



MUDRA INSTITUTE OF COMMUNICATIONS AHMEDABAD

Post Graduate Certificate in Advertising Management & Public Relation

Application Form No.:

APPLICATION FORM

Date:

Please fill in details:

DD No : _____
 Date : _____
 Amount : _____
 Bank : _____

Preferred Class Location I : _____
 Preferred Class Location II : _____

HughesNet Global Education
 HughesNet Fusion
 Corporate classroom

Photograph

Personal Information			
Surname		First Name	
Phone:		Mobile	
Date Of Birth:		Age:	
Present Address (Locality)		Highest Educational Qualification	
Experience		Email:	
Nationality		Alternate Email:	
Permanent Address (If different from the above mentioned address)			
Address for Correspondence	<input type="checkbox"/> Present Address	Resource of Payment	<input type="checkbox"/> Personal Resources
	<input type="checkbox"/> Permanent Address		<input type="checkbox"/> Company Sponsor
	<input type="checkbox"/> Office Address		<input type="checkbox"/> Bank Loan

Educational History							
List all institutions attended beginning with your first in secondary school							
Name of the Examination	Degree Awarded	Institution/ University	Year of Completion	Marks Obtained/ CGPA/CPI	Marks out of	% Marks	Class
Secondary							
Higher Secondary							
Graduation							
Post Graduation							
Any Other							

Please provide a certified copy of academic records starting from Secondary School to Graduation/ Post Graduation

Work Experience List all the organizations you have worked with starting from Current one.					
Company Address	Designation	Experience From To		Job Responsibility	Gross Monthly Emolument (INR or Equivalent)

Please use separate sheet for more details of Work Experience

Please enclose the following along with the form:

<p>Statement of Purpose Briefly outline your professional plans and career objectives. In your statement (in about 300 words), say why you want to study the program and what you expect to get from it.</p>
<p>Brief Profile Briefly describe yourself in few lines also mentioning your values in life (in about 100 words). Please include your past achievements in life in your profile.</p>

Rules & Regulations

Application fee: Application fee is towards processing of application and is non refundable, except under conditions that the program is cancelled by HCIL or postponed by a period exceeding 90 days from the scheduled launch date.

Refund of fees: No refund of fees is permissible once a candidate has been admitted to the program. The fees and other charges, once paid, under no circumstances will be refundable, adjustable or transferable. Students discontinuing in the middle of the course will not be refunded the fee, other charges and security deposits (if any).

Books & Study material: Program fee does not include the cost of the books/course/study material unless and otherwise specifically mentioned in the program brochure. Books recommended by faculty, to be procured directly by students. Additional charges may apply for study material if provided by institute to the student, the same will be charged extra on actual plus handling charges.

Transfer/Change of Study Center: Intercity transfer of study center is not allowed as a rule. A student can opt only for intra-city change of center subject to condition of its availability. Prior permission of HCIL is required before changing the center. Change of study center would be governed by the rules laid down by HCIL. Candidates need to apply on prescribed transfer form.

Break from the program/ change of batch: Break from the program is not allowed as a rule. Students need to complete the program with the same batch. Change of batch is not allowed.

Attendance: A student is required to maintain more than 75% attendance in the program. A student who does not satisfy the attendance requirements may not be eligible to take examination of the program. A student is required to take written permission of the class coordinator/ HCIL/ institute before taking leave.

Bank loans & Postal delays: Delay in bank loans etc will be individual's responsibility and no delay will be accepted on this account by HCIL / Institute. Also any delay in reaching the forms due to postal or any other reasons will also be individual's responsibility individual's responsibility.

Service Tax: Service Tax if applicable will be charged extra from the participants

Final discretion for the rules & regulation lies with HCIL/ Institute and can be changed from time to time. The same shall be binding on the students

Application Checklist

Make sure you have enclosed the following items:

1. Filled up application form, complete in all details
2. 1 passport size color photograph pasted on the Application
3. Demand Draft for the Application Fees in favour of "Hughes Communications India Ltd." payable at New Delhi.
4. Certified copy of academic record
5. Copy of work experience; Proof of Current Employment

Please send the completed application to:

Darshana Vyas

Creative Crest, 16 Paschimi Marg, Vasant Vihar, New Delhi 110 057

Email: mica.programme@gmail.com

Phone: 011-46076571

By initialing and signing below, I certify that:

- I understand that by submitting this application I am incurring an application fee.
- I have completed the application & that the information given is complete and accurate, and I understand that summary dismissal is the penalty for falsification of that information.
- I am aware that filling up this application form doesn't guarantee admission to the programme. Admission to the programme is at the sole discretion of the Institute, fulfilling the admission criteria & subject to seat availability at the HCIL Class-room.
- I have gone through the application checklist and deposited all the relevant documents.
- I authorize the release of my e-mail address to participants in classes for which I register.
- I have seen and experienced the Infrastructure at my choice of classroom & I am satisfied with the same and consent to study in the center mentioned as my choice of center.
- I understand that the VSAT technology may get affected by sudden weather changes (heavy rains, storms, thundershowers etc) and as a result, the classes may get disrupted partially or completely. I also understand that Hughes has arrangements to provide archives of such classes so that the disruption can be compensated.
- I understand that no technology guarantees 100% uptime and performance, however, Hughes with its world class network & infrastructure setup will ensure maximum uptime and network performance.
- I understand that the network is highly sensitive to malicious software and viruses and hence I would not use any personal storage device at the classroom PCs as it may affect the classroom as well as the network resulting in disruption in classes.
- I promise to take care of the devices/accessories (Headsets, webcams etc) to the best of my efforts.
- I have also gone through the rules and regulations and the student guideline manual for the students / participants and I consent to abide by the same.
- I understand that I am not supposed to carry any form of eatables in the classroom.
- I am aware that fees once paid is non refundable / non transferable under any circumstances.
- In making this application, I accept and agree to abide by HCIL's policies including the Code of Student Conduct & Code of Civility. I understand that any deviation from the policies will subject me to the penalties contained in those policies and regulations.
- I acknowledge that I have read this application and this application acknowledgement.

Applicant's Signature: _____ Date: _____ Place: _____