



RAMJI ASSAR
VIDYALAYA WADI TRUST'S
**Laxmichand Golwala College
of Commerce and Economics**
(Affiliated to University of Mumbai)
NAAC with B++ grade (Autonomous)



Course:

- B.Sc in Fashion Design & Entrepreneurship
- UG Diploma in Fashion Design & Entrepreneurship

PG Diploma in Fashion Design & Entrepreneurship



Personal Details:

(Please Write in BLOCK LETTERS)

Date: _____

First Name: _____

Last Name: _____

Mobile No: _____ ABC ID: _____

Whatsapp No: _____ Aadhar: _____

E-mail ID: _____ Nationality: _____

Marital Status: _____ DOB: _____

Birthplace: _____ Email: _____

Nationality: _____ Gender: M F Blood Group: _____

Tehsil: _____ District: _____

Religion: _____ Caste: _____

Sub-caste: _____ Mother Tongue: _____

Category: General / SC / ST / DT(A) / VJNT / NT(A) / NT(B) / NT(C) / NT(D) / OBC / SBC

Tick as applicable:

Current Address: _____

_____ Pin: _____

City: _____ State: _____ Tel No: _____

Permanent Add: _____

_____ Landmark: _____

City: _____ Pin: _____

State: _____ Tel No: _____

FAMILY INFORMATION

(Please Write in BLOCK LETTERS)

Father's Name: _____

Mobile No: _____ E-mail: _____

Occupation: _____

Mother's Name: _____

Mobile No: _____ E-mail: _____

Occupation: _____

Ward of: Central/State Govt. Employee (Transfer Cases)/Defence Personnel/Freedom Fighter

Widow/Divorcee (Female)

Physically Challenged

Name of the Guardian: _____ Relationship with the Guardian: _____

Academic Information:

(Please write in block letters only)

Qualification	Name of School/ College	Group Major	Year & Month of Passing	Board/ University	Seat No	Certificate No	%/CGPA	Grade/Class
S.S.C (10th)								
H.S.C (12th)								
Graduate								
Post Graduate								
Diploma								

Medium of instruction at school: English/Other (Specify): _____

Language Known: _____

Required Documents:

(Submit 4 self attested copies of the applicable marksheets/certificates)

Academics

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> 10th Marksheet | <input type="checkbox"/> 10th Certificate | <input type="checkbox"/> 10th Marksheet cum Certificate | |
| <input type="checkbox"/> 12th Marksheet | <input type="checkbox"/> 12th Certificate | <input type="checkbox"/> 12th Marksheet cum Certificate | |
| <input type="checkbox"/> 1st Sem Marksheet | <input type="checkbox"/> 2nd Sem Marksheet | <input type="checkbox"/> 3rd Sem Marksheet | <input type="checkbox"/> 4th Sem Marksheet |
| <input type="checkbox"/> 5th Sem Marksheet | <input type="checkbox"/> 6th Sem Marksheet | <input type="checkbox"/> 7th Sem Marksheet | <input type="checkbox"/> 8th Sem Marksheet |
| <input type="checkbox"/> 1st Year Marksheet | <input type="checkbox"/> 2nd Year Marksheet | <input type="checkbox"/> 3rd Year Marksheet | <input type="checkbox"/> 4th Year Marksheet |
| <input type="checkbox"/> Provisional Certificate | <input type="checkbox"/> Convocation / Degree | <input type="checkbox"/> Consolidated Marksheet | <input type="checkbox"/> Leaving Certificate |
| <input type="checkbox"/> Transfer Certificate | <input type="checkbox"/> Migration Certificate | <input type="checkbox"/> Bonafide Certificate | <input type="checkbox"/> Other: _____ |

Photo ID & Address Proof (Any One)

- | | | | |
|--------------------------------------|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Aadhar Card | <input type="checkbox"/> Passport | <input type="checkbox"/> Driving License | <input type="checkbox"/> PAN Card |
|--------------------------------------|-----------------------------------|--|-----------------------------------|

Sports Achievement:

- | | |
|---|---|
| 1) Sport Name: _____ | 2) Sport Name: _____ |
| Association: _____ | Association: _____ |
| Level: <input type="checkbox"/> National <input type="checkbox"/> State <input type="checkbox"/> District <input type="checkbox"/> Inter-School | Level: <input type="checkbox"/> National <input type="checkbox"/> State <input type="checkbox"/> District <input type="checkbox"/> Inter-School |
| Position: _____ Year: _____ | Position: _____ Year: _____ |

For Office Use:

(To be filled by the College/Institution)

Name as per University: _____

Student Enrolment No: _____

Student Registration No: _____

Student Fees Receipt No: _____ Date: _____ Academic Year: _____

Remarks: _____

Prepared by: _____

Checked by: _____

Approved by: _____

GUIDELINES, INSTRUCTION AND UNDERTAKING

IMPORTANT

Please read these terms & conditions carefully as they shall form part of the relationship between the Student and the Institute (RAV's Laxmichand Golwala College (Autonomous), Affiliated to University of Mumbai in collaboration with Academy of Design and Innovation (ADI)). It is important that you make sure that you have read and understood all of these conditions and confirm that you accept these conditions when you sign the Pre-Application form. The terms and conditions apply regardless of changes made to a student's study programme or as originally stated on the Pre-Application form, subject to the Institute giving reasonable notice of such changes wherever possible.

Note: any reference to 'term' includes 'semesters'.

Pre-Application and Admission:

- To admit a student at RAV's LGC the applicant must complete and sign the "Admission Form." Parent / Guardian sign is required (wherever necessary).
- International students must submit their applications directly to International Admissions, along with all necessary documents, as outlined in the Admission Procedure Guidelines.
- Applicant needs to successfully complete the evaluation process including interview, test, project submission, etc., as applicable.

Confirmation of Admission from the University:

- Applicants are advised to complete all the formalities for the said registration process very carefully including timely submission of required academic documents.
- Applicants shall receive confirmation of admission within 60 to 90 days from the date of submission of the University Registration form. Meanwhile, during this period, the student shall be eligible to be part of the study programme and attend lectures, training and other activities.
- The Institute reserves the right to accept or decline the admission to the study programme at its discretion. The decision of the Institute shall be final and binding on all.

Centre for Examination:

- The location of the Centre for Examination shall be allotted by the Institute and is subject to change as per the Institute norms and the applicable regulations. Student shall be given reasonable notice wherever possible.

Payment of Fees:

- Students are expected to carefully check the applicable fees and other charges applicable for the study programme and make payment on the defined due dates. Failure to do this may result in suspension from the programme, and cancellation of admission.

Academic Performance:

- The Institute reserves the right to withdraw from a programme or subject within a programme at any time, giving reasonable notice wherever possible and will provide a suitable alternative programme or subject wherever possible.
- The student is accepted at the Institute on the understanding that progression through the relevant programmes is conditional upon satisfactory attendance of lectures and attaining reasonable performance targets.
- If, in the reasonable opinion of the Head of the Institute, the student has not satisfactorily attended lectures or has achieved below 75% attendance or has failed to attain reasonable performance targets, the Institute may not permit the student for public or internally accredited examinations or allow the student to continue with the programmes for which they are enrolled. In such circumstances, the student may be offered suitable alternative programmes or asked to withdraw from the Institute. In the event of a student being withdrawn, no refund of the fees/deposit will be made.
- Any student found to have misled the Institute regarding their qualifications, medical or psychological history, learning difficulties, or suitability for entry will be subject to expulsion from the Institute without recourse to refund of fees already paid. Should an alternative programme be more suitable, a student may be counselled on to such a programme.
- Students need to earn a minimum of 40%* marks separately for Internal & External assessment (*As per the requirement of the University)
- Students are required to wear the Institute identification card at all times while on campus.
- Students are required to notify Institute in writing within 7 days if there is any change in their address or contact details.
- Students using unfair means in examinations will be liable for strict disciplinary action.
- It is the responsibility of the student to read the important announcements made by the Institute authorities from time to time. They will not be excused or given any concession on the grounds of ignorance.
- Ragging is totally prohibited in the Institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively or being a part of the conspiracy to promote ragging, is liable to be punished in accordance with the regulations and under the provisions of the prevailing penal law.
- A candidate found indulging in drug/alcohol abuse, violence or improper behaviour and does not abide by the rules and regulation as are relevant from time to time; he/she will be liable to be expelled.

Cancellation:

- In cases where the provisional admission is cancelled by the student, the following charges shall apply on Annual fee:
 - a. Before Commencement of the programme: ₹1000
 - b. Up to 20 days after the commencement of programme: 20% of total fees
 - c. From 21st day to 50th day after the commencement of programme: 30% of total fees
 - d. From 51st day to 80th day after the commencement of programme: 50% of total fees
 - e. From 81st day to 110th day after the commencement of programme: 60% of total fees
 - f. After 111th day of the programme commencement: 100% of total fees
 - g. Admission charges collected & paid to Awarding & Authentication Bodies paid at actuals – Not eligible for refund
 - h. University admission and admin charges are eligible for a refund only in extreme circumstances of special case review
 - i. If due to rejection of admission due to fraudulent practices (false degree, marksheets etc) – No refunds
- Written cancellation must be given to the Head of the Institute and receipt will be acknowledged in-writing. Failure to provide written cancellation will incur the full-term fee applicable.
- If cancellation is due to non-clearance of the eligible examination thereby, disqualifying the student for the study programme – in normal circumstances the Institute will refund all tuition fees paid, excluding Rs. 1000. Full written details, including evidence of his/her failure of the examination needs to be provided by the student. The said information is to be provided by the student not later than 14 days from the date on which the results were declared.

Withdrawal:

- In order to withdraw a student from a programme, or from part of a programme that has already started, the student is required to give notice, in writing, at least 12 weeks before the start of the term in which the withdrawal takes effect. Failure to give such notice will oblige the student to pay the Institute the remainder of the academic term's fees plus one term's fees in lieu of notice.
- In the event of a student being withdrawn without a 12 weeks written notice being provided to the Head of the Institute and receipt acknowledged in writing, fees will be charged for the remainder of the current term plus a full term's fees.
- If a student wishes to transfer from a programme that has already started onto another, the student is liable for the full academic year's fees amounting to the higher of the two programmes.

Medical Provision:

- The Institute is unable to refund fees when the student is absent (from programmes) due to illness, injury, other emergencies, unforeseen events, or changes in personal circumstances. The Fee Payer is therefore advised to arrange adequate insurance to provide cover for the refund of fees in such cases of illness, injury, other emergencies, unforeseen events, or changes in personal circumstances.
- If, as a result of illness, injury, other emergencies, unforeseen events, or changes in personal circumstances, a place at the Institute is cancelled, or a student is withdrawn from a programme, then the relevant charges or fees will apply.

Grounds for Exclusion:

- The student must abide by the Institute rules, as set out in the Circular, and Guidelines or announced by the Head of the Institute from time to time.
- The Institute reserves the right to require a student's withdrawal including immediate withdrawal from a programme, or part of a programme, for a serious or aggravated disciplinary or behavioural matters including continued or repeated misconduct, or if it is considered by the Head of the Institute that such a withdrawal is in the best interests of the student or the study group.
- In the event of a student's temporary or permanent exclusion from a programme, or exclusion from the Institute, no refund of tuition or other charges for the current academic year, deposit, will be made.
- Students are required to maintain appropriate levels of attendance and may be expelled should this fall below the required level.
- It is important that the Institute is made aware of any welfare or medical conditions or disabilities. If a student arrives at the Institute with a pre-existing condition which was not declared at the time of application, the Institute reserves the right to either ask the student to leave or to send the student for private medical or psychological treatment or for tests, which will be at the student's expense.

Penalties and Fines:

- The student is liable for any breakages, loss or damage caused by the student to the premises in which the student is being taught or at the place of work.
- The Institute may impose a reasonable penalty or fine for other forms of misconduct such as contravening health & safety regulations or infringing the Institute policy.

Personal Property:

- The Institute does not accept responsibility or liability whatsoever, including liability through the acts, omissions or negligence of its employees, agents or assignees for the student's personal property, and the student is advised to take out personal insurance to cover any loss or damage to personal property although the Student, Parents, Guardians or Carers for the student should take independent advice on the content of such policies before committing themselves.

Publicity:

- By enrolling with the Institute, the Student, Parents, Guardians or Carers for the student consent to the reasonable use of the student's details and academic achievements, including images or recordings of the student howsoever made, for promotional purposes.

Liability:

- The Institute shall not be liable for either death or personal injury suffered by any student, although utmost care will be taken by the Institute. Parents and the student agree to notify the Institute of special dietary needs, allergies, or other medical conditions where special arrangements must be made.
- Parents and students also agree that the Institute may administer any non-prescription medication or first aid as is deemed appropriate and to seek medical, dental or optical treatment when required.

Reservation of Rights:

- The Institute reserves the following rights: a) to alter the content, nature and venue of a Programme/Examination at any time; b) to alter the details of any published information at any time; c) to alter method of payment if deemed necessary at any time.

Practical Training on Real Events:

- By enrolling, the Parents, Guardians or Carers for the student consent to the student participating in practical training on real events, the Institute trips and other activities off of the Institute premises and to be given first aid or urgent medical treatment during the activity or the Institute trip.

Student Declaration:

I agree that I am required to use my best endeavours to meet the requirements of the programme selected and to abide by the rules and regulations of the Institute. I further agree to keep myself updated and also to abide with all future amendments or changes made in Academic guidelines, Training & Internship requirement, Study Center, Examination Center and other terms of Admission, I understand that if I breach any of the Institute's rules or my behaviour is deemed unacceptable by the Institute, including poor attendance or unsatisfactory progress, My admission may be cancelled and I agree that I will not be entitled to any refund of the tuition fees or other charges paid to the Institute.

Student's Name: _____ **Signature:** _____

Parent's/Guardian's Name: _____ **Signature:** _____

Date: _____ **Place:** _____