



**REGISTRATION FORM  
FOR INFORMATION TECHNOLOGY TRAINING**

For Office Use Only	
BATCH NO	
TIMINGS	
DATE OF COMMENCEMENT OF BATCH	
RECEIPT NO. / DATE	

Paste Recent  
Passport Size  
Colour  
Photograph in  
space  
Provided.

**PLEASE FILL THE FORM IN CAPITAL LETTERS.**

**To,**  
**The Centre Head,**  
**ITT Centre,**  
**ICAI Bhopal Branch.**

Sir, Please Register me for IT Training in the Batch Mentioned Herein Above. My Particulars are as under:-

<b>Name</b>	
<b>Student Registration No. with ICAI (Enclose copy of Registration Certificate)</b>	
<b>Residential Address</b>	
<b>Residence Phone No.</b>	
<b>Mobile No.</b>	
<b>Name of The Firm and Name and address of the Principal/MIT (Chartered Accountant) Under whom registered as Article Assistant, if applicable.</b>	
<b>Phone/Mobile No of Principal/MIT</b>	
<b>Details of remittance of Fee</b>	Amount Rs. <b>4,000/-</b> (Rupees Four Thousand only is being remitted through DD/Pay Order No. _____ dated _____ favouring " <b>IT Centre Bhopal Branch of ICAI</b> ", drawn on _____ Bank, payable at <b>Bhopal</b> .)

**I've read and understood the rules and regulation of the ITT Centre given overleaf and agree to abide by them. I further agree to follow any other rules of the centre which may be communicated to me in the future.**

1. Enclose Copy of Articleship Registration Letter.
2. Only completely filled up form with enclosures and photograph will be considered and incomplete form are liable to be rejected.

## RULES OF THE ITT CENTRE, ICAI, BHOPAL BRANCH

1. **Admission to a Batch:-** Due to limited number of seats in every batch the admission to a batch is strictly on “First Come First Serve Basis”. The batch and timings once allotted will not be allowed to be changed under any circumstances.
2. **Fees:-** The Fee for the Training Course is Rs. 4000/- (Rupees Four Thousand Only). Fee once deposited is non-refundable and non-adjustable under all circumstances.
3. **Identity Card:-** Each Student will be issued an Identity card on his/her successful registration. Entry to the ITT centre will be allowed only during the dates of the batch and timings mentioned there-under on producing the card to the Faculty/Lab Assistant. The student is advised to carry the I-Card with him to the centre and show it whenever demanded. Student not possessing I-Card is liable to be expelled from the centre. Loss of I-Card should be reported immediately to the Centre Head. Application for Duplicate I-Card should be made with fee of Rs.50/- to the Centre head.
4. **Duration of Batch:-** The duration of batch is 25 working days with 4 hrs of learning each day. Apart from this the student is required to appear in a module test for each module and complete a project work for each module and an online test on completion of the whole course. Minimum Passing marks is 60% in aggregate with 0 weightage of 40% to module tests and Project Work and 60% weightage to Online test. For details of course duration/syllabus/passing requirements and other details please refer prospectus or go to the institute’s web site [www.icai.org](http://www.icai.org).
5. **Attendance:-** Minimum 90% attendance is required to be eligible to appear in the online examination. It is imperative that a student ensures the minimum attendance otherwise he/she shall not be allowed to appear in the Online Examination.
6. **Permission of the Principal/MIT:-** As per CA Regulation Rules, the duration of IT Training is deemed to be period served under articles on making proper application to the Principal/MIT. The student who are undergoing articleship are therefore requested to get prior approval of their Principal/MIT so that they are in a position to complete the Training smoothly.
7. **Number of attempts allowed:-** If the student is not able to secure the minimum required percentage to qualify the IT Training, he/she shall be allowed to sit in two more attempts without payment of any fees. However, if the student fails in all three attempts he shall be liable to pay additional examination fee per attempt of Rs 300/- or such amount as may be decided by the Institute.
8. **Student’s Liability towards Infrastructure facilities of the centre:-** The student to Computer system ratio is kept at one to one. Each student shall, during the course of training, be liable for the computer system which he is allotted. He should use the system prudentially and should take reasonable precaution to keep the computer system in its original state without any harm or damage. He should not indulge in any activities which may result in damaging the hardware or the software of the computer systems or other assets of the centre. Any damage to any of the asset of the centre deliberately or due to willful negligence of the student shall be recoverable from him/her.
9. **Dress Code:** The students are advised to adhere to the dress code prescribed by the Institute.
10. I have read and understood the above rules and agree to abide with the same.

Date :

Place:

**Signature of the Student**