



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

# English Language Teaching Institute of Symbiosis (ELTIS)

Department of Symbiosis International (Deemed University)

Re-accredited by NAAC with "A" grade (3.58/4) | Awarded Category – I by UGC

Plot 419, Model Colony, Gokhale Cross Road, Next to Atur Centre, Pune – 411 016

Ph. 020-25662822/25677431/32. Fax. 020-25673400. Email – director@eltis-symbiosis.org

Application Form for Admission to  
**Diploma in Practical English and Life Skills (DPELS)**  
 Under Symbiosis International (Deemed University)  
**(July 2020 – June 2021)**

I-card size photo
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The Director  
 ELTIS  
 419, Model Colony  
 Pune- 411 016.

Dear Sir,

I would like to apply for admission to the **Diploma in Practical English and Life Skills (DPELS)** for the academic year **July 2020 – June 2021**. Along with this application, I enclose the sum of \_\_\_\_\_ Rs. 15,000/- as the first installment. I am paying this amount in cash/ online. I will pay the second installment of Rs. 5,000/- as per your rules OR I am paying complete amount of Rs. 20,000/- in advance.

**Batch Timings** : **Morning:** Monday to Saturday : 8.00 am to 9.30 am  **OR**  
**Evening:** Monday to Friday : 7.00 pm to 8:30 pm   
 Only on Saturdays : 5.30 pm to 7.00 pm

Name of the student

1) Mr. / Ms. (Capital Letters)

FIRST NAME	MIDDLE NAME	SURNAME

2) Mother's Name 3) Male / Female      4) Married / Unmarried      5) Date of Birth 

6) Mother Tongue \_\_\_\_\_ 7) Other Languages Known \_\_\_\_\_

8) Local Address:


9) Telephone No. (with STD code) 10) Mobile No. 11) Email ID 

12) Permanent Address


Received Rs. \_\_\_\_\_ In words \_\_\_\_\_

## **Rules and Regulations:**

### **ADMISSION:**

All admissions are non-transferable and non-refundable. The Director will not entertain any requests for refund / transfer of fees.

### **DOCUMENTS REQUIRED:**

**Two copies** each of the following self-attested documents must be submitted:

1. Statement of marks of HSC or Diploma
2. Passing certificate of HSC or Diploma
3. Aadhar card & Id proof such as Driving Licence/PAN Card/Voter's Id.
4. Degree certificate or mark list of all semesters
5. Affidavit for change in name (if applicable)
6. I-Card size colour photographs (4)

### **SCREENING TEST:**

On the very first day of the programme, the students take a screening test in English language skills. The test is free and compulsory.

### **LEAVE:**

- Students absent for 3 consecutive days will have to furnish a written explanation.
- Mere submission of application, without approval, does not mean sanction of leave.

### **ELIGIBILITY FOR FINAL EXAMINATION:**

- Minimum 80% attendance aggregate is mandatory to be eligible for Cambridge exam.
- Minimum 75% attendance aggregate is mandatory to be eligible for the final exam.
- The student should clear all the internal assignments during the programme. Assessment by the teacher will be final.

### **CODE OF CONDUCT:**

- Students should not go out for any personal work during class hours.
- All Symbiosis campuses are non-smoking zones. Students should not smoke within the institute premises. Any student seen smoking will have to pay a fine of Rs. 500/-.
- Students have to pay a nominal parking fee to the parking attendant everyday or obtain a parking pass for the duration of the course.
- Students should always carry their I-cards in the institute campus and at all official events.
- Use of cellphones is not permitted during class. The phone will be confiscated by the teacher/staff, if the student is found using it.
- Students will be responsible for their belongings such as cash, cellphones, laptops, ornaments and books, etc. The institute will not be responsible for any loss of students' personal possessions.
- Any kind of misbehaviour with ELTIS staff or fellow students will disqualify the student from appearing for the final examination. His/her admission can also be cancelled, without any refund.
- Dress Code: Students are expected to be appropriately dressed. Kindly avoid short / crop tops, cold cuts /shorts etc. when on campus.
- Cafeteria: Students are requested not to linger in the cafeteria for more than 35-40 minutes.
- In all matters of dispute, the decision of the Director, ELTIS will be final and binding. Jurisdiction: Pune.

### **DECLARATION:**

I have read the rules and regulations of the institute and I promise to abide by them.

Signature of Student:

Date: