Serial No: .....

LMS Reg. No: .....

Project: .....

ViVO healthcare

SKILLING INDIA TO SAVE LIVES

Skill India कौशल भारत-कुशल भारत

N·S·D·C National Skill Development Corporation
Transforming the skill landscape

ADMISSION FORM

Fix passport size coloured photograph here

Please fill in **BLOCK LETTERS**

Course applied for _____

Name Mr./Ms.
As Per Aadhar Card

Father's Name
As Per Aadhar Card

Mother's Name

Contact No: (Father) (Mother)

Date of Birth D D M M Y Y Y Y Nationality

Caste Category: ☐ General ☐ OBC ☐ SC ☐ ST ☐ PH ☐ NA

Religion: ☐ Hindu ☐ Muslim ☐ Christian ☐ Sikh ☐ Buddhist ☐ Jews ☐ Others

Marital Status: _____ Blood Group: _____ Gender: ☐ Male ☐ Female

Address: _____

Pincode State

Mobile No 1: Mobile No 2:

Email ID:

Aadhaar No.:

If you don't have Adhaar Card, mention Enrollment Number

Passport Number: Valid Upto (Date): D D M M Y Y Y Y

Pre Training status: ☐ Fresher ☐ Experienced ☐☐ Years of Experience

Education Level: Please provide qualification details:

Qualification	Stream (Science/Arts/Commerce/Other/NA)	Name of School/College	Board/ University	% or Grades	Subjects Studied
10th (SSC)	NA				
12th (HSC/10+2)					
Graduation (BA/ B.Com/B.SC/Any other)					
Post-Graduation					
Additional Certification (1)					
Additional Certification (2)					
Computer Knowledge	Skills-Basic/Advanced				

Guardian Type: S/O D/O W/O C/O

Guardian's Name:

Permanent Address _____

_____

PINCODE STATE

Mobile No: Office No:

Candidate Bank Details:

Bank Name: _____ Account No.:

Branch: _____ IFSC Code: _____

Please submit Self attested copies of the following along with your application:

1. Copies of educational certificates
2. 4 colored passport size photographs.
3. Proof of current & permanent residence.
4. ID Proof: PAN Card/Voter ID Card/Aadhar Card/Driving Licence

TERMS AND CONDITIONS

Please read the terms and conditions of admission outlined below. By submitting your application for admission you agree to abide by these terms and conditions.

I. REGISTRATION AND ADMISSION:

1) Applicants must meet Eligibility Criteria for the Course applied for.
2) Eligible applicants must submit Application Form along with requisite fee and all supporting documents.
3) Admission shall be confirmed subject to submission of all the required documents and payment of Registration fees (Minimum Rs. 2,000).
4) In the event of any information or document submitted by the Applicant being found to be incorrect or misleading, VIVO reserves the right to cancel Admission of the candidate without any fee refund.
5) In case the student wishes to pursue a Course other than the one for which Admission was taken, he/she can do so by giving a written request to the Management. However, this option is available only within 15 days from the date of Commencement for Course initially applied for.
6) VIVO reserves the right to reject any application without giving any reason.

II. FEE:

1) Registration and Course fee is non-refundable under all circumstances.
2) All Course Fee must be paid in full, or in the case of any installment plan the agreed installment payment, prior to the start of the Course. In the event that the installment plan is not being paid as per the agreed schedule, VIVO reserves the right to have the student withdraw from the Course.
3) VIVO reserves the right to revise the fee pursuant to any changes in Government taxes or other applicable laws or under any extra-ordinary circumstances.
4) In case of late payment of fees, late payment charges will apply as per the policy in place.
5) Students shall not be allowed to attend any class or appear for examination if the requisite Course fee is not paid.

III. CANCELLATION OF COURSE:

VIVO reserves the right to withdraw or cancel any Course before commencement of the batch. In such an event, student may be offered another course run by VIVO or a refund of fee paid.

IV. MISCONDUCT AND DISCIPLINARY ACTION:

A. Serious Misconduct:

Indulgence in the following practices shall constitute serious misconduct and student may be expelled and his admission terminated from the Institute without any warning:

1) Physical/Sexual assault or threat of Physical/Sexual assault against any fellow student, or member of the teaching or non-teaching staff of VIVO.
2) Willful destruction of VIVO property.
3) Causing disruption of the normal functioning of VIVO.
4) Carrying, using, or threatening to use any weapon or firearm.
5) Ragging.
6) Chewing tobacco/smoking/drugs/alcohol intake within the Institute premises
7) Unlawful harassment of whatsoever nature.
8) Plagiarizing/cheating in examinations/assignments
9) Discrimination on the basis of religion, caste, gender, race or any other unlawful ground etc.
10) Indulging in acts which bring disrepute to other students, faculty or VIVO.
11) Entering into contracts by misrepresentation.

B. Minor Misconduct:

Indulgence in the following practices shall constitute minor misconduct and student shall be issued Warning Letter which will be followed by termination in case of no improvement:

1) Failure to comply with the policies and procedures of VIVO.
2) Failure to maintain satisfactory academic progress.
3) Absent in exam without prior intimation.
4) Absconding (i.e. absent without information in writing)
5) Non-completion of assignments given by trainer in due time.
6) Misbehavior/unprofessional behavior in class.
7) Disobedience of Instructions of Trainer or Management.
8) Non-adherence to Grooming & Dress Code Policy.
9) Non-serious attitude in class.
10) Refusal to Identity of one's self when requested by authorized VIVO officials.
11) Unauthorized access and use of VIVO property and facilities.

V. THEFT, LOSS / DAMAGE TO VIVO PROPERTY:

Student agrees to compensate VIVO against any loss or damage caused to VIVO property due to his/her willful act or carelessness or negligence.

VI. ABUSE OF ELECTRONIC COMMUNICATION:

The following shall amount to abuse of electronic communication:

Applicant's signature _____ **Parent/Legal guardian's signature** _____

1) Using Institute's or personal telecommunication or data communication networks for illegal or improper use.
2) Taking or sharing photographs/videos/audios without Management's permission.

VII. MEDIA CONTACTS:

Students are expressly prohibited from speaking on behalf of, or for VIVO with any media organization or publication or from inviting the same to any VIVO Centers.

VIII. PROHIBITED ITEMS:

Students are not permitted to use, sale, distribute, dispense or bring or carry into VIVO's property and premises any of the following items:

- Any intoxicants (alcohol, drugs, sedatives, barbiturates etc.)
- Weapons or firearms or explosives.
- Illegal chemical or biological agents.
- Other dangerous articles and substances which are injurious to persons or property.

IX. ATTENDANCE:

1) Minimum 70% attendance in classes is compulsory to become eligible to appear for Examinations.
2) Minimum 85% attendance during Clinical Internship is compulsory.
3) In case the attendance falls short, the student shall not be allowed to appear for the Examination(s).

X. EXAMINATIONS AND CERTIFICATIONS:

1) It is compulsory for the Student to appear for Weekly Assessments, Module Based Assessments, Final Foundation Exam and Pre-Internship Exam.
2) The Course Completion Certificate (VIVO) shall be awarded only after payment of full Course fee, passing the Pre-Internship Examination and Clinical Internship.
3) If the student fails to achieve the minimum qualifying marks, they shall be provided with an opportunity to appear for a Remediation Exam. However, a cost of Rs. 1500 per Remediation Exam would be charged for each such further exam.

XI. CLINICAL INTERNSHIP:

1) In order to qualify for Clinical Internship, the student must secure at least 70% marks in Pre-Internship Exam.
2) The Management will always endeavor to refer students for Clinical Internship in organizations based in nearby areas. However, specific requests from students for location preferences shall not be entertained by the Management.
3) During the Clinical Internship, the student shall be subject to the Rules and Regulations as are applicable to the organization where they are undergoing their Clinical Internship.

XII. PLACEMENT:

1) VIVO provides placement support to students who successfully complete the Course and does not guarantee placement to any student.
2) Only students who have completed Clinical Internship and Examination shall be eligible for placement support.
3) Placement support will be available for a period of 3 months from the end of Clinical internship.
4) Ultimate placement of the student depends on their performance in the course, interview and other factors. The decision to join any organization rests with the student and VIVO is not responsible for their finalization of salary, location or other employment terms.

XIII. DRESS CODE POLICY:

Maintaining a proper dress code is a key part of the training provided at VIVO. At all times students should be dressed in appropriate clothing. T-Shirts, Jeans and Sport shoes are not permitted.

XIV. JURISDICTION:

In case of any dispute the jurisdiction for legal proceedings will be New Delhi Courts only.

XV. OTHERS:

Any matter not covered in this, the VIVO management decision shall be final.

Applicant's signature _____

Parent/Legal guardian's signature _____

For office use only

Referred By: | | | | | | | | | | | | | | | | | | | | | | | | | |

Branch Address: _____

_____

Contact No. (Mobile): | | | | | | | | | | Land line | | | | | | | | | |

Email ID: | | | | | | | | | | | | | | | | | | | | | | | | | |

Admission Date: D D M M Y Y Y Y

Fee Status: _____

Referral payout/s due date: _____

Course ID: _____ Receipt No.: _____

Payment Mode: _____

_____ _____ _____

Counseller Head - Admissions Finance

STUDENT DECLARATION

(To be taken at the time of submission of Admission Form)

I, _____, son/daughter of Mr./Ms. _____, (holding UID No_____) resident of _____, do hereby confirm and undertake on this ___ day of _____ that:

1. The entries made in my Application Form (copy ensclosed herein) are complete and true to the best of my knowledge and records.
2. I, hereby undertake to present the original documents immediately upon demand by the concerned authorities of VIVO Healthcare Institute (Institute).
3. I, hereby, promise to abide by the Admission Rules and Regulations, concerning discipline, attendance, etc. of Institute, and also to follow the Code of Conduct prescribed for the students of the Institute, as in force from time to time and subsequent changes/modifications/amendment made thereto. I acknowledge that, the Institute has the authority for taking punitive actions against me for violation and/or non-compliance of the same.
4. I have been thoroughly counseled about the affilliation and certification of the course I have enrolled in.
5. I, understand that minimum 70% attendance in classes and 85% attendance in Clinical Internship is compulsory and I commit myself to adhere to the same. I also understand, in case my attendance falls short, for any reason, the Competent Aauthority of the Institute may take such punitive action against me, as may be deemed fit and proper, which includes but not limited to forfeiture of full admission fee.
6. I, hereby declare that, I will neither join in any coercive agitation/strike for the purpose of forcing the Management of the Institute to solve any problem, nor I will participate in any activity which has a tendency to disturb the peace and tranquility of life of the Institute premises or its employees.
7. I, hereby declare that, I shall be solely responsible for my involvement in any kind of undesirable indisciplinary activities outside the campus, and shall be liable for punishment as per the law of the land. I, further understand that, the Institute shall in no way provide any support to me and will not be held responsible for my any such action.
8. I understand that after completion of the Course I shall be provided with an opportunity for placement. However, if I fail to attend the placement interview at the designated time and place without obtaining prior permission for such absence, then I shall be solely responsible for all the consequences of the same.
9. I hereby undertake that I will not leave the course in between and if i do so, then the Institute shall be entitled to recover from me the monetary part of the Scholarship amount and if i fail to pay then, the Institute shall be able to take appropriate legal action against me.
10. I, also declare that, I am not suffering from any serious/contagious ailment and/or any psychiatric / psychological disorder.
11. I, hereby consent to the use of my likeness, pictures, videos and details related to my person, in photographs and/or videos made for VIVO Healthcare Private Limited, as well as in publicity concerning the same. I understand that I will not be entitled to receive any monetary or non-monetary consideration for the use of details related to my person as set forth above, in the photographs and/or videos pursuant to this consent.
12. I, further declare that, my admission may be cancelled, at any stage, if I am found ineligible and/or the informations provided by me are found to be incorrect.
13. I, hereby undertake to inform the Institute, about any changes in the information submitted by me in the Application Form and any other documents, including change in addresses and phone nos., from time to time.
14. The contents of the undertaking have been explained to me in the language I understand.

Name: _____ Date: _____

Signature: _____ Place: _____

DECLARATION BY PARENT/LEGAL GUARDIAN

I, _____ (Mother/Father/Legal guardian) of _____ (student's name) hereby fully endorse the above undertaking/declaration given by my child/ward. And I will endeavor to induce my child/ward to do his/her best to observe the above stated undertaking in words and spirit.

Name: _____ Date: _____

Signature: _____ Place: _____