



Indian Institute of Gems & Jewellery, Mumbai (Varanasi Extension)

Admission Form

Form No :	Date :	Roll No :	Passport Photograph	
Course :	Batch:	Start Date :		
How did you come to know about IIGJ	<input type="checkbox"/> IIGJ Website <input type="checkbox"/> Others, Specify <input type="checkbox"/> Advertisement <input type="checkbox"/> Industry <input type="checkbox"/> Internet <input type="checkbox"/> IIS <input type="checkbox"/> Friend/Email/SMS <input type="checkbox"/> Brochure/ Pamphlet			
Personal Information Section				
Name of the student	Last Name	First Name	Middle Name	
Contact No.:	Date of birth:		Mail id:	
Citizen of:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
Name of the Parent/ Guardian	Last Name	First Name	Middle Name	
Profession				
Contact No.:	Date of birth:		Mail id:	
Address for correspondence				
City:	District:	State :	Pin Code:	
Permanent Address				
City:	District:	State :	Pin Code:	
If Employed, Organization details				
Educational Qualification	Degree/ Specialization	College/University	Class	Year
Enclosures	SSC Mark Sheet <input type="checkbox"/>		HSC Mark Sheet <input type="checkbox"/>	
	Photo : Yes <input type="checkbox"/> No <input type="checkbox"/>		Aadhar Card <input type="checkbox"/> PAN Card <input type="checkbox"/>	
For Foreign Students Only	VISA and Police Verification Papers:			
Medical Certificate of Anti-Tetanus Injection Only for Jewellery Manufacturing Course:				
Signature of the Candidate with Date:				
For Office Use Only :				
Signature of Admission Officer:				
Account Department Payment Details :	Bank Name	Cheque/ DD No.	Date	Receipt No.
Note :	Account Payee Cheque/ DD / Pay Order in favour of "Indian Institute of Gems & Jewellery" Payable at Mumbai for the payment Admission Fees. Strictly NO CASH will be accepted.			
Signature of Accounts Department				



Indian Institute of Gems & Jewellery

Department Intimation Form

Name of the Student		Roll No.	
Course Type	Degree / Diploma / Certificate	Course Code	
Faculty Name		Batch No.	
Email ID.		Mob No.	

Start Date	End Date :
Signature of Accounts :	Signature of Student Counsellor :

Undertaking Form

1. I undertake that it would be obligatory on my part to participate in all academic, co-curricular and extracurricular practice inclusive of research, training, industrial visits, seminar, study tours, placements and other activities in our outside the Campus, organized / arranged by IIGJ **Mumbai** of the fee and charges prescribed for the purpose or otherwise as deemed fit by the University from time to time.
2. I shall maintain minimum 75% Attendance in both Theory and Practical in all subjects and submit all Assignments, projects, Portfolio in time. If I am unable to comply with these norms, I understand that I shall not be allowed to appear for the End Semester/ Course End examinations.
In Case I am unable to maintain 75% attendance then I am aware that my parents may be informed by email or sms regarding my absenteeism.
3. Passing in all Tests and Examinations is mandatory to get a Certificate. Students have to submit leave application giving valid reasons for absence from the classes, to the concerned HOD.
4. I shall ensure that my absence from classes for more than 10 days without prior information shall lead to cancellation of the admission and would attract re-admission charges, as may be decided on case to case without any refund of fees.
5. I shall adhere to the prescribed Dress Code in the Institute and display ID card at all times on the campus.
6. I shall comply to the rules and regulations prescribed for the usages of Institute facilities and infrastructure viz. Library, Computer Lab, Workshop, etc.
7. I shall undertake to inform the changes in Contact number or Address immediately to the Student Counselor /Reception Counter.
8. I shall not indulge in any unsocial, criminal or political activity, which is not conforming to the rules and regulations of the Institute.
9. I shall refrain from consumption of all tobacco products, alcohol, chewing of Gutkha, inside and within 100 yards of the Institute as per directive of Division Bench of Chief Justice, Bombay High Court.
10. I understand that ragging in any form is strictly prohibited in accordance, as per directions of Honorable Supreme Court of India. I shall ensure that if I am found indulging in any kind of ragging the Institute may initiate prescribed legal action against me or I may be rusticated.
11. I shall comply with Institute policies regarding usage of personal laptop in the Institute premises and refrain from installing using or copying any pirated software on personal laptop or Institute computers while in the Institute network.
12. I shall ensure thorough compliance to Software License agreement by not using pen drive in the Institute. As per Institute policy I shall access my data through Google drive, Drop box or email.

Name of the Candidate	Place:	Date:	Signature:
Name of the Parent/ guardian	Place:	Date:	Signature:



Placement Intimation Form

Name	Roll No. :
Course Type	Degree / Diploma / Certificate Course Title and Batch :
Mob No. & Email Id	
Start Date	End Date :
Type of Industry	
Preferred Location	
Signature of Student	
For Office Use Only	



Alumni Association Member Registration Form

Registration no.	Membership no.
Year of passing:	Course:
Name:	
Address:	
Contact no.	Mail id

Profession	Working/ Entrepreneur / Other	If other give details:	
Work address:			
Name of parent		Profession	
Cheque no.		Bank/ Branch	
Date of cheque		Signature of Accountant	
Signature of Alumni		Date:	
Signature of Alumni Incharge:			



Indian Institute of Gems & Jewellery

Library Intimation Form

Name			
Course Type	Degree / Diploma / Certificate		
Course Title and Batch			
Mob No.			
Start Date	End Date :		
Signature of Accounts :	Signature of Student Counselor :		