



Application for Admission
KELTRAC SHORT TERM COURSE

Form
Sl. No:

Keltron Tool room Research & Training Centre (KELTRAC), Keltron Complex Aroor , Alappuzha ,Kerala

IMPORTANT: All entries should be as such in SSLC Certificate, LEGIBLE & in CAPITAL LETTERS

Name of the Course for which the admission is sought:		(This section for Office use only)		
..... Course Code:.....		Allotted Student Roll No:		
		Allotted ID Card No:		
PERSONAL DETAILS				
Name:		Male/ Female/ Transgender		
Date of Birth (DD/MM/YYYY) :		Blood Group:		
Nationality:		Religion & Caste:		
Mob. No:		Land Phone No:		
Aadhaar No:		E-mail ID :		
Qualification :PG / Graduate / Diploma / VHSE / +2 / ITI / SSLC / Below SSLC / Others				
EDUCATIONAL QUALIFICATIONS				
Names of Examinations	PASSED / Doing / Completed	Year	GRADE/ % Marks Obtained	Name of Board/University
ADDRESS for COMMUNICATION		PERMANENT ADDRESS		
House No./Name :		House No./Name :		
Street / Locality:		Street / Locality:		
Post Office :		Post Office :		
District & PIN :		District & PIN :		
PARENT's / GUARDIAN's DETAILS				
NAME:		Relationship with the student :		
Contact Nos.:		E-mail ID:		
ELIGIBILITY for FEE CONCESSION/ DISCOUNT (Write 'Yes/No' against each column. If the answer is 'YES', copy of proof to be furnished)				
Have you completed any Course from Keltrac previously?				
Whether you are presently working in Keltrac?				
Whether your parents employed in Keltrac?				
Any SEASONAL DISCOUNT offered by Keltrac?				
Whether eligible for bulk admission offered by Keltrac?				
Whether eligible for any special Approval, if any?				
Approval No. / Comment by SRO :				

Affix
Passport Size
PHOTOGRAPH
(Do not staple)

CHECK LIST (Please indicate 'Yes / No' against each item completely)		Student (YES / NO)	Coordinator (YES / NO)	SRO (YES / NO)
1	Duly filled Application Form including Annexure-1 signed by the student & guardian			
2	DD for Applicable Registration FEE of Rs.			
3	DD for Applicable Course FEE (1 st installment) for Rs.			
4	Passport size Photographs of the student (in white / light background)			
5	Copy of AADHAAR Card (1 Copy – self attested)			
6	Certificate for those Physically Challenged / Differently Abled			
7	Income Certificate			
8	Caste Certificate in Original			
9	Copy of Employment Certificate for those working in Keltron (2 sets)			
10	Copy of SSLC Certificate (self attested)			
11	Copy of Qualifying Examination (self attested)			
12	Any other Certificates / Mark Sheets required for the admission			

DECLARATION

I (Name of the Applicant) hereby declare that, all the information furnished here by me and all the documentary proof attached here-with are true. I personally have read and understood all the Instructions/ Rules & Regulations to be followed in the institution and CENTRE premises mentioned in **Annexure-1** which is also part of this document and here-by AGREE to abide by the rules completely all through the tenure of my studies / training in this institution.

Place :

Date :

Signature of the Applicant

For Office Use Only

Course Name & CODE to which the student Admitted				Roll No:
				ERP Batch No :
Course FEE (without Tax) ₹	Discount @ % ₹	Total FEE after discount(without Tax) ₹	Tax @..... % ₹	Total FEE with Tax ₹
Reason for Discount				
Entered in ERP on Date: By: ERP generated Batch No:.....				

	Counsellor / Coordinator	CENTRE SRO	HEAD of CENTRE
SIGNATURE			
NAME			
DATE			

General Instructions / Rules & Regulations to be observed by Students

(One signed copy to be kept with Application Form and one copy with the Student / Trainee)

1. **ADMISSION:** Prescribed Application Form along with required documents and Course FEE should be submitted at the KELTRAC (Submission of the duly filled Application Form does not guarantee admission to the Course).
2. **PAYMENTS:** All payments related to Course / Training program should be done through **ONLINE AND OFFLINE at KELTRAC OFFICE.**
3. **FEE SUBMISSION:**
 - a) **Course FEE** and other FEE (if any), shall be submitted in strict compliance to the '**FEE payment SCHEDULE**' intimated at the time of admission. Students also have to pay duties like GST or any other mandatory payments at the rate fixed by the State/Central Govt. from time to time.
 - b) FEE once paid is not refundable & will not be adjusted to any other Course. However, if a student / trainee is unable to complete the course due to exceptional circumstances, he/she shall be given one more opportunity to complete the course at the discretion of the HEAD of CENTRE and subject to availability of seats. In such cases, a specific request has to be made by the student / trainee and an additional payment of **10%** of the COURSE FEE to be paid as administrative charges.
4. **BATCH / CENTRE CHANGES:** Students / trainees admitted to one CENTRE will not be permitted in any case to change the COURSE or to Change the CENTRE.
5. **ATTENDANCE:** For appearing for Examinations, minimum of **85%** attendance is essential for theory and practical classes. However, any student/ trainee suffering from contagious disease shall refrain from attending classes and relaxation in attendance to the extent of such absence may be granted on production of valid medical certificate issued by registered medical practitioner.
6. **STUDY MATERIALS:** Study materials MAY or MAY NOT be provided, on a case to case basis.
7. **EXAMINATION & EVALUATION:**
 - a) Examinations shall be held at respective CENTREs or any other CENTRE as intimated at the end of each COURSE. The 'GRADE' awarded to students / trainees will be based on the % Attendance and the score in the final Examination. However, for University affiliated courses, EXAMINATIONS & EVALUATIONS shall be in accordance with the directions from the respective Universities.
 - b) For failed candidates, 2 Chances (Supplementary & Critical) will be given for which the candidate shall have to submit Application along with applicable FEE.
 - c) Revaluation of answer booklets is NOT entertained. Re-counting is allowed for which Application along with applicable FEE shall be submitted in time. Answer booklets shall be retained for a period of ONE year after publication of results, and CLAIMS in any form after this period shall not be entertained.
8. **CERTIFICATE:** Certificates shall be issued only after successful completion of the course and upon receipt of "**No Dues Clearance**" from the HEAD of CENTRE. Duplicate Certificate shall be issued within a period of 5 years on special request from the candidate along with applicable FEE.
9. **ACCOMMODATION / TRAVEL CONCESSION:** The institution shall not provide any Accommodation / Hostel facility and does not guarantee any type of travel concession.
10. **SECURITY & SURVEILLANCE:** The CENTRE shall be under SURVEILLANCE for security reasons.
11. **DISCIPLINE:**
 - i. The student / trainee shall be present in the class only during the hours allotted to their batch. Late arrivals/ early pack-ups shall not be permitted. The student/ trainee shall not stay in the CENTRE before and after the specified timings of their batch without the permission of the HEAD of CENTRE.
 - ii. Students/ trainees shall not engage in any antisocial/ illegal activities in the premises of the CENTRE.
 - iii. VISITORS shall not be permitted without prior Permission / Appointment from the HEAD of CENTRE.
 - iv. Students/ trainees shall maintain good inter-personal conduct and manners in the CENTRE.
 - vi. Students/ trainees shall not form unions or associations of any sort or enter in to strike or such other activities that may hamper the normal functioning of the CENTRE.
Students/trainees shall take proper care of the valuables/money etc., in their possession. The CENTRE shall not be responsible for any loss due to any reason.
 - vii. Students / trainees shall handle Equipment, Furniture and any other items with care and shall not cause any damage to the properties of the CENTRE. In the event of losses or damages occurring due to the neglect or purposeful act of students/ trainees, he/she shall be liable to make good / compensate the loss within 7 days of the occurrence. Assessment of the loss made by HEAD of CENTRE would be final.
 - viii. Students/trainees shall obey the instructions of the faculty/other staff members and any matter of dispute shall be brought to the attention of the HEAD of CENTRE, whose decision shall be final in such matters.
 - ix. Smoking/ use of other stimulants and usage of Mobile Phones in the CENTRE premises are strictly prohibited.
 - x. HEAD of CENTRE will have the right to dismiss any student / trainee, if proper discipline is not maintained in the CENTRE Premises. In such case the student/ trainee will not be eligible for refund of any FEES.
 - xi. Amendments, Additions or Omissions of Terms & Conditions from time to time shall be intimated and are binding to the students / trainees.
 - xii. Pantry, Toilets and Wash Rooms and all such areas should be used hygienically.
 - xiii. Eatables are not permitted in Class Rooms & Labs. Drinking water should be arranged by students themselves.

Place:

Date:

(Signature of the Applicant)

(Signature of Parent/ Guardian)