



PD INSTITUTE

An ISO 9001:2008 Certified Institute

A College for Excellence in Gems & Jewellery Education



APPLICATION FORM

TO BE Filled in BLOCK LETTERS ONLY

Form No. _____

Course Applied – B. Voc in Jewellery Design 3 Years Degree Affiliated from RISU
Master's Diploma in Jewellery Design – 18 Months

Date : _____

PERSONAL DETAILS

Name of Candidate (First Name) _____ (Middle Name) _____ (Last Name) _____

Date of Birth (DD/MM/YY) _____ / _____ / _____

Gender _____ Category _____ Nationality _____

Phone No. (with STD Code) : _____ Mobile No.: _____ E-mail _____

Present Address _____

_____ City _____ State _____ Pin Code _____

Correspondence Address _____

_____ City _____ State _____ Pin Code _____

Parent's/Local Guardian's Details

Parent's /Guardian's Name (First Name) _____ (Middle Name) _____ (Last Name) _____

Relationship with the Candidate _____

Parents /Guardians Profession _____ Family Income (per annum) _____

Phone No. (with STD Code) : _____ Mobile No.: _____ E-mail _____

EDUCATIONAL QUALIFICATIONS

Examination	Name of School/College	Board/University	Stream/Subject	Year of Passing	Percentage/CGPA
Secondary (10th)					
Sr. Secondary (12th)					
Graduation					
Post Graduation					

WORK EXPERIENCE IF ANY

Duration	Employer	Designation	Reason for leaving	Emoluments

Applicant's Signature

INSTRUCTIONS FOR FILLING UP THE FORM

- Application Fees for Degree program is Rs. 250 and there is no application fees for non-degree program.
- All columns in the Application Form must be filled in by the applicant and signed on the appropriate places.
- Minimum Educational Qualification to enroll is SSC/10+2, hence attach the copy of relevant documents
- Documents Required
- Proof of Educational Qualification (Self Attested Copies)
- Copy of Photo Identity, Residence proof , Aadhar Card Mandatory (Other Valid ID Proofs are Voter ID Card, Driving License, Passport)
- 3 passport size photographs, one to be pasted on application form and others with name and signature on the reverse side to be attached with the application form

GENERAL RULES & REGULATION

- Fees once paid are non - refundable in any case.
- All dues towards the institution must be cleared before the examination; otherwise students will not be permitted to appear in the exams.
- The students are required to have at least 90% attendance in order to qualify for the final examination and to get Assistance in placements.
- All Students are required to give leave application at least a week prior, stating the reason.
- It is imperative to inform the respective class teacher for absence due to illness or any other unforeseen circumstances.
- Any Syllabus component matter once completed in the class shall not be repeated for the absentees. In exceptional cases, however, the instructor/Institute management may consider for an extra class or extra time by paying extra fees for the specific module, depending on the availability of the faculty and batch shift..
- We expect that students reach on time failing which late arrivals will be asked to give a fine.
- The fee, duration, timings and starting dates of the courses given are tentative and are subject to change.
- A student is Liable to be suspended or expelled from the institute if she/he is found guilty of misconduct.
- Parents can meet the teachers through a prior appointment on the institution's telephone numbers.
- On rare occasions the institute may be forced to postpone/reschedule a course. Outstation candidates must therefore confirm the exact date of commencement one week before the schedule date. The course shall be commenced only if the required minimum number of candidates is achieved. The institute shall not be responsible for any liability whatsoever arising out of such a situation.
- Institute's management decision shall be final & binding.
- All disputes are subject to Jaipur Jurisdiction.

FOR OFFICE USE

Course Suggested _____

Course Schedule Date and Time

Commencement Date _____ Time Slot _____

Payment Terms: Lumpsum / Installment

If Installment: Initial Amount : _____ Monthly/Quarterly : _____ Installment Amount : _____

DECLARATION

I Promise to abide by the Rules & Regulations in this form and all the Instructions which may be given by management of the institution form time to time.

PARENT/GUARDIAN SIGNATURE

Name of Parent/Guardian _____

Signature _____

Date _____

CANDIDATE'S SIGNATURE

Name of Candidate _____

Signature _____

Date _____

NOTE:- Application Fee is non refundable in any circumstances