



Don Bosco Technical Training Institute

Bosco Boys Home, Vazira Naka, Borivali West, Mumbai 91.

Phone No.28333060/28337519

Hotel Management

Restaurant Service – Cookery – Bakery – House Keeping
English Speaking – Personal Development – Basic Computer

PHOTO

Date of Admission: ____/____/____ **Batch** ____

First Name: _____ **Surname:** _____

Father Name: _____ **Mother Name:** _____

Permanent Address: _____

Phone /Mobile No.: _____ **Reference No.:** _____

Date of Birth: _____ **Age:** _____ **Sex:** Male ☐ Female ☐

Married ☐ **Unmarried** ☐ **Religion:** _____ **Caste:** _____

Email ID _____

Educational Qualification:

Examination	School / College	Stream/Subject	Year	Percentage

Family Background:

Sr.No.	Name of the person	Relationship	Occupation

For Office Comments

Rules and Regulations

1. Fees to be paid in installment before admission (5000).
2. Fees once paid will not be refunded.
3. Smoking, Chewing of tobacco and consuming alcohol is an offence in an institute, students found guilty will be given a warning and brought to the notice of the parents after which the management may decide to expel the students
4. Students who are expelled from the institute are not entitled to any certificate/letter whatsoever
5. Students found stealing; damaging property or indulging in anti social activity will be expelled without any warning after recovering the cost of damage.
6. Students should take permission from the competent authority Trainer/ Director/ Principal/ Administrator before leaving the premises during Training hours.
7. Parents/Relatives/Visitors that come to meet students in the premises will do so after taking the permission of the competent authority.
8. Safety of the personal belongings is the responsibility of the student. In case of accidents and hurts due to negligence, the institute will not be held responsible.
9. All absence without prior permission or due to medical reason and other reasons will be considered allowing not more than 6 days only (Max). The student and parents are to be warned that if the candidate exceeds this limit then his training is terminated, and if he still wants to continue then he will have to seek Re-admission with a new undertaking/ assurance and (Rs. 3000). Three late attendance will be marked as one day absentee and three half days will be marked as one day absentee.
10. **ONLY THREE DAYS OF ABSENCE WILL BE PERMITTED, INCLUSIVE OF SICK LEAVE OR ANY OTHER REASONS. IF MORE THAN SIX LEAVE, THE STUDENT WILL BE TERMINATED WITH IMMEDIATE EFFECT AND NO CERTIFICATE OR LETTER WILL BE ISSUED.**
11. The **use of Mobile in the class is strictly** prohibited.
12. **STUDENT'S UNIFORMS FOR MALES & FEMALE: WHITE FULL SLEEVE SHIRT, BLACK BOW, BLACK TROUSER, BLACK BELT, BLACK SHOES and BLACK SOCKS. (JEANS NOT ALLOWED)**
MALE STUDENTS ARE NOT ALLOWED TO WEAR EARRING, FINGER RING, BANGLES (KADA), OR LONG & COLORED HAIR.
13. Journals should be duly completed for inspection and signature.
14. It is Mandatory for students to participate in all activities of the Institute.
15. "On Job Training" (OJT) is COMPULSORY. Student will be sent to any of the 3 or 5 Star Hotels for OJT. Certificate will be issued only after completion of the OJT.
16. All Journals to be submitted weekly to the respective teachers & the sector.
17. Please come with full uniform and be punctual.
18. Respect Teachers, staff and the Institute.
19. Keep the Campus and the study hall clean at all times.

DOCUMENTS REQUIRED (2 COPIES EACH)

A) LEAVING CERTIFICATE B) MARK SHEET C) BIRTH CERTIFICATE D) RATION CARD
E) AADHAR CARD F) MEDICAL FITNESS CERTIFICATE G) 8 PASSPORT SIZE PHOTOS

I HEREBY PROMISE TO ABIDE BY THE ABOVE INSTRUCTIONS.

Name and signature of Student _____ **sign** _____

Name & Signature of Parents/Guardians _____ **sign** _____

Date: ____/____/____

I hereby promise to abide by the above instruction.

(Student Signature)

(Parent/Guardian Signature)