



DPMI
DELHI PARAMEDICAL & MANAGEMENT INSTITUTE
(Managed by PMTS of India)
"Come Reach the Skies with us"

ADMISSION FORM

FOR OFFICE USE

Paste a recent self
attested pp size
Coloured
Photograph and
also enclose Ten
Extra Copies of the
Photograph with
this form.

Session _____

Name of the Course, applied for University/ Board
Duration of Course Class start from
Ledger/ ID No. Entrance Roll No. Ref. by
Mode (Regular/Correspondence) Category SC/ ST/ OBC/ Gen.
Examination Session Total Fee Rebate/ Concession (If any)
Admission Receipt No. Date Amount..... Mode of Payment

FOR CANDIDATE USE

1. Name of Applicant: (Write in Block Letters)

Miss/ Mrs./ Mr.

2. Permanent Address (Write in Capital letters only):

House No.: Street/Block No.:

Village : Post.Off.:

Police Station : District.

State : Pin Code No.

STD Code: Tel.:(O) (Resi.) Mobile No.

Local Address:

.....

..... State..... Pin Code..... Contact No.

Mobile No. E-mail ID Aadhar Card No.

3. Address for Correspondence

(i) Permanent ☐ (ii) Local ☐

4. Father's/ Husband's Name

(i) Occupation (Business/Job) Designation

(ii) Qualification

(iii) Address (O) Telephone (O)

..... (R)

(iv) Salary/Income/ per month: (a) In Figures

(b) In Words

NOTE: For any change in address or mobile number, Student has to inform O/I admissions. DPMI will not be responsible for any lack of communication there if the address/phone number given by the candidate is found to be incorrect or is changed without proper prior intimation.

CAMPUS: B-20, New Ashok Nagar, (Near New Ashok Nagar Metro Station), Delhi-110096

Ph.: 011-22710006, 22715390, E- mail: dpmiadmissions@gmail.com, Website: www.dpmiindia.com

5. **Mother's Name**
 (i) Occupation
 (ii) Qualification
 (iii) Address (O) Telephone (O)
 (R)

(iv) Salary/Income/ per month: (a) In Figures
 (b) In Words

6. **Guardian's Name (If applicable)** **Address**
Mobile No. **Relation with the Child**

7. **DOB :**

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DAY MONTH YEAR

(a) Religion (b) Nationality (C) Married/ Single

8. Educational Qualifications:

S. No.	Examinations Passed	Stream/ Division	Year	Name of the Board Institution/University

9. Have you ever been convicted by any court of law? If so, please give the details.

10. Do you require* Hostel Accommodation? Please Tick (✓) Yes ☐ No ☐
 (*Subject to availability)

DECLARATION

I hereby declare that the information furnished above by me is correct to the best of my knowledge, if anything mentioned above is found wrong/ incorrect my admission may be forfeited/cancelled without prior intimation to me. So I may kindly be registered/enrolled as a candidate for admission in the above mentioned course.

.....
Signature of the Candidate

.....
Name of the Candidate

Date

SELF DECLARATION

I hereby solemnly affirm & declare that:

1. The entries in this form and the additional particulars, in reply to the question above are true, complete and correct to the best of my knowledge and belief. If any information given is found incorrect or ineligibility is detected before or after admission, my admission in DEGREE/DIPLOMA/CERTIFICATE course may be cancelled or withheld, without any prior notice to me.

इस आवेदन पत्र में जो सूचनाएँ दी गई हैं वे मेरी जानकारी एवं विश्वास के अनुसार पूर्ण एवं सत्य हैं। यदि कोई जानकारी या प्रमाण पत्रों की प्रतियाँ असत्य हुईं तो इंस्टीट्यूट के निर्देशक को अधिकार होगा कि वह मेरा प्रवेश रद्द कर दें या मेरे डिप्लोमा को रोकें या रद्द कर दें।

2. I am mentally and physically fit and do not suffer from any physical deformity or any communicable disease.
मैं मानसिक एवं शारीरिक रूप से स्वस्थ हूँ तथा विकलांगता या किसी भी संचारी रोग से ग्रस्त नहीं हूँ।
3. I shall be willing to serve in any Department of the Institute/Hospital/Clinic/in any organization, Located in Urban or Rural area for my Practical/Internship or Industrial Training at my own expense.
मैं सैद्धांतिक और व्यवहारिक प्रशिक्षण के अस्पतालों/नर्सिंग-होम्स और गाँवों या अन्य प्रशिक्षण स्थान पर अपने खर्च पर कार्य करने को तैयार हूँ।
4. I do hereby agree to pay the cost of damages caused by me due to my negligence of duties/work, to the movable and immovable property of the institute or any Department during my Training/Internship.
मेरी किसी भी असादधानी के कारण यदि इन्स्टीट्यूट अथवा शिक्षण संस्था की चल और अचल सम्पत्ति को पूर्ण या आंशिक रूप से नुकसान पहुँचता है तो मैं उसके लिए निर्धारित राशि/मूल्य का भुगतान करूँगा/करूँगी।
5. I will not keep myself absent from the classes without obtaining due & prior permission from the Principal of the Institute and assure to maintain minimum 75% attendance in Theory and Practical classes in each subject. Failing, Which I am not liable to be permitted to appear in the examination(s) (Internal or external) of the subject in which my attendance has fallen below 75%.
मैं प्रशिक्षण के दौरान बिना पूर्वानुमति प्राप्त किये तथा सूचना दिये कक्षाओं से अनुपस्थित नहीं रहूँगा/रहूँगी और मैं 80 उपस्थिति का आश्वासन देता/देती हूँ। यदि आंतरिक परीक्षा में किसी भी परीक्षा में 80 प्रतिशत से कम पाए जाते हैं तो मुझे किसी भी परीक्षा में बैठने की अनुमति न दी जाए।
6. I shall not take part in any political activities/student's Union/Association/Action committee etc. of DPPI or any other institution/college etc.
मैं प्रशिक्षण के दौरान किसी भी राजनीति दल से या इन्स्टीट्यूट या अन्य संस्था की विद्यार्थी यूनियनों/एसोसिएशन से कोई सम्बन्ध नहीं रखूँगी/रखूँगा और न ही उनकी गतिविधियों/कार्यक्रमों में भाग लूँगा/लूँगी।
7. I shall extend my full co-operation and agree to abide by the decisions, instructions of the Institute and shall have no objection, If I am awarded fine for any act of misbehavior, disobedience for being absent from the class, I will not proceed in any court of law or consumer's Forum/Association in any part of the country against any decision of the Management of DPPI, in this respect.
मैं इसके विस्तार में पूरा सहयोग दूँगा/दूँगी और हर उस कार्य को मानूँगा/मानूँगी जो प्रधानाचार्य/निर्देशक के द्वारा इन्स्टीट्यूट के हित में बनाए जाएंगे। यदि मेरे अमर व्यवहार/अवज्ञा और किसी भी कक्षा में कोई एतराज नहीं करूँगा/करूँगी। प्रबंधन के संकल्प के विरुद्ध हो। मैं किसी भी कागजी विधि के लिए न्यायालय, उपभोक्ता अदालत या किसी भी संस्था जो कि देश का भाग है, मैं नहीं जाऊँगा/जाऊँगी।

.....
Name of the Student

.....
Signature of the Student

Date.....

UNDERTAKING BY THE CANDIDATE

I..... S/O, D/O, W/O

Registered Course Semester Year do hereby undertake:-

1. That, I hereby agree to abide by the Rules and Regulations/Terms and conditions of DPPI as mentioned in the prospectus. I have obtained consent of my parents/guardian to join the above mentioned course and have noted that Fee Once deposited is neither refundable nor adjustable in any circumstances. Any dispute, jurisdiction for legal proceedings will be Union Territory of Delhi only.
कि मैं डीपीएमआई दिल्ली के नियमों और विनियमन/नियम और शर्तों का पालन करने के लिए सहमत हूँ। जो कि विवरण पुस्तिका में उल्लेखित हैं। इस पाठ्यक्रम में शामिल होने के लिए मुझे अपने माता-पिता/अभिभावक की सहमति प्राप्त है। भुगतान की गयी फीस न तो वापिस की जाएगी और न ही उसका समायोज्य होगा। किसी भी प्रकार के विवाद/झगड़े या कानूनी कार्यवाही की परिस्थिति में कानूनी क्षेत्र दिल्ली ही मान्य होगा।
2. That, I am well aware DPPI does not give any guarantee or assurance for employment in Central/State Govt./Semi-Govt./Autonomous or Private organization(s) of the country.
मुझे पूर्ण जानकारी है कि डीपीएमआई की केन्द्रीय/राज्य/अर्ध सरकारी, स्वायत्त निकायों/निजी निकायों देश के किसी भी भाग में रोजगार के अवसर प्रदान करने की गारन्टी नहीं देता है।
3. That I shall obey all the instructions issued time to time by the Principal/ Director of the Institute.
मैं संस्थान के प्रधानाचार्य द्वारा समय-समय पर दिये गये आदेशों/निर्देशों आदि को निश्ठा एवं पूर्ण रूप से पालन/स्वीकार करने का आश्वासन एवं वचन देता/देती हूँ।
4. That, I shall not use any type of intoxicants/ Drugs/ Alcohol or Tobacco, in any form, or Pan/Panmasala etc. in the premises of the hostel and the Institute and further assure to maintain high standard of character, behaviour and hygiene during my entire stay and training period in the institute.

मैं किसी भी प्रकार के नशीले पदार्थ/तम्बाकू/पान/पान मसाला का सेवन होस्टल या इंस्टीट्यूट में नहीं करूंगा/करूंगी। मैं यह यकीन दिलाता/दिलाती हूँ कि मैं अपना एक उच्च कोटि का चरित्र, आचरण व प्रशिक्षण के दौरान अपने संस्थान में सफाई रखूंगा/रखूंगी।

5. I will pay the fee applicable to me as per the terms & conditions of admission or as and when demanded by the institute. In case I fail to pay the fee in time or on demand, DPML will have the right/power to cancel my admission at any time. I will not proceed in any court of law in this respect.
मैं दिल्ली पैरामेडिकल एंड मैनेजमेंट इंस्टीट्यूट के नाम ही बैंक ड्राफ्ट/देय राशि/चैक का भुगतान करूंगा/करूंगी और इंस्टीट्यूट की मांग के अनुरूप नियम एवं शर्तों के अनुसार ही मेरे द्वारा अपने बकाया राशि दी जाएगी। यदि मैं किसी भी देय राशि को देने में विफल रहता/रहती हूँ तो डीपीएमआई को यह अधिकार है कि वह मेरा दाखिला रद्द कर सके। मैं किसी भी कानूनी कार्यवाही के लिए किसी भी कोर्ट/अदालत में नहीं जाऊंगा/जाऊंगी।
6. I am enclosing here with self attested True Copies of my Marksheet/certificates, along with the latest passport size photographs of my mother and father, Guardian (if applicable) (Two each). I am also enclosing with this form, my ten recent passport size photographs.
मेरी दस पासपोर्ट, सत्यापित आकार की फोटो, तथा माता पिता और अभिभावक की फोटो और सभी प्रमाण-पत्रों की सत्यापित प्रतियाँ संलग्न हैं। मैं इसके साथ अपनी 10 पासपोर्ट साइज फोटो संलग्न कर रहा/रही हूँ।
7. My self and my parents/Guardians have carefully gone through the Prospectus, its Rules & Regulations as well as Terms and Conditions of DPML. I have applied for admission to the above mentioned course at my own will & desire.
मैंने दिल्ली पैरामेडिकल एंड मैनेजमेंट इंस्टीट्यूट के प्रवेश संबंधी एवं अन्य सभी नियम उपनियम तथा शर्तों आदि को, मातृभाषा में तथा उस भाषा में जिसे मैं एवं मेरे माता-पिता/अभिभावक बोलते और समझते हैं पढ़ एवं समझ लिया है।
8. Please accept my admission Form and oblige.
कृपया मेरा आवेदन-पत्र स्वीकार कर अनुग्रहित करें।

.....
Name of the Student

.....
Signature of the Student

Date.....

RIGHT OF ADMISSION RESERVED

Admission cannot be claimed as a matter of right in DPML. The Management reserves the right of admission and can cancel it any time if the above cited conditions are not fulfilled by the student or his/her parents. For this the student and his/her parents will be responsible.

केवल प्रवेश के लिए आवेदन पत्र भरने मात्र और शुल्क के भुगतान से यह न समझे कि आपको वांछित पाठ्यक्रम में प्रवेश मिल गया है। प्रवेशाधिकार संस्था के प्रबन्धक के पास सुरक्षित है। यदि विद्यार्थी व उसके अभिभावक उपयुक्त दी गई शर्तों को नहीं मानते हैं तो विद्यार्थी का दाखिला रद्द किया जा सकता है।

TO BE FILLED UP BY THE PARENT/ GUARDIAN OF THE APPLICANT

I have gone through the above mentioned particulars carefully. I allow my son/daughter/wife to join his/her above stated Course of DPMI and I assure that my son/daughter/wife will fully obey the instructions/orders issued from time to time by the Principal or any authorised person of DPMI. I take full responsibility of payment of fee in time of my son/ daughter/wife.

Paste Passport Size
Photograph of Father
(with cross sign)

Paste Passport Size
Photograph of Mother
(with cross sign)

Paste Passport Size
Photograph of
Guardian
(with cross sign)

.....
Name of Father

.....
Name of Mother

.....
Name of Guardian

.....
Signature of Father

.....
Signature of Mother

.....
Signature of Guardian

.....
Place

.....
Date

.....
Relationship with applicant

I _____ Father/ Mother of _____

hereby approve Mr./ Ms. _____ to be the legal Guardian of my ward _____

(FOR OFFICIAL USE)

Checked by:

.....
Signature with seal:

.....
Signature Principal DPMI with seal

.....
Date

GENERAL RULES AND REGULATIONS

1. Admission is open to all male & female candidates of Indian origin.
2. Admission will be made on criteria laid down by the Institute. To have an application form and prospectus does not provide legal right for admission by the candidate.
3. The management of DPMI has got complete authority to reject/accept the admission of any candidate.
4. All the students should be regular and punctual throughout each session beginning with first day of class. Minimum 75% attendance in both theory and practical classes in each course is mandatory for every student before appearing for the Annual/Semester Examination of that year.
5. Irregular attendance, disobedience or misconduct in the premises of DPMI campus will render the student liable to be dismissed at any time by the authorities. In such matters, the decision of DPMI will be final.
6. Smoking, alcohol consumption or consuming non-vegetarian food by any student within the campus is strictly prohibited.

7. If any student is found indulging in any sort of unfair means during examinations, he/she shall be immediately debarred from appearing in the examinations for one/two successive semesters of that year.
8. Students are responsible for the safety of books, equipments, tools and other instruments used by them.
9. Any damage caused to the property of the institute must be made good by the student concerned.
10. DPMI, Delhi does not take any responsibility for any injury, sustained by the student during study period, though all precautions will be taken to avoid any unfortunate incidents.
11. Though all precautions and safety measures will be taken by the Institute in arranging tours and field visits of students but the students and their parents/guardians shall be fully responsible for any natural or un-natural happening (if at all it occurs) during the tour programme. DPMI, Delhi will not be held responsible for any mishappening (if at all occurs) to any student during education Tours/ Visits.
12. Attendance on the first day of class start (Orientation Class) is mandatory for all the students.
13. A bonafide certificate can on demand/request be issued to the students who are studying in any course/programme of the institute while provisional certificate can be issued to only those students who have successfully completed/passed all the course requirement(s) required for the said course/programme
14. No guardian/parent(s) will meet their ward during the class hours, without prior permission from the Principal of the Institute.
15. The application form must be duly filled in by the Parent/Guardian with accuracy. The signing of the form will constitute an agreement on the part of the Parent/Guardian and candidate to abide by the Rules & Regulations of the Institute as laid down in the Prospectus and Admission form. It is mandatory for the student to bring his/her parents at the time of admission. If for one reason or the other, parents could not come at the time of admission, then it is mandatory for them to come (In person) at the time of class start, otherwise the student will not be permitted to attend his/her classes. Guardian of the student will only be entertained in the following conditions for admission of the student or in the case when they are requested to meet the Principal/Teacher-in Charge related to student at DPMI:-
 - a) Guardian must be of age not less than 40 years.
 - b) They should be of closest relation.
 - c) Two latest photographs of the Guardian should be submitted by the guardian at the time of admission.
 - d) Guardian photos have to be attested by parents of student (in person) at the time of admission/class start.
 - e) At the time of admission/ class start presence of parents of student (in person) is a must.
16. If any student (Girl) gets married after getting admission, then she will be required to submit a proof of the same with the O/I(Admissions) within 15 days of her marriage.
17. No student is allowed to attend phone calls during their class hours. The students are instructed to keep their cell phones either switched off or on silent mode in the classes and institute premises.
18. No leadership and Politics will be tolerated. Involvement in any type of political activities is totally restricted. The candidates are free to convey their problems to the Principal, directly or through the respective Teacher In-Charge.
19. The management of DPMI reserves all rights of alteration or, modification in rules and regulations given in the prospectus in the good faith of the student and development of the Institute, without prior information / intimation to the student or his/her guardian/parents.
20. **Change of Address/ Phone Number:** Information for change of address or Phone Number should be provided by the Student in writing either to the O/I Accounts & O/I Admissions failing which student shall be responsible for the consequences.
21. The Institute will not be responsible for the loss of any personal property of the student in the Institute premises.
22. Any dispute arising out of the Rules and Regulations in the application or matter arising out of these will be subject to the jurisdiction of Court in Delhi only. Wherever the Rules are silent, the decision of the management will be final and binding.
23. If one does not wish to abide by the terms and conditions and is not convinced with the information given in the prospectus, he/she is free not to apply for admission at DPMI Institute.
24. Use of personal Laptops/ Smartphones (with Internet Connectivity & Camera) is prohibited in the institute. In case any student is found in possession of same, it will be immediately confiscated.
25. Students are instructed to purchase the books and uniform only from the respective book & uniform stores at DPMI.
26. Fee, once paid by the student is neither refundable nor adjustable in any circumstances. The Institute will not be held

responsible for any change in circumstances or family economic conditions, conflicts, disputes or decision to discontinue the study or any other reason (s). In case of any dispute during/after the study /Training period, the decision of the Management Committee of the Institute will be final and the Jurisdiction for any legal proceeding by or against DPML, will be National Capital Territory of Delhi only.

27. For any query in regard to the student, showing of I-Card is Mandatory.
28. If any student registered in any course is absent from his classes continuously for more than one month without proper permission from the competent authority, his/her admission in the said course will be cancelled. However, if the student and their parents are interested for re-admission of their ward in the said course, in that case, permission may be granted at the discretion of the Principal/Director of the Institute. The permitted student has to deposit the amount as mentioned in Point 33(B) as re-registration and processing fee at the A/C section of the Institute and the student also has to fill the undertaking that from now onwards he/she will be regular in attending his/her classes and will maintain minimum 80% attendance in all courses (Theory + Practical separately). It will be his/her last chance. No further request in this regard will be entertained in the future.
29. No reminder of any type will be given/sent to any student(s) who has been registered in any course/programme of DPML, regarding:-
- (a) Deposition of next/remaining fee. (Please see Annexure-I)
 - (b) Date of Final theory/practical (Internal or External) examination.
 - (c) Information of Issuing Admit cards/payment of due fee Date/Result information /Reappear (backlog) form filling Date /Mark sheet, Degree, diploma etc. collection date.
 - (d) It will totally be the responsibility of the students to enquire about the above cited points (a, b & c) or any other information regarding fee deposition or date of examination etc from the respective departments.
30. (a) Student has to deposit his /her Tuition fee/Installment/before/appearing for their Examination Internal/External of the concerning month, before commencement of the respective examination failing which no student will be permitted to appear in the Internal/External examination.
- (b) Migration request of any student studying in any respective course at DPML will not be entertained in any case.

RE-ADMISSION RULES

31. Students admitted in any course whose admission has been cancelled due to non submission of the required documents in time can be re- admitted in the said course /or any other course subject to fit. In that case the student has to deposit his/her fees as per the new fee schedule of that course.

ACCOUNTS SECTION RULES

32. Candidate will have to deposit the Fee on Quarterly basis (First installment at the time of admission and second before the commencement of his/her class (See Annexure-I).
- (a). In case any student deposits his/ her fee directly in the account of Institute, he/she has to submit a copy of his deposit slip within a week with the Accounts department, otherwise the institute will not be held responsible for any risk related to enrollment.
33. (A) Fee of the course must be paid by the student as per the schedule circulated to the student at the time of Admission (Annexure-I). Parents are requested to read the deposition of fee schedule carefully. They should deposit the fee as per schedule positively at DPML A/C section. No separate information will be sent to any student/parents regarding deposition of fee.

Late fine from Student will be charged in the following conditions:-

- (a) If the student does not deposit his/her fee up to 10th of the respective month, a late fine of Rs.500/- will be charged from the student in addition to the actual fees, until the end of the respective month.
- (b) If the student does not deposit his/her fee even by the end of month (see 'A' above) his/her admission will be automatically cancelled. However He/ She can only be readmitted by the permission of Director/Principal of the Institute. In case of re-admission, the student has to pay a re-registration fee of 2,500/- along with the full fee of that semester (as applicable) in which admission has been sought.
- (c) Above money is in addition to the actual fee of that course to be paid by the student. Failing, admission will be cancelled.
- (d) No further request for re-admission will be entertained.
- (e) If the student does not pay his readmission fee of Rs. 2,500/- (see point above) upto '15' days of scheduled fee payment date of that month. He/She will not be permitted for re-admission in the said course.

For Continuous Absenteeism

- (B) If any student registered in any course does not attend his/her classes continuously or absents himself/herself without prior

permission from competent authority/ Teacher in-charge / Principal, the following late fine has to be deposited by student after his/her name is recommended by concerned teacher-in charge.

S. No.	Absent Period	Late Fine
01	Less than 15 Days	Will have to come along with Parents/Guardian for written undertaking.
02	16-30 Days	(a) Fine of Rs. 2,000/- (b) Student has to come along with his/her parents.
03	31-40 Days	(a) Fine of Rs. 3,000/- (b) Student has to come along with his/her parents.

Note: (a) If the student is absent continuously from his classes for more than 40 days his/her admission in that Course/Programme will be cancelled.

(b) For readmission from fresh batch, student has to deposit Rs. 10,000/- in addition to the actual fees applicable to student for the course in which He/She has taken admission. In such case, student has to report with his/ her parents.

34. The students are required to be punctual in their classes right from the first day report, failing which a fine of Rs. 5/- per class will be imposed on them which will be charged from them at the end of that month. If the late fine is not deposited by the end of the month, the student will not be permitted to attend his/her classes in the next month.

COURSE CHANGE RULES

35. The students should collect their Fee Receipt and Identity Card at the time of Commencement of their classes.
36. Course can only be changed once during the entire tenure of the programme registered by the student.
37. No student will be permitted to change his/her course from higher to lower programme.
38. Request for course change (only from Diploma to Diploma & Degree to Degree) may be entertained upto 15 days from the date of start of classes subject to availability of seats in the new course/ programme. Fee of Rs. 1000/- will be applicable for Course Change within 15 days of Class start.

TRAINING & PLACEMENT

39. The students will be proceeded for internship/Industrial Training/Job Training/Management Training/Placement after the completion of final semester of their course.
40. The internship/Training duration for different courses will be as follows: (a) Paramedical & Para veterinary students for Six months. (b) Hotel Management students for 6 months/180 days/24 weeks. (c) Mass Communication and Journalism students for 3 months.
41. The students have to pass the Screening Test conducted by the Training & Placement Department with minimum 50% marks before being sent for Training/Internship.

Note: (a) Student must have a clear record of discipline as furnished by his/her teachers.

(b) Student must have at least 75% attendance in his/her class during the tenure of the course.

(c) Student must proceed for training within one month of giving and passing the training test.

(d) Student whose attendance is below 75% in the classes during the course tenure will have to take improvement classes as per recommended by the Principal.

42. (a) Student will be sent for Training & Placement by the institute only if:-

(i) The attendance of student registered in any course is minimum 75% (Theory & Practical separately).

(ii) The conduct & behavior of the student as reported by his/her class teachers is good during entire period of study.

(iii) The student has appeared and passed all monthly Tests/Class Tests/Practicals of all subjects in which he/she has registered with minimum 40% marks.

(iv) The student has cleared his/her Training & Placement written test conducted by Department of Training & Placement with minimum 50% marks.

(v) The student has not been involved in any kind of indisciplinary action resulting in the suspension of his/her classes for more than 2 times.

43. Under no circumstance, the internship once proceeded to any organization (tie-up with DPMI) will be cancelled/changed.
44. The fee (if any) or such other charges if are there in the terms and condition of an organization concerned with Industrial Training/Job Training/Internship etc. will have to be borne by the student DPMI shall not be involved in any financial matter.
45. If any student intends to go for training at his own responsibility/request in any organization after clearing the Training & Placement test, he/she can be permitted only if the institute finds the concerned organization fit for training, for that he/she has to take permission from the authority and avail a written No objection from the organization (Hospital/Hotel) concerned.
46. The Interns/Trainees will be held responsible for any sort of loss to the property, equipment etc, of the Training Organization and will have to bear for it.
47. The students under training will have to achieve a minimum target of 75% of their attendance in the training period.
48. Proceeding for training in any organization by any student without the recommendation letter from Training & Placement department of DPMI will be treated as an act of indiscipline on the student's part. DPMI will not be held responsible for any such act on part of the student.
49. The Candidates shall attend the Clinical classes in different hospitals/ Clinics/ Hotels/ organization(s) /field on their own expense during the training teaching period in the Institute.
50. In case of any dispute during or after the training period, the decision of the management will be final and jurisdiction for legal proceedings will be as per NCT of Delhi only.
51. Under no circumstances, will a request for a change/re-issuance of the training letter be entertained. If at all there is an unforeseen circumstance due to which a student requires a change in the organization for the purpose of internship, he/ she will first pay a fee of Rs 2,000/- towards processing the request for a new Training letter.
52. Students are permitted only one time for Training & Placement test but if any student has requested for re-test (Second Test) of Training & Placement. The student can be permitted for the retest as per DPMI rules and at the discretion of the management. First and foremost, it is important to note that TRAINING IS NOT A MATTER OF RIGHT OF THE STUDENT. It is an ADDED BENEFIT, which is given to the student by the Institute after the syllabus and classes of the course are completed and the students have appeared for their exams. Our sole intention of giving Training to the students is so that once they finish their training, a number of job opportunities will get opened for them.

All students are hereby required to adhere to the Following Rules and Regulations in order to go for Training/ Internship:

- Diploma & Degree Students will be sent for Training after the completion of their respective programme.
- Only those students will be eligible for Training who **PASS in the Training Test** with Minimum 50 percent marks. All students will be given **only ONE CHANCE** to pass the written test.
- For Students who do not pass in the Training Test in the first attempt can be considered for **ONE MORE attempt only on the prerogative of the Management** and that too once all attendance, discipline and academic records have been verified from the respective teachers. In case a letter for indiscipline has been sent to the student's residence twice, then he/she will not be eligible for training.
- Students should have **minimum of 75% attendance** in all the subjects, which he/she is studying. If not, then the student has to show proper applications/Medical & Fitness certificates, which have been submitted to the teacher in-charge explaining their absence in classes.
- Students have to make sure that all their **dues regarding Fees** are cleared well before they proceed for Training.
- **Discipline and conduct** of the students in the classes has to be very good. A feedback will be taken from their respective teachers and only after that the student will be eligible for proceeding on Training.
- **IMPORTANT: A Training Letter will be issued only ONCE. There will be NO CHANGE/RE-ISSUE OF TRAINING LETTER** under any circumstance.
- The **Training Registration Form and Test Paper** is the property of the Institute and should not be taken out of the campus by the student under any circumstance. Any failure in compliance will be an act of indiscipline on the part of the student and it will be viewed very seriously by the Management.
- Students who go for training to a hospital or a hotel will have to **strictly adhere to the timings/ shifts** allocated to them. In six months of training, **shifts will be allocated in rotation to each and every student.**
- In a case where students are being told to take improvement theory/ lab classes as a penalty for below average performance or shortage of attendance, then they will be required to pay a fee of Rs 1,000 (for 15 Days Improvement classes) and Rs 2,000 (for One month Improvement Classes). Only after they finish these classes will they be eligible for training. For latest update on improvement classes students are advised to contact the T&P Deptt.

NOTE: STUDENTS WHO WISH TO GO TO A HOSPITAL/ HOTEL/ AIRLINE/ NEWSPAPER/ LAB ON THEIR OWN WILL AND WITH THEIR OWN REFERENCE WILL HAVE TO ADHERE TO THE FOLLOWING:

- a. Pass the Training Test with a minimum of 50% marks
- b. Get a written approval from competent authority in the Place they wish to go for training
- c. Sign an undertaking that they are going for training at their own risk & responsibility and if in any circumstance, their training is interrupted/ stopped by the organization, then DPMI will not be responsible for that. The training letter also will not be changed/re-issued once made.

.....
Name of the student

.....
Name of Parents/Guardian

.....
Signature of the Student

.....
Signature of the Parents/Guardian

Date:

IMPORTANT: SUCH STUDENTS (SEE POINT NO. 48 ABOVE), WILL HAVE TO ARRANGE THEIR TRAINING AT THEIR OWN RISK & RESPONSIBILITY. DPMI WILL NOT BE HELD RESPONSIBLE FOR TRAINING OF SUCH DEFAULTERS AS STATED ABOVE.

DOCUMENT STATUS

(TO BE FILLED AT THE TIME OF ADMISSION) Please Tick ("") DOCUMENTS ENCLOSED

HIGH SCHOOL MARKSHEET	<input type="checkbox"/>	CHARACTER CERTIFICATE	<input type="checkbox"/>
HIGH SCHOOL CERTIFICATE	<input type="checkbox"/>	MEDICAL CERTIFICATE	<input type="checkbox"/>
INTERMEDIATE MARKSHEET	<input type="checkbox"/>	RESIDENTIAL PROOF	<input type="checkbox"/>
INTERMEDIATE CERTIFICATE	<input type="checkbox"/>	CASTE CERTIFICATE IN CASE OF (ST/SC/OBC ONLY)	<input type="checkbox"/>
2 RECENT PHOTOGRAPHS OF MOTHER	<input type="checkbox"/>	TEN RECENT PHOTOGRAPHS OF THE CANDIDATE	<input type="checkbox"/>
2 RECENT PHOTOGRAPHS OF FATHER	<input type="checkbox"/>	2 RECENT PHOTOGRAPHS OF THE GUARDIAN (IF APPLICABLE)	<input type="checkbox"/>

DOCUMENTS MISSING

53. The Following documents have not been submitted by the student at the time of admission. If the documents mentioned below are not submitted within 15 days of admission, the admission of the candidate will automatically be cancelled. (For which the parents & student will be totally responsible, not DPML.)

- | | |
|---------|---------|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

Checked By:

Date:

.....
Signature of Principal DPML with seal

DECLARATION

We have carefully read all the rules and regulations including Hostel rules as well as those printed in the prospectus and agree to abide by them. Any act contrary to the said rules by me/my ward shall be at my own risk and responsibility and I shall agree to accept action taken by DPPI, Delhi against me.

Certified that the particulars/documents given with this application form (From page 1 to 11) have been verified by us & found correct as per requisite documents enclosed. In the event of any wrong information/unavailability of documents I am liable to be punished (which may include the cancellation of my admission/ semester/ year). I will be totally responsible for that not DPPI. In such cases my deposited fee should not be refunded to me.

.....
Name of Student

.....
Name of Parent/Guardian

.....
Signature of Student

.....
Signature of Parent/Guardian

Date

Place

NOTE: Incomplete Application form will be liable to be cancelled without any prior notice/ communication to the candidate