

ADMISSION FORM

(Session 2018 - 2019)



(for office use only)

Enrollment No. _____

Received on ____/____/____

CENTRE ▶ _____

COURSE APPLIED FOR (Please mark (✓) against the course you wish to apply)

☐ Regular Classroom Program☐ One Year Weekend Classroom Program*☐ Two Year Weekend Classroom Program*

Branch Name

CE

ME

ECE

EE

Are you an old student of IES Master ?

☐ YES☐ NO

Affix
Passport Size
Latest
Colour Photograph

Fill in the details in CAPITAL LETTERS only

[illegible][illegible][illegible][illegible]

Date of Birth Gender Category (GEN / SC / ST / OBC / PH)

Residence Address: Line 1

[illegible]

Line 3

City State Pin Code

Correspondence
Address:

[illegible][illegible][illegible]

City State Pin Code

Phone No.	<div style="display: flex; border-bottom: 1px solid black;"> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="width: 3.33%; height: 20px;"></div> </div>	Mobile No. (Parent's)	<div style="display: flex; border-bottom: 1px solid black;"> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="border-right: 1px solid black; width: 3.33%; height: 20px;"></div> <div style="width: 3.33%; height: 20px;"></div> </div>
-----------	---	-----------------------	---

[illegible]

E-mail	
--------	--

ACADEMIC DETAILS			
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 GATE Exam Rank in IES Exam Attended IES interview ☐ YES ☐ NO

Demand Draft Details	Amount (₹) <input type="text"/>
	DD Number <input type="text"/> DD Date <input type="text"/>

Bank Name

Bank Branch

How did you come to know about the program?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> Teachers	<input type="checkbox"/> Friends/Relatives	<input type="checkbox"/> Ex-Masterite	<input type="checkbox"/> Website	<input type="checkbox"/> Online Campaign	<input type="checkbox"/> Hoarding
<input type="checkbox"/> Others Please specify <input type="text"/>						

TERMS AND CONDITIONS :

- 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.
- All students are required to bring I-Card in the class and Study materials will be given through Identity Card.
- 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.
- Students enrolled under classroom courses will not be shifted to postal course.
- Students are required to submit photocopy of their IES and Gate Admit Cards.
- It is Mandatory to attach two photographs with the form at the time of admission (The Name & Photo of Candidate may be published in the list of Successful Candidates in Current or future Sessions for promotion of institute.)
- The fee will be refunded only within 5 days from the commencement of batch (Classroom Programme) after deducting registration charges (i.e. Rs. 6000).
- If the student takes admission after the commencement of batch, the 5 days will be counted from the date on which he takes admission.
- In case student is not able to continue the classes due to some unforeseeable reasons, can replace the seat with another student within the 1st two months of the commencement of either batch or course and the replaced student not be the current student of IES Master.
- 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.
- Study material will not be provided to the previous year classroom students.
- In all aspects Management's decision will be final and binding.
- * If the course completion is delayed, students enrolled in weekend batch will have to attend the classes in regular batch/class as per time specified by institute.

Declaration - I authorize IES Master to send me any updates/reminder via SMS/E-mail & Call.

Undertaking

I enrolled for admission in programme of the institute. I certify that information given by me is true to the best as my knowledge & belief. I understand that if anything is found false/incorrect at any state, my Candidature / admission to the course shall be cancelled without any refunds. I shall abide by all the rules & regulations of IES Master. Also, If I get selected in any competitive examination IES Master can publish and display my name and photograph on its website, promotional material (all medium of promotions i.e. newspaper, online , on air etc. I have read the 'Terms & Conditions' of the institute given overleaf and agree to abide by the same.

Signature of Student : _____

I guardian (relationship with the Student) of (student name) here by declare that I have completed all the formalities on behalf of the Candidate. Also, I have understood all the terms and conditions of IES Master.

Signature of Guardian : _____



IES MASTER
Institute for Engineers (IES/GATE/PSUs)

Head Office : F-126, Katwaria Sarai, New Delhi - 110 016. | Web : www.iesmaster.org

Tel. : 8010009955, 011-41013406 | Mobile : 8130909220, 9711853908 | E-mail : info@iesmaster.org



IES MASTER

Institute for Engineers (IES/GATE/PSUs)

CANDIDATE'S NAME.....

ROLL NO.:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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.
- Delhi Centre:** The DD should be made in favor of "IES MASTER" payable at New Delhi for Tuition Fee and in favor of "IES MASTER PUBLICATION" for study material (17500/-).
- Noida Centre:** The DD should be made in favor of "IESMASTER LEARNERS PRIVATE LIMITED" payable at New Delhi for Tuition Fee and in favor of "IES MASTER PUBLICATION" for study material (17500/-).
- 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 30 days from the commencement of batch/date of admission.
- No Installment Payment Scheme for repeater (Ex-IES Master) student.
- Fee for the repeater (Ex-IES Master) student for GENIUS Batch will be Rs. 67000/- only
- Fee for the repeater (Ex-IES Master) student for NORMAL Batch will be Rs. 55000/- only
- The fee of repeater (Ex-IES Master) student will not be refunded in any case once enrolled.

2. Refund Policy, Reimbursement of fee or Replacement : (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. 6000/- are non-refundable and the balance amount after deducting this amount of Rs.6000/- 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 1st two 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. 6000/- 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 original 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.
- There is no provision for providing study material /trial classes/any fee refund/ replacement for the Repeater/ Ex-IES Master/ Previous year students.
- There will not be any replacement of students enrolled in replacement category and no fee will be refunded.
- There will be no replacement of admission from enrolled students of IES Master.
- Fee will not be refunded after five days on any grounds and in any circumstances except replacement.*

*Please see the replacement policy.

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.
- The students, who have opted for 'Installment Payment Scheme' and pays the installment fees after 30 days, will be charged a Penalty of Rs 200/- (as late fee) per day 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/ Centre:

- We provide the flexibility of changing/swapping of batch for regular classroom program and weekend classroom program on payment of rupees one (Rs.1000/-) thousand. But the request for changing of batch is subject to availability of seat and the clearance of all fee dues. 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.
- Students who opt for Classroom Program (Regular or Weekend) will not be allowed to change or transfer to any other program.
- Centre once chosen at the time of enrollment will be not be changed in any circumstances.

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 and classroom. 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 Master 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/any 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) _____