



Montfort Academy

(An Institute of Montfort Brothers of St.Gabriel - Province of Pune.)

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LitJoys

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APPLICATION FORM

(FILL IN BLOCK LETTERS)

- Name : _____ Date of Birth: _____ Age: _____
- Religion : Christian /Hindu/Muslim/Other Race: SC/ST/OBC/FC/GENERAL
- Educational Qualification: _____ Pass/Fail _____ year, Medium of Instruction: _____
- Family:

	Name	Age	Occupation
a)Father	_____	_____	_____
b)Mother	_____	_____	_____
c) Brothers:	_____Numbers	Sisters :	_____Numbers
d)Total Income of the Complete Family per Month:	_____		
- Formal Trade (NCVT/SCVT)Preferred:Electronic Mechanic/Fitter/Electricals/
COPA(Computer)/
Non-Formal Trade(NCVT/SCVT)Preferred:ElectronicMechanic/Fitter/Electricals/
COPA(Computer)/Fitter/ /Welding/Automobile(TATA)
- Permanent Address: _____

- Telephone No. with STD Code: _____ Mobile No: _____
- Name and address of the person who recommended you:

- Telephone No. with STD Code: _____ Mobile No: _____
- Hostel facility required:Yes/No

I certify that all the particulars given above are correct to the best of my knowledge. If any information is found incorrect at any time this application may be rejected and admission cancelled.

(Signature of the Candidate)

(Signature of the Parent/Guardian)

Documents to be enclosed:

- * Formal Students (SCVT/NCVT) : School Leaving Certificate , Memorandum of Marks and Birth Certificate
- * Non-Formal Students :Photo copies of Birth/Baptism certificate OR School Leaving Certificate /Conduct Certificate.
- * All the originals are required for admission.

Rules and Regulations

1. The students of the Formal Course section shall follow the Training Program of the Government I.T.I. as per the National Council for Vocational Training, Government of India, New Delhi. The trade certificate shall be issued by the National Council for Vocational Training (NCVT),Delhi /State Council for Vocational Training(SCVT),Panaji.
2. The original certificates kept in the office will be returned at the end of the training program.
3. The parents/guardians are expected to make periodical visits to the Institute, to ensure better learning progress of their ward.
4. The Caution Deposit will be refunded, minus the dues(if any), as and when the training is completed, on producing the Receipt. No fees will be refunded if a student leaves the institute before completing the course.
5. A minimum of 85% of attendance is required to appear for the exams. If a student absents himself/herself continuously for more than two weeks, his/her name will be removed from the roll. No fees will be refunded to such students.
6. The students are expected to maintain strict discipline and punctuality within the Institute.
7. Use of cell phone is strictly prohibited within the Institute Campus.
8. Smoking, drinking, use of drugs and tobacco or any other malpractices are strictly prohibited. Anyone found guilty are suspended or dismissed from the Institute.
9. Accidents and other unfortunate situations in the premises caused due to the negligence of the students, the Institute Authorities shall not be held responsible. The students will follow the rules of safety precautions.
10. The rules and regulations of the Institute are to be followed by the students. Each student will study well, work hard and follow the directions of the Instructors, so as to be a successful candidate at the end of the training.
11. The students shall not tell or do things that will damage the well being and reputation of the staff, the students and of the Institute.
12. The students who do not adhere to the rules and regulations of the institute and who do not profit from the Montfort Vocational Training Centre , will be asked to leave the Institute, after giving sufficient notice and warnings. For very serious cases, immediate dismissal is possible.