



ACSMTM



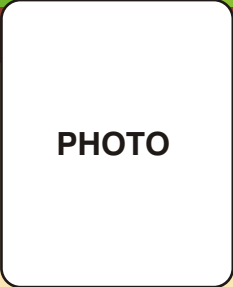
ISO 9001:2008 Certified

अन्तर्राष्ट्रीय कम्प्यूटर साक्षरता मिशन

A Program Initiated by **Pankaj Technological Systems (P.) Ltd.**

Regd. Under the Companies Act. 1956, Ministry of Corporate Affairs, Govt. of India.

Student's Name Conversion Form



Fill in the form in **BLOCK CAPITAL** Letter (English) only using **BLUE / BLACK** ink.

1. Full Name of the Student (Space should be given between Firstname, Middlename & Surname)

Grid of boxes for student name entry

2. Nationality

Grid of boxes for nationality entry

3. Date of Birth

Grid of boxes for date of birth entry (DDMMYYYY)

4. Sex

Box for sex entry

5. Category

- 1. GEN
- 2. OBC
- 3. SC/ST
- 4. PH

6. Course Name

Grid of boxes for course name entry

7. Course Code

Grid of boxes for course code entry (L T -)

8. Amount

Box for amount entry

9. Father's / Husband's Name (Space should be given between Firstname, Middlename & Surname)

Grid of boxes for father's name entry

10. Complete Address for Correspondence (Do not repeat name)

Grid of boxes for address entry

District

Grid of boxes for district entry

State

Grid of boxes for state entry

Mobile No.

Grid of boxes for mobile number entry

Pin Code

Grid of boxes for pin code entry

FOR CENTRE USE ONLY

11. Centre Code :

Grid of boxes for centre code entry

12. Date :

Grid of boxes for date entry (DDMMYYYY)

13. Conversion Charge :

Box for conversion charge entry (50/-)

14. Registration No.

Box for registration number entry

15. Old Student's Name

Box for old student name entry

16. Father's Name

Box for father's name entry

Box for signature and stamp entry

I hereby request to process for Course Conversion of above mentioned student.

Sign. of Centre Director with Stamp

FOR H.O. USE ONLY

Processed on :

Box for processed on date entry

Processed By :

Box for processed by name entry

Academic Rules and Regulation

1. In respect age and position, the students are expected to maintain appropriate relations with management and the staff.
2. The management takes every minor & major steps for the better career of students for which full co-operation from students is extremely expected.
3. Any student when asked to meet the management with parent/guardian should follow the instruction strictly.
4. The student should attend all the theory and lab classes regularly. A student remaining absent for more than 5 consecutive classes without any prior information shall be subjected to cancellation of registration. On such cases a student has to take Readmission by paying fine of Rs. 300/- only.
5. The applicant can deposits his fees cash or demand draft drawn in favors of Pankaj Technological Systems Pvt. Ltd. payable at New Delhi or Sitamarhi. If any body deposits his fees by cash they should get the cash memo from our concerned authorized centers.
6. The Students will have to pay their instilments on or before the 10th of every month otherwise they will have to deposit a delayed payment surcharge @ Rs. 5/- per day within ten days and failing which i.e. after 20th of every month in case of nonpayment they will have to get re-registered with a fees of Rs. 300/-only.
7. Proper discipline has to maintained in the institute premises. Any students found misbehaving or caught adopting unfair practices during the examination is liable for immediate removal from the examination hall and be restricted from attending the classes in future.
8. No fee or part of fee will be refunded in any circumstances.
9. The organization reserves its right to make any alteration in its programs/fees without any notice to anybody.
10. In case of dispute, the decision of the project director will be final binding on all faculty members, students parents & business associates. All legal disputes shall be within the jurisdiction of Humble Delhi court.

Declaration

It is to certify that I have read carefully and understood all the terms and conditions of the centre and agree to abide by them. This is also certified that the above information are true and complete to the best of my knowledge. If the above information are found incorrect or false then it will be treated as sufficient cause for cancellation of my form.

Place : _____