

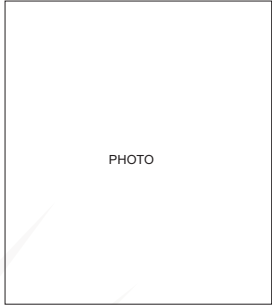


**APPLICATION FOR ADMISSION**

Course Applied For :-.....

**Study Centre**  
( Please tick appropriate )

:-  **Kalamassery**       **Malappuram**



**GENERAL INFORMATION**

1. Name ( in Capital letters) : .....

2. Name of Parent : .....

3. Age :        Date of Birth :        
Day      Month      Year

3. Religion :       Caste:

4. Sex :      Male       Female

5. Nationality :

6. Present Address : .....

.....

..... Pin.....

7. Telephone Number

Student      Mobile : .....Land Phone : .....

Father/Mother      Mobile : .....Land Phone : .....

Guardian      Mobile : .....Land Phone : .....

8. Email ID : .....

9. Permanent Address (Home) : .....

.....

..... Pin.....

10. Office Address of Parent / Guardian : .....

.....

..... Pin.....

11. In Case of Emergency : .....

## Educational Qualification :-

Examination / Course	University /Board / Centre	Year Of Passing	Subject	% of Marks

## For office use only

### Submission of original documents

- Mark sheet of Class 10
- Mark sheet of class 12
- Degree certificate
- PG Degree
- Provisional Degree certificate
- Mark lists
- Photographs
- Attested copies of qualifying certificates
- Proof Of Identity
- Proof Of Age

# Rules & Regulations

1. Admission is restricted by selection on merit which the Institute deems appropriate and reserves the right to cancel the admission without assigning any reason.
2. The working days will be Monday to Friday from 9:30 AM to 4.30 PM. Special class, test paper, seminar etc may be held on Saturday and these will be treated as regular working days.
3. A minimum of 80% class attendance and 100% attendance for test papers, assignments, seminars etc is compulsory.
4. Absence without leave will be treated as unauthorized absence.
5. Revision class or repeat class will be permitted only to students fulfilling the attendance requirement in the previous semester. The permission for attending repeat classes will be given only for the immediate semester.
6. Internship and placement assistance will only be provided to those students who fulfill the required percentage of attendance in classes, seminars, assignments, model examinations and all other events and also on satisfactory completion of the course.
7. The choice of paper sequence and progression is determined by the institute and **no personal choice will be entertained**. Maximum three New papers per semester is permitted for ACCA/CIMA/CMA .
8. Except for CBE / CBA Examination fee , any other fee payable to ACCA, CIMA UK, CMA US will not be collected from the students,the same shall be remitted directly by the students by Credit Card/Bank Transfer.
9. No students will be permitted to attend the classes without payment of fees.
10. Non-active and irregular students of the previous semester will not be permitted to proceed to the next semester.
11. **Uniform is compulsory on all working days.**
12. The use of **mobile phones is strictly prohibited in the institute. ie, Non compliance of 11 & 12 will entail the students for fine, confiscation of the mobiles and any other action enforced by the management.**
13. Students should bring calculators for working in class rooms. Use of mobile phones as calculators is not allowed.
14. Students studying on bank loans must complete the course without break. In case of discontinuing, students need to clear all liabilities to the bank. Discontinuance of the course shall be reported to the bank.
15. Students should actively participate in all the co curricular activities / Seminars conducted by the institute, non participation will be treated as unauthorized absence and dealt with accordingly.
16. **Ragging /misconduct** of any nature inside and outside the campus is strictly prohibited and those indulging in any such activity are punishable under applicable laws.
17. Request for semester break for completing back log papers and release of certificates should be counter signed by the parents.
18. **No fees will be refunded**
19. Internship /placement support will be given only to those students who have completed the course in VB and after paying the complete fees.
- 20.The candidate should obtain a No dues clearance certificate from Administration to be eligible them for internship / Placement.
21. An amount of Rs.6000/-will be charged for readmission.
- 22.Damages of property of the institution will be recovered from the concerned student / students.
- 23.The students' parents/guardians are to report the institute immediately of any changes in the particulars already furnished.
- 24.It is the duty of every student and parent/guardian to comply with the rules and regulations of the institute .Non compliance of the same will lead to forfeiture of all benefits offered by the institute by way of assistance in the matter of training, placement support etc
- 25.The students are expected to behave gently and honestly.
- 26.The Managing Council reserves the right to review and amend any of the rules and regulations.
27. I/ We hereby agree and authorize the Institute, as my/ our pure agent to collect and receive the various course fees, exam fees relating to the courses offered and to remit the same on my/ our behalf to the qualification awarding bodies,the CIIL, KITCO, IATA, Amadeus, IIBF,IAAP, ACCA, CIMA, CMA etc. to facilitate my / our completion of the qualifications.

# Declaration

We have read and understood the provisions of the rules and regulations of the Institute and agree to abide by them. In the event of suppression or distortions of any fact/s furnished in this application form and non compliance of the rules and regulations, we understand that the admission is liable for cancellation.

Entrusting a student to the Institute implies that the Parent /Guardian agrees to abide by the rules and regulations of the Institute.

\* Received a copy of Fees Structure

Place :

Signature of Applicant :

Date :

Signature of Parent /Guardian:

## For Office Use Only

### Reg.Details

Admission No .....

Registration No .....

Batch .....

Batch Start Date .....

First Installment .....

Signature of Admin Manager

Corporate Office & Main Campus

VB Towers, University Road, CUSAT P.O, Kalamassery - 682 022

Tel: 0484 - 2542888 / 2559995 Email: info@vidya.ac.in

Malappuram Centre

KKM Towers, Thirunavaya Road, Puthanathani, Malappuram - 676 552

Tel: 0494 - 2544800 Email: mlpm@vidya.ac.in

www.vidya.ac.in