

Session: July/August 2009

Campus : Mohali Delhi NCR

Application
Number

APPLICATION FORM

For admission to **B.Tech.-Industrial Engineering & Management
(Specialisation in TQM)**

Note: Please read the instructions given at the end carefully before filling in this form.
Please tick mark the applicable box.

To be filled in **BLOCK LETTERS**

Student Id:

Univ. Roll No.:

(For Office Use)

A. PERSONAL

Name of the
Applicant:
(As Per Matric Certificate)

Father's/
Husband's
Name:

Date Month Year

Date of Birth:

(Please submit attested photocopy of Secondary School leaving certificate for proof of date of birth)

Sex :

Male

Female

Marital Status :

Married

Single

Nationality :

Indian

Others

If others, specify _____

Affix attested
passport size
photograph & attach
3 unattested photos
in a small envelope.

Signature of Candidate

Permanent Address

City:

Distt.:

State:

PIN:

Mailing Address

City:

Distt.:

State:

PIN:

Phone No*:

Mobile No:

Email Id**:

* Pre-fix STD Code

** It is compulsory to provide email address

Educational Details

Qualification	Name of Diploma/Degree (alongwith Trade/stream)	Year	University / Board	% Marks** (with Division)
Class X				
10+2				
Technical Diploma or equivalent*				
Graduation				
Any other				

*Name & Address of Diploma Institute

* *If marks are not awarded, give Cumulative Grade Point Average or its equivalent (specify the maximum of the scale in brackets)
Attach attested photocopy of degree/diploma, alongwith attested photocopies of all marksheets.

B. EMPLOYMENT

- Current Employment Status (Please tick)

Employed	Self-Employed
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- Work experience (as on date of enrolment)
After completing technical diploma / degree.

Years	Months
- Attach your detailed resume describing your professional experience in terms of:
(a) Roles and responsibilities (b) Achievements (c) Professional training undergone (d) Any other information

Employment Summary (Starting from the current organisation) :

Name of organisation	Turnover (Rs. Crores)	Designation	Department	Experience		
				From	To	Total (Months)

Present Employer

Orgn. Name and Address: (Where posted)			
			PIN:
Phone No1**:			Extension No:
Phone No2**:			
Website:			

** Pre-fix STD Code and mention Extension No.

Certificate from present employer

This is to certify that Mr/Ms _____ is employed with us as _____ (Desig.) _____ (Dept.) since _____ (Date of joining).

Annual turnover of our organization was:

2007-08	Rs. _____ (in crores).
2006-07	Rs. _____ (in crores).
2005-06	Rs. _____ (in crores).

Authorized Signatory (With Seal)

Place: _____ Name of Authorized Signatory: _____

Date: ___ / ___ / 2009 Designation : _____

(Self-employed professionals may certify on their own behalf but they should attach attested copies of their company's Memorandum/Certificate of Incorporation)

- Note:**
1. In case period of current employment as on date of enrolment is less than 2 years, please submit an attested photocopy of the experience certificate(s) of the previous organization(s). [The total work experience should atleast be 2 years, post- qualification of diploma / degree.]
 2. In case period of current employment is less than 1 year, please submit proof of annual turnover of previous organizations where you have worked.

C. GENERAL

Income Details

From salary/profession (p.m.) : Rs. _____ From any other sources (p.m.) : Rs. _____

University Details

Have you ever been a student of Punjab Technical University, Jalandhar? (Please tick)

 YES

 NO

If Yes, please provide following details:

Registration No. : _____

Name of Course : _____

Year of Passing : _____

Migration Certificate

*Please submit an attested copy of your migration certificate issued by the last Board/University attended. In case you do not have the migration certificate, this may be submitted within 2 months of joining the Programme.

D. SPONSORSHIP

Who will pay your fees? (Enter a, b or c in the box)

- (a) Full fees by employer (b) Partly employer & partly self (c) Full fees by self

If you enter 'b' for item above, please indicate the percentage of semester fees (Rs. 16,800 per semester) that would be paid by your employer _____

In case it is either (a) or (b), please complete the following :

In recognition of the benefit to our Organisation, of **Punjab Technical University's B.Tech.-Industrial Engineering & Management (Specialization in TQM)** programme, offered by PTU's Gian Jyoti School of TQM & Entrepreneurship, we confirm that we will contribute Rs. _____ per semester on behalf of Mr/Ms/Mrs. _____ towards his/her fees for joining the programme which commences in July 2009.

Authorized Signatory(With Seal)

Place: _____

Name of Authorized Signatory: _____

Date: ___/___/200___

Designation: _____

E. PAYMENT DETAILS

Submit cash or demand draft of Rs.3200/- or (Rs. 3500/-if application is downloaded from web) as Application Processing & Registration fee drawn in favour of **"PTU's Gian Jyoti School of TQM & Entrepreneurship"**, payable at Mohali / Chandigarh.

Cash **Demand Draft** If Demand Draft please fill . . .

DD No. _____ dated ___/___/_____ drawn on Bank _____

F. How did you come to know about us?

Newspaper Advertisement: _____ Poster/Brochure: _____

Seminar: _____ Any other: _____

Reference: _____

DECLARATION BY THE APPLICANT

I declare that I have read the prospectus and understand the conditions of eligibility for Punjab Technical University's B.Tech-Industrial Engineering and Management (Specialisation in TQM) programme and fulfill the eligibility criteria. I confirm that all the information furnished in this application is true and correct. In case any information is found incorrect, the School/Punjab Technical University is free to cancel my candidature at any time and I shall not be entitled to any refund of the fee paid.

Place: _____

Date: ___/___/200___

(Applicant's Signature)

CHECK LIST FOR ATTACHMENTS

Important: Please ensure that you have enclosed the following documents/ information in the serial order specified, without which your application will be considered as incomplete. On the top right hand corner of each attachment, you must write your Application No. and Attachment Serial No. (except in case of DD).

S. No.	List of Items/Documents you have enclosed with Application	Please (✓)
1	One attested photograph (3.80 cm x 5.10 cm) at the specified space.	
2	Three unattested passport size photographs (with your Name and Application No. written on the reverse of the photographs).	
3	Demand Draft for Rs. 3200/- or *3500/- in favour of "PTU's Gian Jyoti School of TQM & Entrepreneurship," Mpayable at Mohali / Chandigarh (With your Name and Application No. written on the reverse side of DD).	
4	Attested photocopy of degree / technical diploma or equivalent issued by University / Technical Board for your educational qualification.	
5	Attested photocopies of all marksheets of degree / diploma mentioned in point number 4 above.	
6	Attested photocopy of class Xth / Matriculation / Secondary school leaving Certificate for date of birth verification.	
7	Attested photocopy of Migration Certificate issued by last Board / University attended.	
8	Attested photocopy of experience certificate(s) of the previous organization(s) in case the period of current employment is less than 2 years, as on date of enrolment (1 year in case of professional graduate).	
9	Proof of annual turnover of previous organizations where you have worked in case period of current employment is less than 1 year.	
10	Detailed resume describing your professional experience in terms of : a) Role and responsibilities b) Achievements c) Professional training undergone d) Any other information	
11	A self-addressed envelop stamped with appropriate postage for despatch of Acknowledgment slip.	
12	Any other document. Please Specify: a) _____ b) _____ c) _____	

***(Rs. 3500/-if application is downloaded from web)**

Acknowledgement Slip **B.Tech.-Industrial Engineering & Management** (Specialisation in TQM)

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(To be sent with the application form. Also attach self addressed envelop with appropriate postage)

To be filled by the candidate

Name _____ Father's Name _____

Application Processing & Registration Fee of Rs. 3200/- **Mode : Cash/DD.** If DD, Please fill DD No. _____

DD Date _____ Drawn on Bank _____

The candidate is informed that his/her application has been received and is under process.

Candidates are advised to indicate Application No. and programme applied for in all their correspondence with the School.

Sr. Programme Manager

PTU's Gian Jyoti School of TQM & Entrepreneurship

FOR OFFICE USE ONLY

Mode of receipt of Application form: Courier/ Post/ Hand Delivery

Date of receipt _____ Receipt No. _____

Received by _____ on _____ Signature _____

Checked by _____ on _____ Signature _____

Approved by _____ on _____ Signature _____

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Instructions for filling the Application Form (To be detached and kept by the applicant)

1. Before filling in this application form, please read the prospectus carefully and ensure that you satisfy the entry requirements.
2. Please note down the unique Application Number assigned to the application. In all subsequent correspondence with the school, make sure that you quote the Application Number.
3. Please fill all details in your own handwriting in BLOCK LETTERS. Leave a blank box between words.
4. Enter your name and date of birth as given in your matriculation/secondary school leaving certificate or equivalent.
5. Please ensure that your name along with Application Number is duly written on the reverse of each of the three passport size photographs. It is advisable that the applicant keeps the three photographs in a separate sealed envelope with Name and Application Number duly written on the envelop, which should be properly fastened to the application.
6. Wherever telephone numbers are to be written, please pre-fix STD code.
7. Please ensure that the mailing address and permanent address are correct and complete in all respect.
8. Access to internet and email is necessary for this distance learning programme. While writing your email address in the application form, you must be careful about capital/small letters, underscore, hyphen etc.
9. Cash/Demand draft of Rs.3200/- as Application Processing & Registration fee should be sent along with the application form. Mention the application number, name and address on the reverse. Demand Draft should be in favour of "PTU's Gian Jyoti School of TQM & Entrepreneurship" payable at MOHALI / CHANDIGARH.
10. The original certificates and documents are not to be enclosed with the application form. Original Diploma/Degree certificate, Matriculation certificate (proof of Date of Birth) & Migration certificate will be required at the time of final grant of admission by PTU, for which you will be intimated separately.
11. Authorities for the purpose of attestation of photocopies of various documents to be enclosed with the application are: **(a)** Gazetted officer of any state/ central govt. **(b)** Principal/Director of any recognized college/Institute.
12. Write complete name and address (BLOCK LETTERS), and affix appropriate postage on the self-addressed envelop.
13. All the attachments should be properly fastened at the end of the application form with a tag or stapled. Mark all such attachments on the check list provided at the end of the application. Make sure that all attachments are appended in the same order as in the check list. On the top right hand corner of each attachment, you must write your Application Number and Attachment Serial No. (except in case of DD, where your Name and Application No. has to be written on the reverse side).
14. Incomplete applications will not be processed.
15. The school will not be held responsible for any postal delay or loss of documents in transit.
16. All admission related queries by email should be addressed to mail@tqmbizschool.org with the name of the candidate and application number mentioned in the subject line.
17. The change of address, if any, must be intimated by the participant, mentioning his/her name and application number to the school. Otherwise, the school authorities will not be responsible for the non-receipt or late receipt of any communication.
18. All applications should be addressed to:
*The Programme Manager,
PTU's Gian Jyoti School of TQM & Entrepreneurship,
B-102, Phase VIII, Industrial Area, Mohali-160059, Punjab.*

You are strongly advised to retain a photocopy of the duly filled in application form (alongwith checklist for attachments) for your own record.