrary be compiled to the concerned authority of the organization through written in the open house else may bring the matter to the Court of Law subject to the jurisdiction of Bhubaneswar.

## DISCIPLINARY MATTER (s)

The trainee is at no liberty to tend, tamper, copy, sell or give away any information about the organization, its products, plans, services, course material (including slides / transparencies and such category of items), etc. to anyone at any time, at any cost for all time to come so also the trainee has no right to cause or permit any activities which may damage, defame or endanger the intellectual property, rights, title and interest of the organization even during industrial tour, tour & travel to the site as applicable and offer by the organization at the relevant time. If any such activities from the side of the trainee found & proved then the authority reserves the right to take any kind of disciplinary action against the trainee for which the trainee is to be liable for the same to indemnify the organization without any compromise.

Hence, the trainee ought not to do :

- Register the permitted name as its own trade name.
- Use any name or mark similar to or capable of being confused with the trade name, the permitted name or trade mark of the organization.
- Tamper with any marking or nameplates or other indication of the source of origin of the products, which have been supplied by the organization.
- Use of the intellectual property other than as permitted by this organization.
- The trainee shall not, at any time during or after the term of the program divulge or allow to be divulged by any person, any confidential information other than what the organization directs.

## SPECIAL CONDITIONS

- The trainee has to adopt all the changes in the methodology, products, rules and regulations as administered / required by the organization for betterment.
- The trainee agrees to keep the premises, equipments and furnishings in a good condition and should not damage or break or temper in any form. If does so he/ she has to bear the cost of the damaged equipment or would pay the penalty as decided by the management.
- The trainee will not interfere in the business decisions in any form.

## FORCE MAJEURE CLAUSE

When the organization is unable to fulfill any of the offered scopes / facilities/ conditions, partially or fully, due to force majeure condition (like acts of God), the organization shall not be held responsible for the same and vice-versa.

## DECLARATION BY THE TRAINEE

I do hereby solemnly declared to abide all the above mentioned rules & regulations scribed in this form and after going through all the contents of this form, I am signing this form as per my sweet will today i.e. on

SIGNATURE OF THE TRAINEE WITH DATE

AUTHORISED SIGNATORY WITH SEAL

SIGNATURE OF THE GUARDIAN

(IF TRAINEE IS MINOR)