



**An I.T & Skill Advancement Training Awareness Programme**  
 -For Learning Skills outside Formal Education Sector-  
**Initiated By- Sarva I.T & Educational Development (India)**  
**An Autonomous Organization For I.T, Skill Advancement & Literacy Programme**  
**An ISO 9001:2015 Certified Organization**

Paste Colored  
 Photograph  
 of Trainee.  
 Photograph must  
 be cross signed  
 by trainee.

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**H.O. Allotted Roll No:**.....

(To be Filled Up by Centre at the time of Sending Admission Form to H.O.)

**ADMISSION FORM**

**Centre Code**.....

**Class Roll No:**.....

(To be Filled Up by Centre Owner at the time of taking new Admission)

(Use Capital Letters Only)

**Session**.....

**Course Name** \_\_\_\_\_

**Course Duration** \_\_\_\_\_ **Join Date** \_\_\_\_\_ **Valid Up To** \_\_\_\_\_

**Trainee Name** \_\_\_\_\_ **S/o, D/o** \_\_\_\_\_

**Trainee Address** \_\_\_\_\_

**D.O.B** \_\_\_\_\_ **Male/Female** \_\_\_\_\_ **Trainee Contact No.** \_\_\_\_\_

**Nationality** \_\_\_\_\_ **Category** (SC/ST/OBC/IRDP/BPL/General/other) \_\_\_\_\_ **Qualification** (Attach Cert.) \_\_\_\_\_

**Centre Name** \_\_\_\_\_ **State** \_\_\_\_\_

**Centre Address** \_\_\_\_\_ **Pin Code** \_\_\_\_\_

**Centre Cont. No.** \_\_\_\_\_ **Centre Email** \_\_\_\_\_

**Terms & Conditions**

- Trainee should attend classes regularly, according to his/her prescribed batch time.
- Trainee must enter the class room within 5 minutes from the starting of their respective batch time, after the lapse of said time; no Trainee shall be allowed to enter the class or lab room.
- For leave, Trainee must write an application to authorized centre head or owner or write a reason for the same in the register maintained by the authorized centre head or owner.
- Trainees cannot use mobile or cell phone inside the class, the same can be used only outside the class and mobile will be kept on vibration mode while attending the class.
- It necessary to appear in the weekly/monthly test, as prescribed by authorized centre head or owner.
- Trainee has to maintain separate notebooks for test, rough works and home works. Regular checking of home work's notebooks to concerned course faculty is necessary.
- Practical + viva marks will be given on the basis of Trainee's performance in the weekly or monthly test & regular checking of home work note books.
- Centre head will not be liable for any loss of books, notebooks, bags etc. left at centre premises by the Trainee.
- No Trainee is allowed to enter inside the class or lab room by accompanying with visitor or relative or friend.
- Tuition fee shall be paid to centre head/owner- before 10<sup>th</sup> date of every month. If fee is not deposited within prescribed time, then extra late fee fine shall be paid to authorized centre head or owner. If trainee does not pay fee or fine timely, then centre head can cancel his/her admission in concerned course. Without issuing any notice to trainee.
- Absence from classroom will cause fine; the same shall be included in monthly tuition fee.
- Admission, registration, Tuition & Exam Fee once paid to centre head shall not be refunded in any case, whatsoever.
- If Trainee wants to quit his/her certificate or diploma training course, then he/she has to serve one month prior written notice or application for the same to authorized centre head or owner and get NOC for the said quitting of course. If he/she fails to do so, action shall be taken against him/her.
- Trainee has to follow batch wise procedure for theory & lab classes, made by authorized centre head or owner.
- Trainee Registration with SITED, shall be confirmed, when concerned trainee admission form with fee is submitted to head office by centre owner. If the same is not submitted with regd. fee by centre owner then concerned trainee shall not be counted or treated as registered trainee of SITED and SITED shall not be responsible for the same. So it is duty of Trainee to confirm status of his/her admission & issued certificate with/by SITED.
- It will be the duty of Trainee to take receipt for all types of fees from authorized centre head or owner.
- The certificate/diplomas to be issued only after the confirmation of Trainee's registration with Sarva Education/SITED & successful completion of the training course- obtaining NOC from authorized centre head or owner.
- Trainee has to follow the rules enforced by the centre head or Head Office for the sake of his/her training.
- Sarva Education/SITED will provide job assistance to deserving Trainee/s only. This will not confer guaranteed Job right from Sarva Education/SITED.
- Sarva I.T & Educational Development (SITED)-HP (& its Registered trade mark's e.g. Sarva Education or Sarva Computer Education) is/are not an Institute/s (& disclaims to be termed as Institute/s).
- Sarva I.T & Educational Development (SITED)-HP is a national autonomous not for profit, Registered & Licensed Company (Organization), since 2008, under Company Act of Central govt. & An ISO 9001:2015 Certified Company, which is running/has started autonomously various Self Employment I.T & skills Advancement training/Literacy awareness Programme on not for profit basis in non-formal education/learning Sector (Means Outside Formal Education/learning) and under said programmes designed & providing autonomously various I.T & skills advancement basic certificate/diploma trainings through its online opened self-sustaining authorized training centres to eliminate the burning problem of unemployment, so that Trainees can be able to get employment in non formal sector and self-employment opportunity in the present era of competition.
- All Training Courses, Marksheet, Diplomas & Certificates are designed/printed/certified/issued autonomously by Sarva I.T. & Educational Development-HP under its self employment I.T & Skills Advancement Training Awareness Programme in non formal education sector in India. Sarva I.T. & Educational Development is not an institute or university & not running any specified formal or non formal education degree/diploma/certificate courses of UGC, councils, boards & organizations in India, hence, disclaims any tie-up or authority from UGC, councils, boards & organizations in India. Sarva I.T. & Educational Development issued training diploma and certificates are applicable for self employment & for non formal sector employment only & might be applicable for Pvt. or Govt Sector jobs because it is legally a Registered & licensed entity as a non commercial Company under Company Act of Central govt. & ISO Certified and work as per its approved objects, MOU & AOA of Company, but still SITED disclaims for applicability & acceptance of its issued diploma/certificate for further admission & jobs because the same depends upon the sole discretion of concerned govt. or private departments/interviewer & their policies, rules, regulations, requirements & notifications made for concerned job or admission or placements. Because further admission or Job related Policies, notifications, Rules & regulations are not made by SITED, but the same are made or modified by concerned job declaring department or Institution.
- Trainee will pay prescribed fees of training courses to centre head. Sarva Education/SITED will not have any sharing in Admission fee tuition fee & Exam fee & all such types of fees will be prescribed by concerned authorized centre head or owner, as per Infrastructure facility provided in his/her centre, geographical condition of area, literacy ratio & population of area. So Sarva education/SITED will not be held liable on fee issues/disputes between centre head or Trainees and all issue/disputes in this regard & will be mutually settled between Trainee and centre head. Sarva Education/SITED will give suggestion only on raised issues/disputes. Sarva Education/SITED Charges one time concerned training courses Regd. fee through its authorized centre head, as per Trainee course duration, at the time of submitting training Regd. form's to head office by its authorized centre head.
- Trainee can confirm/check/verify their Roll No./result on Sarva Education/SITED Website/s. Concerned Roll no./result will be shown at website/s for one year thereafter the roll no. might be deleted from the site/s database. Thereafter if any Trainee wants to verify his Roll No./result/Diploma/Certificate/Marksheet then he/she has to send verification email- sarvaeducation@gmail.com or info@sarvaindia.com to Sarva Education/SITED HO.
- Before Taking admission, trainee must check concerned centre code & must read clarifications/updates on course certifications given on all webpages link eg. Disclaimers, notice board, etc. at official website- sarvaindia.com.
- If Trainee is minor (Under 18 Years) at the time of taking admission into any course, then guardian signature is necessary on registration form, in this case centre owner will be liable for taking guardian sign.
- Decisions taken for the sake of Trainee/Centre by Sarva Education/SITED will be final, acceptable and binding to everyone e.g. Trainee/guardian/Centre head.
- Sarva Education/SITED Head Office may change: revise any of the above mentioned rules & regulations from time to time as per requirements without any prior notice to trainee/Trainees.
- If concerned Trainee is accepting with declaration above mentioned terms & Conditions for joining any Sarva Education/SITED autonomously certified self employment training courses, which are being run outside formal education, then he/she is welcomed to join our training courses, otherwise, not. Because no excuse shall be entertained in future.

**Declaration by Trainee**

I declare, that all above mentioned informations given by me are true to the best of my knowledge & nothing have been concealed & also read/check, understood verbally above mentioned written Terms & Conditions from centre owner & without any doubt & pressure accept the same. In case, any informations given by me found incorrect and any infringement of said terms and conditions is done by me, then Sarva Education/SITED- H.O/centre head, shall have full right to take suitable action/s & cancel my admission/certificate/Diploma/training Course without issuing any prior notice to me and I shall be fully liable for the same & all decision taken by SITED shall be acceptable to me.

**Signature of Guardian**  
(If Trainee is under 18 Years)

**Date**.....

**Signature of Trainee**

**Date**.....

**Declaration by SITED Authorized Centre Head/s**

I/We declare, that concerned Trainee/guardian read & understood above mentioned terms & conditions made for course, admission, examinations, certificate or diploma applicability/validity for job/training fees before me/us & sign this admission form before me/us & also I/We has/have verbally explained the same to trainee/guardian, If any information/s found incorrect, then I/we shall be fully liable for the same & Sarva Education/SITED shall not be held liable in any conditions, whatsoever.

**Date**.....

**Authorized Centre Head/s Sign & Seal**

**Regd. Fee (H.O.)**.....**Admission Fee (Centre)**..... **Monthly Fee (Centre)**.....**Exam Fee (Centre)**.....

**Total Fee**.....**Payment Mode** (Cash/NEFT/IMPS/Online).....**Form Submitted to H.O (Date)**.....

**Note For Trainee:** For any type of updates, visit- [www.sarvaindia.com](http://www.sarvaindia.com) | **Note For Centre-** For any type of updates Visit & Login at- [www.sarvaindia.com](http://www.sarvaindia.com)