



MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES  
GOVERNMENT OF INDIA

# MSME TECHNOLOGY CENTRE BHIWADI

Government of India Society  
Ministry of Micro, Small and Medium Enterprises (MSME)

**REGISTRATION FORM - (LTC / MTC / STC)**

Application No. \_\_\_\_\_

Roll No. \_\_\_\_\_

1.Course Title : \_\_\_\_\_

2. Aim / Goal/ Purpose of joining the course : \_\_\_\_\_

3.Duration : \_\_\_\_\_ 4.Course commencing from : \_\_\_\_\_

5.Name : \_\_\_\_\_

(As Per 10th Certificate)

6.Father's Name : \_\_\_\_\_

(Full Name)

7.Mother's Name : \_\_\_\_\_

(Full Name)

8.Correspondence Address : \_\_\_\_\_

Pin Code \_\_\_\_\_

9.Permanent Address : \_\_\_\_\_

Pin Code \_\_\_\_\_

10. Contact Details . : STD Code \_\_\_\_\_ Phone No. \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail ID \_\_\_\_\_

11.Date of Birth :       12. Age: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days  
(As per Secondary School Certificate) Day Month Year

13.Sex : Male / Female

14.Blood Group : \_\_\_\_\_

15.Nationality : Indian/ Foreign Nationals

16. UID (Aadhar) No : \_\_\_\_\_

17.Caste/Category : SC / ST / OBC /GENERAL 18.Minority : Yes / No, If yes(✓) : Muslim / Christian / Sikh / Buddhist / Parsi / Jain

19. Any Physical disability : Yes / No, If Yes Specify: \_\_\_\_\_

20.Occupation of Father : \_\_\_\_\_ 21.Income per Annum: \_\_\_\_\_

22. Details of Educational Qualification:(Attach the attested copies of certificates for verification)

Examination	Board / University	% of Marks	Grade	Year of Passing
10 <sup>th</sup> STD.				
12 <sup>th</sup> STD.				
Degree / Diploma				
(Other Courses)				

23. Are you member of any Self Help Groups: Yes/No, if yes, give details i. e. Name & Address

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

Address : \_\_\_\_\_ Pin Code \_\_\_\_\_

Contact No.: STD Code \_\_\_\_\_ Phone No. \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

24. Experience, if any : \_\_\_\_\_

25. Language proficiency

Language	Speak	Read	Write

Note : ❖ It is mandatory to attach the attested photocopies of SSC Certificate/Marksheet, latest educational qualification and caste certificate as applicable  
❖ The applicants belongs to SC/ST category are required to attach two sets of above said documents.

**General Rules & Regulations for Trainees**

1. Admissions are open for Boys & Girls, eligible candidates will be offered admission on first-come-first-serve basis as per norms.
2. MSME TC / Centre reserves the right to reject any application without assigning any reason. Incomplete applications are liable to be rejected.
3. Reservation/Fee Exemption as per Government of India norms for NSQF compliant courses only.
4. In case of non NSQF compliant courses Tuition Fee / Course Fee exemption will not be applicable for SC / ST candidates.
5. Candidates belonging to reserved category should substantiate their claim by enclosing a Caste certificate issued by competent authority.
6. Medium of instruction is English only.
7. **Caste Certificate and all necessary educational certificates in original form issued by competent authority is to be produced for verification at the time of admission which may be re-verified from the issuing authority if required.**
8. Admission to the course will be given only on deposition of registration fee, other fee, first semester tuition / course fee, Security deposit alongwith submission of relevant educational documents & caste certificate as applicable.
9. **Registration fee / Course fee is non-refundable / non-transferrable in case any candidate cancels his admission for any reason.**
10. GST 18 % Extra as applicable on Registration & Course / Tuition fees for non NSQF complaint courses will have to be paid/borne by the candidate.
11. **Payment of Fee :** Any fee for admission to the course / training program should be deposited online. **Registration fee (non-refundable) to be paid at the time of registration to course**, balance fee (Security Deposit / Course Fee) to be paid on confirmation of admission to the course by MSME TC / Centre. No fee will be accepted by Cash / Cheque / D.D.
12. **Course fee once paid will not be refunded under any circumstances.**
13. Any refunds including Security Deposit to be claimed within one month from the date of course completion. No Dues Certificate to be completed before start of the Final Semester Examination of the Course.
14. Security Deposit will be refunded only on successful completion of the course.
15. Admission to the course once confirmed will not be cancelled / transferred under any circumstances & fees paid will be forfeited.
16. **Course fee for the higher / next semester has to be paid within one week from the starting date of semester and all the candidates belonging to SC/ST category have to fill in fresh application form within one week from the starting date of each semester. Late fee will be charged as a fine from the due date as applicable for all trainees.**
17. MSME TC / Centre reserves right to incorporate changes in course content, duration, intake capacity, no. of batches & course fee without prior notice. **The Course fees as applicable at the starting of the Batch / Course will have to be borne by the candidate, including taxes.**
18. Change of batch / Course or readmission to the course may be permitted on payment of extra charges as applicable.
19. **Security Deposit Shall be forfeited, in case of loss of original receipt of the security deposit.**
20. Registration Form is for application to the course only for admission purpose.
21. Movement of trainee within the campus shall be restricted to his / her allotted work place.
22. All the trainees will ensure discipline within the campus.
23. Regular attendance will have to be maintained by the trainee as per course schedule & 90% attendance is compulsory in all subjects **individually.**
24. All the internal assessments, assignments, evaluations will have to be attended / completed from time to time as per course schedule only.
25. Working hours are 8 hrs / day (excluding lunch) in different shifts / timings as prescribed by the MSME TC / Centre.
26. The Machines / Equipment / Furniture must be handled carefully. No act of damage to MSME TC / Centre property shall be carried out by the trainee. Any loss or damage to property, fine as charged by management to be paid by the trainee.
27. Trainee have to ensure the proper utilization of MSME TC / Centre property including Water & Electricity usage.
28. **Laptop, Mobile phone, Pen Drive, CD or any other related items are not permitted inside MSME TC / Centre premises.**
29. Trainee shall be required to wear uniform and shoes as prescribed by the MSME TC / Centre and posses I-Card compulsory during training .
30. **Trainees will abide by the examination rules and regulations displayed on Notice Board of MSME TC / Centre and as ammended from time to time.**
31. Leave without information / permission will not be entertained.
32. Trainees going on leave or to home during vacation should inform the Course Co-ordinator compulsory.
33. Study material Shall be provided on extra cost as applicable.
34. MSME TC / Centre is not responsible for any loss / damage of individual / personal property within around the campus.
35. No trainee shall organize / conduct any meeting within the campus.
36. Smoking & chewing Tobacco, possessing or drinking Alcoholic beverages in any form is strictly prohibited within MSME TC / Centre premises.
37. **Ragging is strictly prohibited in the Premises.**
38. Writing any comment / Remarks / Name on Doors, Walls, Toilet, Notice Board is strictly prohibited.
39. Violations of above & any other Rules, Regulations, Disciplines and Conduct etc. are liable for disciplinary action.

**HOSTEL ACCOMMODATION (Available only at Acharpura Centre) :** Separate hostel facilities shall be provided for outstation boys & girls Subject to the availability of the accommodation at the discretion of the institute on extra cost as applicable.

**RULES FOR AWARDING OF CERTIFICATE :** The evaluation system consists of continuous assessment of each module / subject to assess the performance of trainee. Trainees who qualify in the examination shall be placed in different divisions according to the average marks obtained.

❖ Distinction >85 % First Class > 70%&<85% Second Class>60%&<70% Pass>50%&<60%

**UNDERTAKING**

I Mr. / Ms \_\_\_\_\_ hereby solemnly declare that the information furnished by me in this application is true to the best of my knowledge and belief. I will abide by the rules & regulations as mentioned above, general information given in the prospectus and other rules enforced by the institute from time to time. If any information is found incorrect at any stage during the period of my course, the institute reserves right to cancel my registration / admission and no fees shall be refunded to me. I hereby give my consent to use this information for educational purpose only.

Place :

Date :

Signature of Parent / Guardian

Signature of Applicant

**For Office use only**

Fee Details :- Registration Fee : Rs \_\_\_\_\_ Course Fee : Rs \_\_\_\_\_ Other Fee : Rs \_\_\_\_\_

<b>Accepted / Rejected</b>	<b>Checked By</b>	<b>Verified by</b>
	Signature:	Signature:
	Name: Date:	Name: Date: