



Committed to Excellence in Education

MCI - IIT JEE

A Class Apart

REGISTRATION FORM



For office use only

Registration No.

- IITJEE Course**
[For XII appearing/passed students]
- NEET Course**
[For XII appearing/passed students]
- NDA Course**
[For XII appearing/passed students]
- FOUNDATION Course**
[For IX & X Appearing students]

Date

Bank Name

D.D. No.

Amount

Paste your recently taken passport size color Photograph

D.D. Of Rupee 1100/- in favour of "MCI-IITJEE", Payable at "(Dehradun.)"

Name of the Student(In block letters)

Father's Name (In block letters)

Father occupation

Sex Male Female

Date of Birth(In Figures) DD - MM - YYYY Words

Category Gen. SC ST PH EX.SER. OBC DP

LOCAL ADDRESS [IN CAPITAL]

State _____ City _____
Pin

Mobile No.(Personal) _____
Mobile No.(Guardian) _____
E-mail address _____

PERMANENT ADDRESS [IN CAPITAL]

State _____ City _____
Pin

Mobile No. _____
Tel. No. _____
E-mail address _____

ACADEMIC DETAILS

Examination	Board	Year of Passing	Subject	Max. Marks	Marks Obtained	% age Marks	% age Marks (Sc.+Maths)/PCM
IX Class			Science				
			Maths				
X Class			Science				
			Maths				
XII Class			Physics				
			Chemistry				
			Maths				

Name and address of the school where studying presently (or last attended):

DETAILS OF ACADEMIC ACHIEVEMENT (IF ANY)

NTSE Qualified	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, upto which level _____
IIT-JEE	Year : _____ Qualified : Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes then Rank : _____
State Level Pre-Engineering Exam .	Year : _____ Qualified : Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes then Rank : _____
Other (Specify)	Examinations : _____ Rank : _____ Year : _____
	Examinations : _____ Rank : _____ Year : _____
	Examinations : _____ Rank : _____ Year : _____
Merit / Position in Board	Board : _____ Class : _____ Position : _____ Year : _____
Other Academic awards	_____

Declaration by the Applicant

1. I am seeking admission in my own interest.
2. All the information furnished in this Application form is correct to the best of my Knowledge. I understand that in the event of any information found to be incorrect my admission may be cancelled without refund of Fees.
3. I agree to abide by the policies, rules & regulations of the Institute as amended from time to Time.
4. In all the matters, the decision of MCI-IITJEE Director shall be final and binding.


Signature of Student

Date: _____ Place: _____

Signature of Guardian

Date: _____ Place: _____

MCI-IITJEE Doon Vihar Jakhan Dehradun Ph.- 9027428899, 9897075381, 7017179176



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ADMIT CARD

For Office Use Only

Registration No.
 Course Name

Centre Name
 Test Date

Paste your recently taken passport size color Photograph

Student Name _____

Address _____

Signature (Student)

Authorized signatory [with seal]

Annexure - I

ADMISSION PROCEDURE:

Students can seek to various courses on the basis of one or both the procedures mentioned below:

1. Through Entrance Test.
2. The merit based direct admission

Admission procedure applicable to a particular course is mentioned in their respective course details. Detailed guidelines are given below:

Guidelines for Entrance Test

MCI-IITJEE group conducts Entrance Test its IIT and AIPMT courses. Admission to each of these courses is given strictly on the basis of the performance of candidate. Therefore, the students are required to take their examination only after thorough preparation.

1. Instructions for students appearing in Entrance Test:

- Students are advised to reach the test center ½ hr before scheduled test time.
- Each candidate must carry the admit card.
- Each candidate should carry his/her own blue/black pen, pencil, sharpener, eraser etc. to avoid confusion.
- Each candidate must go through the question paper carefully but he/she should not spend too much time on one question.
- No calculating device such as calculator, mobile etc. is not allowed. Mobile phones should be switched off.
- Use of unfair means and helping your friends can lead to your dismissal from the test and blacklisting from MCI-IITJEE Group. Avoid indulging in such activity.

2. MCI-IITJEE group conducts its entrance test at various cities throughout India. For students desiring to appear

for the test from a centre other than dehradun, you are required to submit completely filled application form and clearly mentioning the test centres. If the application form is received after the last date, the student might not get the test centre of his/her choice.

3. All candidates appearing for entrance test will receive an Admit Card containing the roll number and address of the test center. In

such case, student will have to appear for test at the test centre allotted by the Institute. In case, any candidate does not receive his/her admit card 5 days before the test, he/she can get information about roll no and test center from our corporate office. On reaching the test centre, the candidate can get the admit card re-issued from our executives present at the test centre.

4.. The result of the test will be declared within three days of test. The students can ask about their results telephonically from our corporate office between 10.00a.m. to 6.00p.m. or from our website (www.mci-iitjee.com)

5. The candidates are advised to confirm their result and it is considered the sole responsibility of the candidate. The institute will not take any responsibility of disseminating information about the result.

Guidelines for Direct Admission

1. The candidate is advised to gather all information regarding the their eligibility for admission in a particular course.
2. The merit based direct admission, which is subject to availability of seats.

3. Submit the completely filled Application Form with passport size photographs pasted not stapled at required places by post or in person at our corporate office.
4. The fee amount for a particular course should be deposited as per the fee deposition procedure.

How to apply?

- Parents/ Guardian/ Students are advised to go through the Prospectus carefully.
- Application Form should be filled completely in neat handwriting. Avoid cutting and scrabbling on the Application Form.
- Paste your recent passport size photograph, wherever required, in the Application Form. Do not staple the photograph.
- Kindly provide the complete postal address with pin code for correspondence.
- If applicable, kindly attach the Xerox copies of X / XIIth board mark sheets.
- The completely filled Application Form either in person or by post.

By Post: The crossed DD of Rupee **1100/-** in favour of **MCI-IITJEE** Payable at “Dehradun” should be attached with the Application Form **addressed to:-**
MCI-IITJEE 151/1 Doon vihar Jakhan , Rajpur Road,
dehradun(+91-9027428889,9410555103

By Hand: If the Application Form is submitted in person, then you can submit fee amount in cash or through crossed DD.

- Admissions will be given on First Come First Serve basis.
- All type of correspondence and enquiries must be addressed to:
MCI-IITJEE 151/1, Doon vihar Jakhan, Rajpur Road,
Dehradun (+91-9027428889,9410555103

Annexure - II

RULES AND REGULATIONS:

- MCI-IITJEE dehradun reserves all the right to deny admission to a student.
- None of the students are allowed to miss any of their classes. In case, it is absolutely necessary to take a leave, proper procedure should be followed.
- All students are required to perform satisfactorily in their academics. If the performance is observed to fall below a specified minimum, the student may be asked to withdraw from the institute. The institute will not refund any fees.
- We reserve all the copyright privileges of our study material and any attempt to copy our study material by any kind of retrieval device will be considered an offence. Any such attempt will lead to termination of the student and strict legal action. The fee will not be refunded in such termination.
- The rules and regulations, working hours and time table can be altered by MCI-IITJEE dehradun whenever deemed necessary without prior information.
- Matters not falling under above mentioned rules and regulations will fall under the decision of MCI-IITJEE 's Director. Their decision will be final and binding to all the students/parents and guardian.
- All disputes are subject to Dehradun jurisdiction only.

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Annexure - III

FEE STRUCTURE AND FEE DEPOSITION PROCEDURE

The Fee Structure is for one-year only i.e. Academic Session 2018-19 & all figures are in Indian Rupees.

1. The Total Course Fee includes Tuition Fees, GST@ 18 % on Tuition Fee .
2. The fee can be paid in Two Installments. The installment system is Course specific.Fees once paid is completely Non -Refundable.
3. All students who are paying the Course fee through Installment are required to deposit the 1st Installment of the Course Fee on or before the scheduled date, failing which his/her admission is liable to become void. No claims for admission will be entertained. The second installment has also to be deposited by specified time, failing which the candidate is required to pay penalty as applicable. Untimely and non-payment of dues can lead to the termination of the student from the institute with immediate effect.
4. Students pursuing Two year courses need not repay the caution money, when they are promoted from 1st year to 2nd year, if they have not withdrawn it.
5. Rate of GST is subject to revision by the Govt. of India. Hence, the rate/amount of Service Tax & Education Cess may increase or decrease in future and shall be passed on to the students accordingly. The students shall be informed at appropriate time about the same as and when the Govt. of India announces the change.

Annexure - IV

STUDENTS DISCIPLINE RULES :

General Discipline - MCI-IITJEE bears the responsibility of its students' academic performance and discipline within its premises only and is not responsible for the students' general behavior, act & conduct, boarding & lodging arrangements and discipline outside MCI-IITJEE premises. Parents are advised to remain in touch with their wards and keep a strict vigilance on his/her activities and behavior throughout the academic session.

Identity Card - On successful registration of students at MCI-IITJEE, they get the identity of a "MCI-IITJEE in the form of an I-Card. Students are not allowed to enter MCI-IITJEE premises if they are not wearing their I- Card. A student's I-card also enables access to MCI-IITJEE's academic resources. Detailed guidelines related to the I-card are provided in Our Rule Book.

Attendance System - At MCI-IITJEE, students' attendance in classroom sessions and tests is vital to their success in JEE (Main +Advanced), JEE(Main) and NEET(AIPMT) and we have a regular attendance marking and monitoring system. The students/parents are informed of students' attendance regularly.

Vacations - There is no long vacation at MCI-IITJEE during course duration except for 7 days during Diwali. MCI-IITJEE observes National Holidays and is also closed on its Foundation Day (15 February), and on Holi / Dhulandi.

Modes of Communication from Parents / Students to MCI-IITJEE

- *. Calling at our Call centre on the 9027428899 / 9897075381
- *. Calling at our Reception / Help Desk of Head Office / Study Centre
- *. E-mailing at info@mci-iitjee.com
- *. Parents-Teacher Meeting (PTM) - with academic staff
- *. Parents-MCI-IITJEE Meeting (PMM) - with non-academic staff
- *. Through Tele-survey / feedback
- *. Live Help on website www.mci-iitjee.com