

CA: 302 / 09.07.10

**Admission Memo.**

**Sub: Admission to First Semester Advanced Diploma programme - 2010**

**Congratulations.**

You are provisionally selected for admission to the First Semester Advanced Diploma Programme based on the written test, group discussions and interview held on 3rd July 2010 at CIAL Academy at Cochin International Airport Ltd (CIAL) premises.

In this connection following instructions may be noted:

1. You are requested to **report in person** either with your Parent or Guardian without fail at CIAL **Academy** on **20<sup>th</sup> July 2010 at 10 am.**
2. Receipt of Admission memo is only indicative for admission, subject to compliance with the rules and regulations of CIAL Academy and IGNOU in force.
3. You shall:
  - a. Fulfill the minimum requirements as per the eligibility criteria (50% marks in basic degree) prescribed by CIAL Academy at the time of counseling / admission.
  - b. Remit the required fees in full on the date of admission. Part payment of fees or postponement of date of payment will not be allowed under any circumstances.
  - c. Produce following certificates / documents in original at the time of admission:
    - i. Hall ticket - Admission test
    - ii. SSLC / 10<sup>th</sup> / CBSE mark list & pass certificate
    - iii. Mark list of qualifying degree from a UGC recognized University
    - iv. Transfer Certificate from the institution last attended (in English version)
    - v. Conduct and Character Certificate from the institution last attended or from a gazetted officer
    - vi. Four passport size color photographs in a suitable cover, with name & address written on the rear side of photographs.
    - vii. Two sets of attested copies of all original certificates / documents mentioned above
  - d. Candidates short listed for admission but their results are still awaited shall take provisional admission as per IGNOU norms subject to the condition that they shall produce their mark list on or before the prescribed date specified by the university.
4. Failure to present yourself at the appointed time for admission will result in immediate forfeiture of all claims for admission and removal from the list of eligible candidates.

5. Academy reserves the right to add, delete, or amend any of the stipulations regarding eligibility, intake specifications, rules, regulations; fee structure etc at any time and these will be applicable to all candidates seeking admission.
6. All certificates / documents produced by you shall be kept under the custody of the Academy till the completion of verification.
7. Your continuous unauthorized absence for the first fifteen working days after the commencement of classes will result in cancellation of your admission, without any notice, and your seat will be offered to other eligible candidates.
8. Fees payable at the time of admission : **Rs.38, 425/-**

**(Rupees thirty eight thousand four hundred and twenty five only)**

9. Fee may be remitted by Demand Draft obtained from any branch of the nationalized / scheduled bank drawn in favor of "CIAL Academy" payable at Nedumbassery / Aluva / Ernakulam. Alternatively the fee can be remitted directly in our current A/C No: 10480200004077 (CIAL Account) at Federal Bank, Nedumbassery branch. For your convenience pay-in- slip of Federal Bank, Nedumbassery will be issued from this office after verification of certificates.
10. Other expenses / requirements such as uniform have to be born by you.
11. ***This offer for admission is provisional and based on the verification of documents proving eligibility submitted by you along with the admission form. If at a later stage, it is found that the document(s) submitted by you is / are false, your admission shall stand cancelled forthwith and no fee refund will be admissible in the event of such cancellation of admission.***

For further information / enquiries if any, contact: **0484- 2611785, 786 or 0484-3124004**

**Director,**