



Indian Institute of Technology Delhi (IITD)

**Continuing Education Program, IIT Delhi
Course on
PROJECT MANAGEMENT - Batch 5
APPLICATION FORM**

Application Form No.:

Date:

Please fill in details:

D.D. No : _____
 Date : _____
 Amount : _____
 Bank : _____

Location (to be filled only after selection):
 Preferred Class Location I: _____
 Preferred Class Location II: _____

Photograph

Personal Information			
Surname		First Name	
Father's Name:		Occupation	
Mother's Name		Occupation	
Phone:		Mobile	
Date Of Birth:		Age:	
Present Address(Locality)		Highest Educational Qualification	
Experience		Email:	
Nationality		Alternate Email:	
Permanent Address (If different from the above mentioned address)			
Address for Correspondence	<input type="radio"/> Present Address <input type="radio"/> Permanent Address <input type="radio"/> Office Address	Resource of Payment	<input type="radio"/> Personal Resources <input type="radio"/> Company Sponsor <input type="radio"/> Bank Loan

Educational History							
List all institutions attended beginning with your first in secondary school.							
Name of the Examination	Degree Awarded	Institution/ University	Year of Completion	Marks Obtained/ CGPA/CPI	Marks out of	% Marks	Class
Secondary School Examination							
Higher Secondary							
Bachelor's Degree							
Ist Year							
Iind Year							
IIird Year							
IV th Year							
Vth Year							
Master's Degree							
Any Other							
Please provide a certified copy of academic records starting from Secondary School to Graduation/ Post Graduation							

Work Experience					
List all the organizations you have worked with starting from Current one.					
Company Address	Designation	Experience		Job Responsibility	Gross Monthly Emolument (INR or Equivalent)
		From	To		

Rules & Regulations

Application fee: Application fee is towards processing of application and is non refundable, except under conditions that the program is cancelled or postponed by a period exceeding 90 days from the scheduled launch date.

Refund of fees: No refund of fees is permissible once a candidate has been admitted to the program. The fees and other charges, once paid, under no circumstances will be refundable, adjustable or transferable. Students discontinuing in the middle of the course will not be refunded the fee, other charges and security deposits (if any).

Books & Study material: Program fee does not include the cost of the books/course/study material unless and otherwise specifically mentioned in the program brochure. Books recommended by faculty, to be procured directly by students. Additional charges may apply for study material if provided by institute to the student, the same will be charged extra on actual plus handling charges.

Transfer/Change of Study Center: Intercity transfer of study center is not allowed as a rule. A student can opt only for intra-city change of center subject to condition of its availability and prior confirmation. Candidates need to apply on prescribed transfer form.

Break from the program/ change of batch: Break from the program/ change of batch is not allowed as a rule. Students need to complete the program with the same batch.

Attendance: A student is required to maintain more than 75% attendance in the program. A student who does not satisfy the attendance requirements may not be eligible to take examination of the program. A student is required to take written permission of the class coordinator/ institute before taking leave.

Bank loans & Postal delays: Delay in bank loans etc will be individual's responsibility and no delay will be accepted on this account. Also any delay in reaching the forms due to postal or any other reasons will also be individual's responsibility individual's responsibility.

Service Tax: Service Tax if applicable will be charged extra from the participants

Final discretion for the rules & regulation lies with Institute and can be changed from time to time. The same shall be binding on the students

Application Checklist

Make sure you have enclosed the following items:

- Filled up application form, complete in all details
- Four passport size color photographs
- Demand Draft for Rs _____ in favour of "Hughes Communications India Ltd." payable at New Delhi.
- Certified copy of academic records
- Copy of work experience. (Also attach two visiting cards)
- Corporate endorsement (if any)

Fees Structure

Application Fee	1000/-
Program Fee	40,000/-
Registration Fee	1,000/-

Installments	Amount	Date
1 st Installment	Rs. 21,000/-	5 th April 2009
2 nd Installment	Rs 20,000/-	22 nd April 2009
Total	Rs 41,000/-	

All payments have to be made through DD in favour of 'Hughes Communications India Ltd.' Payable at New Delhi.

Important dates

Application Closure Date	5th April 2009
Date of 1st Installment	5th March 2009
Class Start Date	5th April 2009
Program End Date	May 2009

Please send the completed application to:

Ms. Darshana Vyas
The Admission Coordinator – IIT Delhi
Creative Crest
16 Pashchimi Marg
Vasant Vihar
New Delhi 110 057
Phone: 011-46076571 or 09268730013

By Initialing and signing below, I certify that the details provided above are true and factual and complete to the best of my knowledge. I also understand that if any of the data provided by me is found to be incorrect, I will be summarily expelled from the program.

I am aware that filling up this application form doesn't guarantee admission to the programme. Admission to the programme is at the sole discretion of the Institute, fulfilling the admission criteria & subject to seat availability at the Class-room.

I also certify that I have gone through the application checklist and deposited all the relevant documents.

I have also gone through the rules and regulations for the students / participants and I consent to abide by the same.

Applicant's Signature: _____ Date: _____ Place: _____