



कौशल्य विकास मुक्त विद्यालयी आणि व्यवसाय शिक्षण परीक्षा मंडळ, पुणे

KAUSHLYA VIKAS BOARD OF OPEN SCHOOLING & VOCATIONAL EDUCATION EXAMINATION PUNE

www.kvboard.ac.in

Center Code :
Batch No :
Serial No :
Reg. No :

ADMISSION FORM

Please fill in **BLOCK LETTERS**

Course applied for _____

Name Mr./Ms.

As Per Aadhar card

Father's Name

As Per Aadhar card

Mother's Name

Contact No

(Father)

(Mother)

Date of Birth

Nationality

Caste Category

General

OBC

SC

ST

PH

NA

Religion

Hindu

Muslim

Christian

Sikh

Buddhist

Jews

Others

Marital Status

Blood Group :

Gender :

Male

Female

Address

Pincode

State

Mobile No 1 :

Mobile No. 2

Email ID

Aadhar No.:

If you don't have adhar card, mention Enrollment Number

Passport Number :

Valid Upto (Date):

Pre Training Status :

Fresher

Experienced

Years of Experience

Education Level : Please provide qualification details :

Qualification	Stream (Science / Arts/ Commerce / Other / NA)	Name of School/College	Board/ University	% or Grades	Subjects Studied
10th (SSC)					
12th (HSC/10+2)					
Diploma					
Graduation					
Other					

Guardian Type:

S/O

D/O

W/O

C/O

Guardian's Name

Permanent Address

PINCODE

STATE

Mobile No :

Office No.:

Candidate Bank Details :

Bank Name :

Account No.

Branch :

IFSC Code

Please submit Self attested copies of the following along with your application :

1. Copies of educational certificates
2. Proof of current & permanent residence.
3. 4 Colored passport size photographs.
4. ID Proof : PAN Card / Voter ID Card / Adhar Driving Licence

TERMS AND CONDITIONS

Please read the terms and conditions of admission outlined below. By submitting your application for admission you agree to abide by these terms

I. Registration and admission :

- 1) Applicants must meet eligibility Criteria for the course applied for.
- 2) Eligible applicants must submit application form along with requisite fee and all supporting documents.
- 3) Admission Shall be Confirmed Subject to submission of all the required documents and payment of registration fees
- 4) In the event of any information or document submitted by the applicant being found to be incorrect or misleading KV Board Pune, reserve the right to cancel admission of the candidate without any fee refund .
- 5) In case the student wishes to pursue a Course other than the one for which admission was taken, he/she can do so by giving a written request to the management. However, this option is available only within 15 days from the date Of Commencement for Course initially applied for
- 6) KV Board Pune reserves the right to reject any application without giving any reason.

II. FEE

- 1) Registration and Course fee is non-refundable under all circumstances.
- 2) All Course Fee Must be Paid in Full.
- 3) KV Board Pune reserves the right to revise the fee pursuant to any changes in Government taxes or other applicable laws or under any extra-ordinary circumstances.
- 4) In case of late payment of fees, late payment charges will apply as per the policy in place.
- 5) Students shall not be allowed to attend any class or appear for examination if the requisite Course fee is not paid.

III. CANCELLATION OF COURSE :

KV Board Pune Reserves the right to withdraw or cancel any Course before commencement of the batch. In such an event, student may be offered another course run by KV Board Pune or a refund of fee paid.

IV. MISCONDUCT AND DISCIPLINARY ACTION :

A. Serious Misconduct :

Indulgence in the following practices shall constitute serious misconduct and student may be expelled and his admission terminated from the Institute without any warning :

- 1) Physical/Sexual assault or threat of Physical / Sexual assault against any fellow student, or member of the teaching or non-teaching staff of
- 2) Willful destruction of Institute's property.
- 3) Causing disruption of the normal functioning of KV Board Pune
- 4) Carrying, using, or threatening to use any weapon or firearm,
- 5) Ragging.
- 6) Chewing tobacco/smoking/drugs/alcohol intake within the Institute premises
- 7) Unlawful harassment of whatsoever nature.
- 8) Plagiarizing/cheating in examinations / assignment
- 9) Discrimination on the basis of religion, caste,gender, race or any other unlawful ground etc.
- 10) Indulging in acts which bring disrepute to other students, faculty or KV Board Pune
- 11) Entering into contracts by misrepresentation.

B. Minor Misconduct :

Indulgence in the following practices shall constitute minor misconduct and student shall be issued Warning Letter which will be followed by termination in case of no improvement

- 1) Failure to comply with the policies and procedures of KV Board Pune
- 2) Failure to maintain satisfactory academic progress.
- 3) Absent in exam without prior intimation.
- 4) Absconding (i.e. absent without information in writing)
- 5) Non-completion of assignments given by trainer in due time.
- 6) Misbehavior/unprofessional behavior in class.
- 7) Disobedience of Instructions of Trainer or Management.
- 8) Non-adherence to Grooming & Dress Code Policy.
- 9) Non-serious attitude in class.
- 10) Refusal to Identity of one's self when requested by authorized K V Board Officials
- 11) Unauthorized access and use of K V Board Institute property and facilities.

V. THEFT, LOSS / DAMAGE TO K V Board INSTITUTE PROPERTY :

Student agrees to compensate Institute against any loss or damage caused to Institute property due to his/her willful act or carelessness or negligence.

VI. ABUSE OF ELECTRONIC COMMUNICATION :

The Following Shall amount to abuse of electronic communication :

Applicant's Signature

Parent/Legal guardian's signature

STUDENT DECLARATION

(To be taken at the time of submission of admission form)

I _____ son/ daughter of Mr./Ms. _____

(holding UID No _____ resident of _____

do hereby confirm and undertake on this _____ day of _____ that

1. The entries made in my Application Form (copy enclose herein) are complete and true to the best of my knowledge and records.
2. I, hereby under take to present the original documents immediately upon demand by the concerned authorities of KV Board institute.
3. I, hereby, promise to abide by the Admission Rules and Regulations, concerning discipline attendance etc. of Institute, and also to follow the Code of Conduct prescribed for the students of the Institute as in force from time to time and subsequent changes/modifications/ amendment made thereto. I acknowledge that the Institute has the authority for taking punitive actions against me for violation and/or non-compliance of the same.
4. I have been thoroughly counseled about the affiliation and certification of the cause I have enrolled in.
5. I, understand that minimum 70% attendance in classes and 85% attendance in Internship is compulsory and I commit myself to adhere to the same. I also understand in case my attendance falls short, for any reason, the Competent Authority of the Institute may take such punitive action against me, as may be deemed fit and proper, which includes but not limited to forfeiture of full admission fee.
6. I, hereby declare that, I will neither join in any coercive agitation / strike for the purpose of forcing the Management of the Institute to solve any problem, nor I will participate in any activity which has a tendency to disturb the peace and tranquility of life of the Institute premises of its employees.
7. I, Hereby declare that, I shall be solely responsible for my involvement in any kind of undesirable indisciplinary activities outside the campus, and shall be liable for punishment as per the law of the land. I, further understand that, the Institute shall in no way provide any support to me and will not be held responsible for my any such action.
8. I understand that after completion of the Course I shall be provided with an opportunity for placement. However, if I fail to attend the placement interview at the designated time and place without obtaining prior permission for such absence, then I shall be solely responsible for all the consequences of the same.
9. I hereby undertake that I Will not Leave the course in between and if I do so, then the Institute shall be entitled to recover from me the monetary part of the Scholarship amount and if I fail to pay them, the Institute shall be able to take appropriate legal action against me.
10. I, also declare that, I am not suffering from any serious / contagious ailment and/ or any psychiatric / psychological disorder.
11. I, hereby consent to the use of my likeness, pictures, videos and details related to my person, in photographs and/or videos made for KV Board as well as in publicity concerning the same. I Understand that I will not be entitled to receive any monetary or non-monetary consideration for the use of details related to my person as set forth above, in the photographs and / or videos pursuant to this consent.
12. I, further declare that, my admission may be cancelled, at any stage, if I am found ineligible and / or the information provided by me are found to be incorrect.
13. I hereby undertake to inform the Institute, about any changes in the information submitted by me in the Application Form and any other documents, including change in addresses and phone nos., from time to time.
14. The contents of the undertaking have been explained to me in the language I under I Understand.

Name : _____ Date : _____

Signature : _____ Place : _____

DECLARATION BY PARENT / LEGAL GUARDIAN

I, _____ (Mother/Father/Legal guardian) of _____ (student's name)

hereby fully endorse the above undertaking / declaration given by my child / ward. And I will endeavor to induce my child / ward to do his / her best to observe the above stated undertaking in words and spirit.

Name : _____ Date : _____

Signature : _____ Place : _____