

Aastha Tutorials - Admission Form

For Office Use Only

For Identity Card	For Office Record	Manual Receipt No.: <input type="text"/>	Student I.D. No.: <input type="text"/>
Use stapler, do not glue the photo (3 cm x 4 cm)	Affix photo with glue (3 cm x 4 cm)	Co-ordinator's Name: _____ Date: _____	Academic Year: 20 ____ - 20 ____ Branch: _____
Remarks: _____			

Student's Personal Data Sheet

Student Name (Mr/ Miss): _____
(First Name) (Middle Name) (Last Name)

Gender: Male Female Date of Birth (DD/MM/YYYY): _____

Address: _____

Pin: _____ Suburb: _____ City: _____ State: _____

Student email: _____ Student Mobile: _____

Tel.(R): _____ Present School/ College: _____

Marks Obtained (Std. VIII / IX / X) Maths: _____ Science: _____ English: _____

Were you a former AT student? If yes, specify admission year & AT Roll No. _____

- PARENT'S / GUARDIAN'S DATA SHEET -

Father's/ Guardian's Name: _____
(First Name) (Middle Name) (Last Name)

Father's/ Guardian's Occupation: _____ Tel. (O): _____

Designation: _____ Company's Name: _____

Father's Mobile: _____ Mother's Mobile: _____

Father's Email: _____

Mother's Email: _____

Emergency Contact Person: _____ Contact No.: _____

I hereby confirm that all data provided above is correct to the best of my knowledge.

Date: _____

Student / Guardian Sign: _____

Please turnover for Rules and Regulations.

AT - Rules & Regulations

Attendance:

1. Attendance in all lectures and tests is absolutely compulsory.
2. Attendance would be recorded separately for each lecture and test. Each student should sign across his/ her name only. Any student found signing against somebody else's name would be suspended for a minimum period of TWO days.
3. Late comers and students without identity cards will not be allowed to attend lectures/ tests.
4. Students having continuous absentism will attract disciplinary action, which may lead to suspension from subsequent lectures.
5. Any genuine problems leading to absenteeism needs to be discussed personally and submitted in written.

Batch:

6. Each student must attend lectures only in the Batch allotted to him/ her. Any student found attending a Batch not allotted to him/ her will be suspended from the class for a minimum period of THREE days.

Tests:

7. All tests conducted during the course are compulsory. We do not appreciate students missing any test without prior permission.
8. If any student happens to be absent for 2 consecutive tests or more than the allowed absenteeism for the tests, it will attract disciplinary action leading to suspension from subsequent test(s).
9. Students are advised to be strictly honest in their own interest during all review tests and assignments. The student would be terminated, without reason, if found copying.

General:

10. Students are required to carry identity cards at all times during the lectures at AT and may be asked to produce the same for identification. The student may be sent back, if he/ she fails to produce the same.
11. Loss of identity card must be intimated to the office immediately. After verification a duplicate identity card will be issued for a charge of Rs. 100/-.
12. Students have to be regular in doing their homework and other assignments given by the respective professor from time to time.
13. Students are expected to observe silence and not crowd at the corridors of the building before and after the lecture or during breaks.
14. Telephone calls will not be forwarded to the students when the lecture is in progress. However, in case of emergency, message would be passed to the student during the break or at the end of the lecture.
15. Students are expected to be attired smartly. Shorts, Boxers, Mini-skirts, etc. are not encouraged in the class or during the tests.
16. Please do not bring items like mobile phones, I-pods etc. to the class or ensure that they are shut off during the class. If a student is found using any such electronic item during the lectures, the same would be confiscated and will only be given back to parents personally.
17. Smoking in the class premises or in the corridors is strictly prohibited.
18. Students should not fiddle around with light fittings and AC controls in the classroom.
19. Students can check up with the office for their belongings left in the class-room.

**** In matters of any dispute the decision of the 'Principal' would be final and binding on all the parties.***

I have carefully read all the "Rules and Regulations" and hereby agree to abide by the same during my tenure at AT.

Date: _____

Student / Guardian Sign: _____