



An ISO 9001:2015 & ISO 21001:2018 Certified Educational Organization

INSTITUTE OF INFORMATION TECHNOLOGY AND SKILL DEVELOPMENT

A Unit of COMPUTER SHIKSHA ABHIYAN
A Venture of IITSDEF, Regd. Under Ministry of Corporate Affairs
Corporate ID. No. U85499WB2026NPL286297, MCA Govt. of India.

Admission Form

Date: DD / MM / YYYY

Enrollment. No: _____

Personal Information

Student's Name _____

Son of / Daughter of _____

D.O.B. Caste: Gen / SC / ST / OBC Gender: M / F / T

Aadhaar No

Mobile No. Phone No.

Student Email ID _____

Address _____

District _____ State _____ Pin Code

Qualification	School / College Name	Board / University Name	Session

DECLARATION BY STUDENT:

☐ I hereby declare that all information provided by me is true, complete, and correct to the best of my knowledge and belief. I understand that if any information is found to be false, incorrect, or misleading, my admission may be cancelled by the Institute without prior notice, and no fees paid shall be refunded.

I acknowledge that IITSD, a venture of IITSDEF (Corporate ID No. U85499WB2026NPL286297), registered under the Ministry of Corporate Affairs, Government of India. IITSD, a unit of CSA, an autonomous NGO/Institute registered under the Indian Trust Act, 1882 (Regd. No. IV-190101189/2025). IITSD operates independently and is not affiliated with any Government Department, University, Board, Distance Education Council, or UGC. I understand that IITSD functions to promote computer education and digital awareness. I further acknowledge that the course is intended solely for self-development, self-help, and self-employment purposes, and that neither IITSD nor its Learning Centres guarantee any job placement or employment.

* IITSD EDUCATIONAL FOUNDATION (IITSDEF)

* COMPUTER SHIKSHA ABHIYAN (CSA)

Signature of Student

Signature of Guardian

Signature of the Centre Director with the Institute Seal



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Admission Form

Course Information

Course Code	Course Name	Duration

Study Centre & Code _____

Course Fees Breakdown

Course Fees	January		May		September	
	February		June		October	
	March		July		November	
	April		August		December	

Rules & Regulations:

☐ I fully understand and agree to the following rules and regulations -

- Students must follow the Rules & Regulations applicable to their respective Study Centre.
- Students must complete the entire course within the prescribed duration, calculated from their respective admission date.
- The Institute reserves the right to modify, cancel, or reschedule any class, examination, or course due to academic or administrative necessity, without any obligation to provide a refund or compensation.
- Use of mobile phones, electronic devices, or unfair means during classes or examinations is strictly prohibited. Violation may result in disciplinary action or cancellation of examination.
- To appear for the Certificate or Diploma course examination, students must have passed the Class X Board Examination. This requirement is mandatory.**
- If a student is absent from an examination on the scheduled examination date, the student must appear on the next available examination date as determined by the Institute. A new Hall Ticket / Admit Card will be issued accordingly.
- Documents Required for Registration/Examination Form Submission (Xerox copy):
 - Below Madhyamik Students: Aadhaar Card, Birth Certificate, 2 recent passport-size photographs color.
 - Madhyamik Pass Students: Aadhaar Card, Madhyamik Registration Card, Admit Card, Marksheet, Certificate, 2 recent passport-size photograph color.
 - Higher Secondary Pass Students: Aadhaar Card, Madhyamik Admit Card, Higher Secondary Registration Card, Admit Card, Marksheet, Certificate, 2 recent passport-size photograph color.
 - College Students (1st Semester): Aadhaar Card, Madhyamik Admit Card, Higher Secondary Registration, Admit Card, Marksheet, Certificate, 2 recent passport-size photograph color.
 - College Students (2nd Semester to Graduation): Aadhaar Card, Madhyamik Admit Card, College Registration Certificate, Latest Semester Admit Card and Marksheet, 2 recent passport-size photograph color.
 - Above Graduate Level: Aadhaar Card, Madhyamik Admit Card, all documents relating to the highest academic qualification, 2 recent passport-size photograph color.
- All disputes, claims, or legal proceedings related to admission, training, or certification shall be subject to the exclusive jurisdiction of the courts in Kolkata only.

I have carefully read and understood all the above Rules & Regulations, as well as the instructions published on the official website and those explained to me by the institute authorities. I voluntarily accept all the terms and conditions and hereby undertake to comply with them throughout my period of study at the institute.

Signature of Student

Signature of Guardian

Signature of the Centre Director with the Institute Seal