

“हुनर है तो होसला है”



## NANAK TRAINING INSTITUTE

Organized by Exploitation Removal Board (शोषण उन्मूलन परिषद्)

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# Admission Bulletin

## RULES AND REGULATION FOR THE ADMISSION

### 1. APPLICATION:-

The application form along with self attested qualification certificates will have to deposit with the concerned training Institute for admission to each training course. The candidates whose application forms are received by the Institute may be conducted an aptitude test or interview at the time of the admission and successful candidates shall be admitted. The admitted candidates will be required to deposit 2 stamp size photo for Institutional Identity Card at the time of admission in the training Institute.

### 2. ELIGIBILITY:-

As per course requirement of the minimum educational qualification for the admission in the various training courses may be confirmed from the Coordinator of the concern Institute.

### 3. AGE:-

Minimum age required for admission to all courses as per educational qualification and the maximum age is fixed 40 years. In case of literate or below qualification minimum age is required 14 years but the Chairman of the Organization/Institutes has right to exempt from the bar of maximum age limit. The Chairman will consider the relaxation in maximum age on the recommendation of Director or Administrative Officer/Coordinator on the application of the applicant.

### 4. DOCUMENTS-REQUIRED :-

The following documents with the admission form have to submit to the Institute for getting the admission.

- Qualification Certificate
- Birth Certificate
- Residential Certificate
- Caste Certificate (if required)
- Aadhar Card and PAN Card

### 5. RESIDENTIAL CERTIFICATE :-

The proof of the residential may please be submitted in the following Certificate/documents.

- Copy of Ration Card/Driving License/Passport/Voter Identity Card and Aadhar Card.
- Certificate from house owner with his/her Ration Card/Certificate from Gazetted Officer /Certificate from Gram Pradhan/Certificate from Registered Residential Society or Organization.

### 6. LAST OPPORTUNITY FOR ADMISSION :-

The candidates who did not get admission by the last date may contact to Co-coordinator of Concern Institute for admission within 40 days after starting the classes. In case any candidate withdraw her/his admission then fresh admission may be taken on his/her place. Syllabus already covered, will be dealt through the separate classes to the late admissions.

### 7. CANCELLATION OF ADMISSION :-

The name of the candidate can be struck off from the roll of the Institution, in case the candidate absent without intimation for 4 days, for indiscipline, for not having aptitude in training, for not attending the class on time, for bringing bad name to the Institution or to violate the rules of the Institution etc. The candidate will be liberty in the first months to leave the Institution with the consent of his/her father/husband/guardian only and the Institution will not have any objection but the candidate will have to submit an application for the approval of the Administrative authorities of the Institution.

### 8. RE-ADMISSION :-

The Coordinator may consider the re-admission of any candidate only when his/her work is satisfactory or Instructor is satisfied with his/her performance. Therefore re-admission is possible within 15 days only after struck off his/her name from the roll. In the exceptional case, time limit can be extended with the approval of Coordinator/ Administrative Officer/ Director/Chairman of Governing body. In case of re-admission the Trainee will have to deposit Rs. 200/- along with balance monthly donation to the Institute.

### 9. DISCIPLINE :-

The candidate shall refrain from the following activities to maintain the discipline in the Institution :-

- To cause any loss/damage to the Institution property.

2. To use bidi-cigarettes or any narcotic drug inside of the Institute.
3. To misbehave with any employee or candidate of the Institution.
4. To disrupt the peace of the Institution in any manner.
5. To violate the law in any manner and, To violate the orders issued by the Institution.
6. To form any Union in the Institute.
7. Circumstances laid down in cancellation of admission.

The decision of the Coordinator of the Institution shall be final in the above context and bindings on the concerned candidate will be applicable.

**10. ATTENDANCE :-**

Every candidate may avail one casual leave in a month and 15 days medical leave in a session, subject to submission of medical certificate from a medical officer may be granted to the trainee. Any additional absence shall be deemed unauthorized whereby a fine of Rs. 10/- for every absence shall be imposed. The candidate shall be bound to deposit it in cash or cheque. Every candidate will be required to have 80% attendance every month otherwise he/she will not be permitted to sit in the examination. Under exceptional circumstances leave beyond the said limit may be sanctioned with the permission of Coordinator/ Administrative Officer, medical Leave may also be granted on the recommendation of Govt. Hospital or authorized medical officer.

**11. EXAMINATION :-**

The annual examination will be conducted by NIOS, M/o H.R.D., Govt. of India/Govt. of Delhi/Institute for the eligible candidates. The Quarterly test will be conducted by the Institute and their marks will enter in their performance Test card. He/she shall not be allowed to appear in the annual examination for which Trainee him/herself shall responsible for the said loss. The Certificate along with Mark sheet to pass out trainees will also be awarded by NIOS, M/o H.R.D., Deptt. of Education, Govt. of India/Govt. of Delhi/Institute (As applicable). The examination fee will be submitted to concern examination agency, as has maintained/desired in their prospectus for which Trainee will be bound to follow up the rules & regulation of N.I.O.S., Govt. of India/Govt. of Delhi/Institute.

**12. TRAINING MATERIAL :-**

The trainee will arrange his/her training material on his/her own cost. Trainees related with the NIOS the study material will be provided free of cost by N.I.O.S., Govt. of India after submission the admission fee as applicable of NIOS.

**13. FEES :-**

Trainee shall bound to submit the Admission/training fee at the time of admission and Examination fee shall be deposit before appearing in the exam at Institute. Monthly Fee/Payment must be deposited by the 1<sup>st</sup> to 12<sup>th</sup> of every month, whichever, admission will be taken after the 12<sup>th</sup> date of the month. After the 12<sup>th</sup> late fine Rs. 10/- per day will be charged extra. In case the fee is not paid by the end of month, the name of the trainee will be struck-off from the rolls and re-admission of the trainee will be under discretionary power of the Administration according the rules and regulations of the Admission.

**14. UNION OF TRAINEES :-**

No candidate of the training Institute shall attempt to form any Union. In case any candidate is found attempting the same his/her name shall be struck-off from the roll without any prior information under the disciplinary action. The candidate him/herself shall be responsible for the entire costs of the same.

**15. I-CARD :-**

Each candidate shall be issued Identity Card by the Institute. It is necessary that Institute's Identity Card have to produce on the demand of any Officer at the main gate or class room of the Institute otherwise permission for entry will not be granted. In case the I-card is lost, F.I.R. will have to be lodged in the concerned police station and Rs. 100/- will have to be deposited in the Institute along with their application for issuance of Duplicate Identity Card.

Signature of the Guardian/Parents \_\_\_\_\_

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

Relation with Applicant : \_\_\_\_\_

**(Signature of the Applicant)**