# **ADMISSION FORM**

(Session 2016 - 2017)

	(for office use only)															
	Enrollment No															
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Branch Name												Affix Passport Size Latest Colour Photograph				
Are you an old student																
Are you an old student			YES NO													
Fill in the details in CAPITAL LETTERS only																
Full Name																
Father's / Guardian's Name																
Mother's Name						1			<b>—</b>	T						
Father's Occupation						1				1 1						
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Phone No.				/lobile l	No. (Par	ent's)										
Mobile No. (Student's)																
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ACADEMIC DETAILS																						
Course	Course Name of College / City									Passing Year							% Mark					
B.E./B.Tech.																						
M.E./M.Tech.																						
Have you attempted the Exam (GATE/IES) in the previous years. YES NO																						
If yes give details :																						
Rank in IES Exam    Attended IES interview    YES    NO																						
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<ol> <li>EVery Student is expected to maintain discipline in and outside the classroom. In case of violation, the institute reserves the right to dis-enrol any student without any refund of fee.</li> <li>All students are required to bring I-Card in the class and Study materials will be given through Identity Card.</li> <li>IES Master reserves the right to make any alternations in its programme / fees / faculty / venue of classes without any prior notice to anybody. However, all the changes will be informed to the students.</li> <li>Students enrolled under classroom courses will not be shifted to postal course.</li> <li>Students are required to submit photocopy of their IES and Gate Admit Cards.</li> <li>It is Mandatory to attach two photographs with the form at the time of admission (The Name &amp; Photo of Candidate may be published in the list of Successful Candidates in Current or future Sessions for promotion of institute.)</li> <li>The fee will be refunded only within 5 days from the commencement of batch (Classroom Programme) after deducting registration charges (i.e. Rs. 5000).</li> <li>If the student takes admission after the commencement of batch, the 5 days will be counted from the date on which he takes admission.</li> <li>In case student is not able to continue the classes due to some unforseeable reasons, can replace the seat with another student within the 1st three months of the commencement of either batch or course and the replaced student not be the current student of IES Master.</li> <li>If the applicant registers successfully and/or pays the registration fees but fails to pay the required fee (admission fee either full fee or first installment) on or before the batch starts his/her admission will stand cancelled without any further notification.</li> <li>In all aspects Management's decision will be final and binding.</li> </ol>														or								
Declaration - I authorize IES Master to send me any updates/reminder via SMS/E-mail & Call.         Undertaking         I																						
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Signature of Guardian :																						
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IES MASTER

# Institute for Engineers (IES/GATE/PSUs)

CANDIDATE'S NAME.....

<b>ROLL NO.:</b>							

## TERMS AND CONDITIONS

The enrolled candidates must adhere to the following terms & conditions of IES Master without any exceptions. Failure to do so will result in strict disciplinary & legal action that may include eviction from the institute.

#### **1.** Fee Payment:

- As described in brochure/website, the fee has to be paid by the students at the time of admission only.
- Fees can be paid through *Cash*, *Debit / Credit Card*, *Demand Draft* or via *online* modes.
- Fee payment can be made via **Demand Draft** in favor of **IES Master** Payable at New Delhi.
- Fee payment through *Cheque* will not be admissible.
- The registration fee if any paid will be adjusted in fees at the time of admission.
- Students can avail a discount offer of Rs. 1000/- on the payment of complete/full fees at the time of admission itself.
- If five students (5) take admission at one time they can avail group discount. Each student will get the discount of rupees one thousand (Rs.1000/-).
- Student can avail only one discount facility.

• 'Installment Payment Scheme'

- Fees can be paid in Installments too but in that case an extra amount of Rs. 2000/- has to be paid as installment charges. Installment charges are a subject matter of the management and can be changed at any point of time. These charges will be applicable on students who opt for 'Installment Payment Scheme' immediately after admission.
- Under "Installment Payment Scheme" Student needs to pay 70% of the fees as first installment at the time of admission and 30% of fees as second installment within 45 days from the commencement of batch/date of admission.
- **2.** Refund Policy or Reimbursement of fee : (Applicable only for Classroom Program)

Fee refund or replacement options are available for those who are not able to continue the Classroom Program due to some unavoidable reasons. The options are:-

- Fees refund facility is available within initial 5 days of the commencement of course or batch for regular program. And in case of weekend program, the fee refund facility is available within initial two days of the commencement of course or batch.
- Admission charges and initial processing charges of Rs. 5000/- are non-refundable and the balance amount after deducting this amount of Rs.5000/- will be refunded. The amount will be paid through **Account Payee Cheque** only in the favor of the candidate. In case of late admission i.e. after the commencement of batch, calculation of 5 days will start from the admission date of that particular student.
- Student can replace their seat with another new candidate within the 1<sup>st</sup> three months of the commencement of course or batch. The replacement candidate who will replace the seat must not be an existing student of IES Master and will not be provided with any new books or back-up classes. For replacement, processing fee of Rs. 5000/- will be charged.
  - Some important guidelines related to Refund and Replacement Policy-
- Verbal, telephonic requests for Refund or Replacement will not be valid or acceptable. Any requests via e-mail or fax will also not be taken into consideration.
- Any such requests for Replacement or Refund must be submitted as written applications to the coordinator in the admission office. Fee refund application can be submitted only by the student or their parents. Please note that any application will not be accepted from any other person/friend/relative.
- Any fee refund or seat replacement application, without proper documents like fee receipt, written request and ID-card (if issued) will not be processed or entertained. The request must be made during the applicable period only after completion of which, no such requests will be undertaken.
- For online admitted candidates, refund will be directly transferred to their bank accounts via online payment gateway.
- Admission fee is non-refundable under any situation.
- The above mentioned terms and condition are strictly applicable on the fee refund or seat replacement policy and it will not be negotiable under any circumstances.

### 3. Penalties for Nonpayment of fees-

- Admission will be cancelled in case of nonpayment of either first installment in case of 'Installment Payment Scheme' or complete/full admission fees on or before the commencement of the batch. If the candidate has already paid the Registration Fees, then it will be forfeited.
- The seat can be reserved only for 5 days counted from the beginning of the batch. After 5 days, the Registration will be cancelled and the seat will be allotted to other student, and the registration amount will also be forfeited.
- For students who have opted for 'Installment Payment Scheme' a Penalty of Rs 200/- per day will be charged, if the student pays the installment fees after 45 days.
- If a student fails to deposit second installment on or before the last date, late fee @ Rs. 200/- per day will be charged (in addition to fee) up to 30 days. After this the admission shall be treated cancelled without any prior information and refund of fees.

# 4. ID Card:

- An ID card will be issued to each student after the payment of entire fee/first installment in case of students who have opted for 'Installment Payment Scheme'. Students are not allowed to enter in IES Master Premises without ID card. Students are requested to collect their ID cards from admission department after five days of the beginning of the batch.
- Students who paid only registration fee will not be issued ID Card.
- Students without ID card will not be allowed to attend the classes, under any circumstances.
- Students are not allowed to overwrite on ID card or pass it to anyone. Students are requested not to create any photocopy/duplicate form of ID card.

#### 5. Re-issue of ID Card-

- Students should keep their ID card with full caution and safety as it is a proof of your association with IES Master.
- As a policy, duplicate ID card or fee receipt will not be issued in case of loss or misplacement of the previous one.
- However, the final decision regarding the re-issue of ID card can be taken by the Management depending upon the situation in which the ID card is lost. The decision of the management regarding re-issue of ID card will be final and binding and will not be negotiable under any circumstances.
- If the management decides to re-issue the Duplicate ID Card, then the student will have to submit a copy of FIR with an amount of Rs. 500/- and one
  recent passport size photograph.

#### **6.** Change in Batch:

- We provide the flexibility of changing/swapping of batch for regular classroom program and weekend classroom program. But the request for changing of batch is subject to availability of seat. The decision of the management regarding changing/swapping of batch will be final and binding.
- The batch change process might take 5 to 10 days.
- The request for batch change will be granted only after the clearance of all fee dues.
- Students who opt for Classroom Program (Regular or Weekend) will not be allowed to change or transfer to Postal Study Course or any other program.

#### 7. Study Material & Reading References :

- Books are issued to all current students except ex-IES Master Student availing concession. Books will not be provided to repeaters or previous year students.
- The complete set of study material will be provided only after the clearance of all fees dues.
- Students should collect their books on respective due dates announced by notifications. IES Master will not be responsible for any matter related to books after the due dates.
- Books will be provided to students only at their respective centers after showing the ID card.
- The Issued books come under the copyright of IES Master Publication and should not be copied in any form.

#### **8.** Absenteeism :

• It is advisable for students to attend all Classes and Test Series on regular basis in their allotted batch and timings. Institute is not responsible for your short- attendance and not bound to provide back up or missed classes. Permission to attend the missed classes in any other batch will be depending on the decision of the management and availability of seats.

#### **9.** General Instructions:

- The students can register only for Regular and Weekend Classroom programs by paying prescribed registration fees.
- For other programs student needs to pay prescribed fee of that program.
- Students are advised to maintain strict discipline and sincere behavior within the IES Master premises. If any student is found guilty of breaching the rules of the Institute such as misbehaving with staff or classmates, unusual fights, destructing the Institute property or including in any other illegal

activities, then IES reserves full right to take any strict legal action or rusticate the student or disallow to attend classes.

- The students must take the sole responsibility for the security of their vehicles and other stuff. The Institute will not be held responsible for any mishap or loss.
- The Programs, Faculty, Fees structure, Batch timings or Venue of classes are subject to the discretion of IES Master and can be changed at any time without prior information to anyone. However, the students will be informed / notified regarding all the amendments made. The decisions of the management will be considered final and binding to all wherein no objections in this regard will be entertained.
- In case of any amendment in syllabus for the Entrance Exam at any stage during the course of program, the Institute will not be bound to cover the whole revised syllabus. However, the Institute will take all possible action to cover all the new amendments in the current batch.
- Students are required to submit photocopy of their IES and Gate Admit Cards.
- It is compulsory for all the students, to submit two photographs at the time of admission. The Name & Photo of Candidate may be publicized in the list of successfully passed out Candidates in Current or Future Sessions for the Advertising campaign of the Institute.
- There is no provision for providing study material /trial classes/fee refund/ replacement for the Repeater/ Ex-IES Master/ Previous year students.

I \_\_\_\_\_\_\_\_hereby declare, that I have read, understood & accept all the above mentioned Terms and Conditions given hereby by the IES Master Management. If I am found guilty of any delinquency, IES Master Management has the right to take any appropriate action against me. I have no objection if my name or photograph is published by IES Master Institute in passed out candidates list.

Date

Signature of Candidate

Signature of Parent/Guardian (In absence of Candidate)