



Admission Form

Skilling People To Save lives

Please fill in **BLOCK LETTERS**

Course Applied For: _____ CERTIFICATION NAME : _____

Name Mr / Mrs _____

Father's name _____ Mother's name _____

Contact Number _____ Father _____ Mother _____

Date of Birth _____ Caste Category General OBC SC ST NA

Religion Hindu Muslim Christian Sikh Buddhist Jews Others

Marital status _____ Blood group _____

Gender Male Female

Address _____

Pincode _____ State _____

Mobile Number _____ WhatsApp Number _____

Email ID _____ Aadhar number _____

Pre Training Status Fresher Experienced _____ Year Of Experienced _____

Education level (Please Provide Education details Below)

QUALIFICATION	STREAM ATRS / SCIENCE /COMMERCE/OTHER/NA	NAME OF SCHOOL /COLLAGE	BOARD / UNIVERSITY	% OR GRADE	SUBJECT STUDIED
10th S.S.C					
12th HSC					
Graduate (BA/ B.Com/ B.sc any other)					
Additional Certificate					
Computer Knowledge					

Permanent Address _____

Pincode _____ State _____

Guardian Type : S/O D/O W/O C/O

Guardian Name _____

Mobile No. _____ Office No _____

candidate bank details

Bank name _____ account number _____

Branch _____ IFSC code _____

please submit self attested copies of following along with applications

- 1) copies of educational certificate
- 2) four coloured passport size photo
- 3) proof of current and permanent residence
- 4) ID proof / PAN card/ voter ID card/ Aadhar card/ driving licence

Terms and condition

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

Registration and Admission

- 1) Applicant must meet eligibility criteria for the course applied for
- 2) Eligible applicant must submit application form along with the receipt fee and all supporting documents
- 3) Admission shall be confirmed subject to submission of all required documents and payments of registration fee minimum rupees 2000
- 4) In the event of any information or document submitted by the applicant being found to be incorrect or misleading Udaan reserve the right to cancel the admissions of the candidate without any fees refund
- 5) In case the student wishes to pursue a course other than the one for which admission was taken he or she can do so by giving a return request to the management .however this option is available only within 15 days from the date of admission for the course in initially applied for
- 6) Udaan reserves the right to reject any applications without giving any reason reserves the right to reject any applications without giving any reason.

Fees

- 1) Registration and course fee is not refundable under all circumstances
- 2) All course fees must be paid in full or in case of any installment plan the agreed installment paid prior to the start of the course in the event that the installment plan is not been paid as per the agreed schedule Udaan Reserves the right to have the students withdraw from the course
- 3) Udaan reserves the right to revise the fee pursuant to any changes in government taxes or other applicable law under any extraordinary circumstances
- 4) In case of late payment of fee late payment charges will apply as per the policies in place
- 5) Students shall not be allowed to attend any class or appear for examination if the requisite courses fee is not paid

TERMS OF PAYMENT

Please consult the separate section on the fees and payment terms at the back for details.

There will be a late payment fee of 500/- for each reminder for overdue instalments to cover administrative and interest charges. If payment of the total amount due, including late payment fees, is not received within 30 days the contract will be deemed to have been broken and the student will be refused entry to class. Recovery proceedings will be started to recover any outstanding.

BANK DETAILS

Invoices can be settled by means of

Bank transfer or Bank deposited Account Number : 008805500878

Account Holder's name: UDAAN SKILLING AND TRAINING INSTITUTE

Contact: 8097963995

Ifsc Code: ICIC0000088

Cash payment at the centre

Google pay 8097963995

Debit Card or Credit card payment at the centre with the help of swipe machine

Address: 4 th floor Zunjarrao building dana bazaar shivaji peth kalyan west nr anant halwai 421301

Misconduct and Disciplinary Action

Serious Misconduct

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

- a) Physical / sexual assault or threat of physical or sexual assault against any fellow student or member of teaching on non teaching staff of udaan
- b) Wilful destruction of Udaan property
- c) Carrying using threatening to use any weapon or firearm
- d) Ragging
- e) Chewing tobacco / smoking / drugs / alcohol intake within Institute premises
- f) Unlawful harassment of whatsoever nature
- g) Cheating in examination class or in assignment
- h) Discrimination on the basis of religion caste gender race or any other unlawful ground extra
- i) Including in Act which brings disrepute to other student faculty for Udaan
- j) Entering into the contract by misrepresentation

Minor Misconduct

Indulgence in the following practices shall constitute serious misconduct and the student shall be issued a warning letter which will be followed by termination in case of no improvement

- a) Failure to comply with the policy and procedure of Udaan
- b) Failure to maintain satisfactory academic progress
- c) Absent in exam without prior intimation
- d) Absconding (that is absent without information in writing)
- e) Non computation of assignment given by the trainer in due time
- f) Disobedience of instructor or trainer or management
- g) Not-adherence to groom and dress code policy
- h) Non serious attitude in class
- i) Refusal To Identify of one self when requested by authorised Udaan officials
- j) Unauthorised access and use of Udaan property and facilities

Theft, Loss / damage to udaan property

Student agrees to compensate Udaan against any loss or damage caused to udaan property due to his / her will full atc or carelessness or negligence

Abuse of electronic Communications

The following shall amount to abuse of electronic Communications :

- a) Using Institute of personnel telecommunication or Data communication network for illegal improper uses
- b) Taking for sharing photograph / video / audio without management's permission

Media Contacts

Student are expressly prohibited for speaking on behalf of or for Udaan with any media organisation or Publication of from investing the same to any Udaan centre

Attendance

- Minimum 70% attendance in class is compulsory to become eligible to appear for the examinations
- Minimum 85% attendance during clinical internship is compulsory
- In case the attendance fall short the students shall not be allowed to appear for the examinations

Examinations and certifications

- It is compulsory for the student to appear for the Weekly assessment module based assessment final foundations exams and internship exams.
- The course completion certificate (Udaan) shall be awarded only after payment of full course fee, passing the pre-internship examination and clinical internship
- If a student fails to achieve minimum qualifying marks there shall we provide within opportunity to reappear for remediation exams however a cost of rupees 2000 per remediation exams would be charge for each such further exams

Clinical internship

- In order to qualify for the clinical internship the student must secure at least 70% marks in in pre-internship exam
- The management will always endeavor to refer students for clinical internship in organisations based in nearby areas . however 'specifically request' from the students for location preference shall not be entertain by the management
- During the clinical internship students shall be subject to the rules and regulations as applicable to the organisation where they are undergoing their clinical internship

Placements

- Udaan provides placement support to the student who have successfully complete the course and does not guaranteed placement to any student
- only students who have completed clinical internship and the examination shall be eligible for the placement support
- placement support will be available for the period of 3 months from the end of clinical internship
- unlimited placement of the student depends on their performance in their course and interview and other factors. the decision to join any organisation rest with the student and Udaan is not responsible for there finalization of salary locations or other employment system

Dress Code policies

- Maintaining a proper dress code is a key part of training provided at Udaan. at all the times students should be dressed in appropriate clothing t-shirts jeans and sports shoes are not permitted
- During the training programme a student has to wear a uniform provided by Udaan.

Jurisdiction

Incase of any dispute the jurisdiction for legal proceeding will be in Kalyan Court only.

Others

Any matters not covered in this Udaan management decisions shall be final.

Applicant's Singnature _____

Parent / Legal Guardian Signature _____

For Office Use Only

Referred by _____

Contact Number Mobile _____ Landline Number _____

Admission Date _____

Fee Status _____

Course _____ Receipt Number _____

Payment Mode _____

Counselor _____ Finance _____

Student Declaration

(To Be Taken At The Of Submission Of Admission Form)

I _____ son/daughter of Mr./ Mrs _____,

Resident of _____ do hear by confirm

and undertake on this _____ day of _____ that:

- The entries made in my application form are complete and true to the best of my knowledge and records
- I hereby undertake to present the original document immediately upon the demand by the consent authorities' of Udaan Institute
- I hereby , promise to abide by the admission rules and regulation concerning a discipline, attendance etc of Institute and also to follow the code of conduct prescribed for the student Of The Institute as in force from time to time and subsequent changes / modification / amendment made thereto. I acknowledge that the institute has the authority for taking punitive action against me for violation and non-compliance of the same.

- 4) I have been thoroughly counseled about the affiliations and certifications of the course I have enrolled in.
- 5) I understand that Minimum 70% attendance in class and 85% attendance in clinical internship is compulsory and I commit myself to adhere to the same.
- 6) I hereby declare that I shall be solely responsible for my involvement in any kind of disciplinary activities outside the institute and shall be liable for punishment as per the law of land. I further understand that the institute shall in no way hide any support to me and will not be held responsible for any such actions.
- 7) I hereby declare that I will neither join in any coercive agitation / strikes for the purpose of forcing the management of the institute to solve any problem, nor will I participate in any activity which has a tendency to disturb the peace and tranquility of life. I promise to its employees.
- 8) I understand that after completion of the course I shall be provided with an opportunity for the placement. However, if I fail to attend the placement interview at the designated time and place without obtaining the prior permission for such absence, then I shall be solely responsible for all the consequences of the same.
- 9) Why your boy, I undertake that I will not leave the course in between and if I do so, then the institute shall be able to recover from me the moderate path of scholarship amount and if I fail to pay, then 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 / physiological disorder.
- 11) I hereby consent to the use of my likeness, pictures, name, and details related to my person, in photography and videos made from Udaan 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 my consent.
- 12) I further declare that my admissions may be cancelled at any stage if I am found ineligible and / or if the information provided by me is 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 documentation including change in address and phone numbers from time to time.
- 14) The contents of the undertaking have been explained to me in the language I understand.
- 15) I have read, understood and accept the terms and conditions of this contract.

NAME _____ DATE _____

SIGNATURE _____ PLACE _____

DECLARATION OF PARENTS / LEGAL GUARDIAN

I, _____ (MOTHER / FATHER / LEGAL GUARDIAN) OF _____

(STUDENT NAME) HEAR BY FULLY ENDORSE THE ABOVE UNDERTAKING / DECLARATION GIVEN BY CHILD / WARD. AND I WILL BE ENDEAVOUR TO INDUCE MY CHILD / WARD TO DO HIS / HER BEST TO OBSERVE THE ABOVE STATED UNDERTAKING IN WORD AND SPIRIT.

NAME _____ DATE _____

SIGNATURE _____ PLACE _____