

# ADMISSION FORM

(Session 2016 - 2017)



## IES MASTER

Institute for Engineers (IES/GATE/PSUs)

(for office use only)

Enrollment No. \_\_\_\_\_

Received on \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Regular Classroom Program

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**

Full Name

Father's / Guardian's Name

Mother's Name

Father's Occupation

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

Residence Address: Line 1

Line 2

Line 3

City  State  Pin Code

Correspondence Address: Line 1

Line 2

Line 3

City  State  Pin Code

Phone No.  Mobile No. (Parent's)

Mobile No. (Student's)

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

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

**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	Pleas specify					

**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. 5000).
- 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 three 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.

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

**Undertaking**

I ..... applying 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 : \_\_\_\_\_



#### 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)