



HAHCHARA COMPUTER INSTITUTE

A Unit of PTECH ASSAM PRIVATE LIMITED

Registered Under Ministry of Corporate Affairs

Government of India

CIN Number: U85499AS2025PTC027944

Paste Colored Photograph of Trainee. Photograph must be cross signed by trainee.

An ISO 9001:2015 Certified Organization

1st Floor, Hahchara CSC Centre, Hahchara Kujibali, Sibsagar, Sibsagar – 785701, Assam

ADMISSION FORM

Class Roll No:.....

Session.....

(To be Filled Up by Centre Owner at the time of taking new Admission)

Course Name _____

Course Duration _____ Join Date _____ Valid Up To _____

Trainee Name _____ S/o, D/o _____

Trainee Address _____

D.O.B _____ Male/Female _____ Trainee Contact No. _____

Parents Contact _____ Category _____ Qualification (Attach Cert.) _____

Terms & Conditions

- Trainee should attend classes regularly, according to his/her prescribed batch time.
- Trainee must enter the class room within 5 minutes from the starting of their respective batch time, after the lapse of said time; no Trainee shall be allowed to enter the class or lab room.
- For leave, Trainee must write an application to authorized centre head or owner or write a reason for the same in the register maintained by the authorized centre head or owner.
- It necessary to appear in the weekly/monthly test, as prescribed by authorized centre head or owner.
- Trainee has to maintain separate notebooks for test, rough works and home works. Regular checking of home work's notebooks to concerned course faculty is necessary.
- Practical + viva marks will be given on the basis of Trainee's performance in the weekly or monthly test & regular checking of home work note books.
- Course fee shall be paid to centre head/owner- before 10th date of every month. If fee is not deposited within prescribed time, then extra late fee fine shall be paid to authorized centre head or owner. If trainee does not pay fee or fine timely, then centre head can cancel his/her admission in concerned course. Without issuing any notice to trainee.
- Absence from classroom will cause fine; the same shall be included in monthly tuition fee.
- Admission, registration, Tuition & Exam Fee once paid to centre head shall not be refunded in any case, whatsoever.
- If Trainee wants to quit his/her certificate or diploma training course, then he/she has to serve one month prior written notice or application for the same to authorized centre head or owner and get NOC for the said quitting of course. If he/she fails to do so, action shall be taken against him/her.
- Trainee has to follow batch wise procedure for theory & lab classes, made by authorized centre head or owner.
- It will be the duty of Trainee to take receipt for all types of fees from authorized centre head or owner.
- If Trainee is minor (Under 18 Years) at the time of taking admission into any course, then guardian signature is necessary on registration form, in this case centre owner will be liable for taking guardian sign.
- If concerned Trainee is accepting with declaration abovementioned terms & Conditions for autonomously certified self employment training courses, which are being run outside formal education, then he/she is welcomed to join our training courses, otherwise, not. Because no excuse shall be entertained in future.

Declaration by Trainee

I declare, that all abovementioned information's given by me are true to the best of my knowledge & nothing have been concealed & also read/check, understood verbally above mentioned written Terms & Conditions from centre owner & without any doubt & pressure accept the same. In case, any information's given by me found incorrect and any infringement of said terms and conditions is done by me, HCI-Hahchara Computer Institute, shall have full right to take suitable action/s & cancel my admission/certificate/Diploma/training Course without issuing any prior notice to me and I shall be fully liable for the same & all decision taken by HCI-Hahchara Computer Institute shall be acceptable to me.

Signature of Guardian
(If Trainee is under 18 Years)

Date.....

Signature of Trainee

Date.....

Declaration by SITED Authorized Centre Head/s

I/We declare, that concerned Trainee/guardian read & understood above mentioned terms & conditions made for course, admission, examinations, certificate or diploma applicability/validity for job/training fees before me/us & sign this admission form before me/us & also I/We has/have verbally explained the same to trainee/guardian.

Date.....

Institute Head/s Sign & Seal