

# M.S.RAMAIAH SCHOOL OF ADVANCED STUDIES



## Advanced Certificate Training Programme (ACTP)

### Application Form

Affix Photograph

**Name:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Date From:** \_\_\_\_\_

**To:** \_\_\_\_\_




### 5 Payment Details (Registration Fee)

Amount			
DD No.	Date:	Bank	

Date

Signature

#### Instructions to Applicants:

1. Duly filled-in application should be sent to Admissions Manager along with a Registration Fee of Rs.2500/- in the form of DD.
2. D.D should be drawn in favor of “**M.S.Ramaiah School of Advanced Studies**” payable at **Bangalore**.
3. Enclose the following with the application form:
  - Photocopies of records supporting Academic qualification/ Working experience.

## RULES & REGULATIONS

Please read the following carefully:

- Fees should be paid on or before the due date, failing which the student will not be allowed to attend the classes.
- Fees, once paid, will **NOT** be refunded, under **ANY** circumstances.
- On completion of the course, student is required to produce No-due certificate in the prescribed form for obtaining the Course Certificate.
- Entry to the School premises will be denied if the ID card is not appropriately displayed.
- The students can use the Students Lounge for discussions but loud discussions should be avoided to maintain the discipline in the School.
- Students are required to co-operate in maintaining the cleanliness in the School.
- Smoking, chewing of tobacco, gum or pan is strictly prohibited in the School premises.
- The Internet facilities in the browsing section of the library can be used as per the rules of the School, at particular hours of the day (details are available with the Librarian). **[This facility is not available for MTP students]**
- Misbehavior with any Staff or other students of the School or involvement in any undue argument or discussion with the staff will be viewed seriously. Disciplinary action may be initiated against such students.

*I have read and understood the rules and regulations and promise to abide by the same.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### For office Use

Application received on:		Offer letter sent on:	
Student joined the course on..... in ..... Centre with Reg No: .....			
Student not joined the course, Registration fee refunded : Y / N			

Student discontinued	
Student completed the course	
Remarks:	