

ADMISSION FORM DELHI

Admission Process

1. Complete the application form
2. **For Part time courses:** Aptitude test and interview.
3. **For Full time courses:** Entrance Exam and interview.
4. Payment of requisite fees/cheques after interview

Application Form

Kindly ensure you fill in all details, and sign the last page after reading the terms and conditions. Incorrectly filled, incomplete or unsigned forms are liable to be rejected.

Courses Offered

- | | |
|------------------------------------------------------------------|--------------------|
| 1 Post Graduate Diploma in Advertising and Communication | Two Year Full Time |
| 2 Post Graduate Diploma in Event Management and Public Relations | One Year Full Time |
| 3 Diploma in Event Management | One Year Part Time |
| 4 Diploma in Advertising and Media | One Year Part Time |
| 5 Diploma in Public Relation and Corporate Communications | One Year Part Time |

Certification/Accreditation

All Courses are accredited by City & Guilds, London Institute, UK.

City and Guilds is UK's largest vocational awarding body/examination board certifying colleges in more than 100 countries and has awarded over 30 million certificates in its 125 year history.



Eligibility

Diploma Courses: Minimum of 10+2 years (HSC) OR Equivalent

Post Graduate Courses: Graduate or Equivalent.

Documentation required along with form

1. Two Passport size colour photographs
2. **Diploma Courses:** HSC Mark sheet
3. **Post Graduate Courses:** Final Year Mark sheet.
4. Residential Proof like Ration Card/Electric Bill/Passport copy/Telephone Bill.

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Courses Offered	Duration / Venue	Eligibility	Lecture Days	Timing	Fees (In Rupees)
Post Graduate Diploma in Advertising and Communication (PGDAC)	Two years full time	Graduate	Tue to Sat	9.00 am onwards	2,35,000
Post Graduate Diploma in Event Management & Public Relations (PGDEMPR)	One year full time	Graduate	Tue to Sat	9.00 am onwards	1,20,000
Diploma in Event Management (DEM)	One year part time	HSC	Mon/Wed/Fri	6.00 pm to 8.30 pm	45,000
Diploma in Advertising & Media (DAM)	One year part time	HSC	Mon/Wed/Fri	6.00 pm to 8.30 pm	45,000
Diploma in PR & Corporate Communications (DPRCC)	One year part time	HSC	Tue/Thu/Sat	6.00 pm to 8.30 pm	45,000

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Payment Terms

Courses	Fees (in Rupees)	Payable at the time of Admission	30th August 2009	30th October 2009	10th August 2010	30th October 2010
PGDAC	2,35,000	58,750	NA	58,750 (PDC at the time of Admission)	58,750 (PDC at the time of Admission)	58,750 (PDC at the time of Admission)
PGDEMPR	1,20,000	60,000	NA	60,000 (PDC at the time of Admission)		
Diploma Courses	45,000	22,500	22,500 (PDC at the time of Admission)			

Payment Methodology

- 1 PDC (Post dated cheques) for all the mentioned courses needs to be submitted while paying the 1st installment.
- 2 Fees can be paid by Cash/Cheque /DD should be in the name of GCEL A/C EMDI
- 3 Educational loans by HDFC Bank Ltd.

Disclaimer

- Fees Inclusive of EMDI Tuition Fees / Library Fees / Examination Fees / Practical Training Fees/City & Guilds Certification.
- Fees do not include: Travel/Transport, F&B, Xerox fees, etc.
- Fees once paid are non refundable.

1. DATA FORM

Admission Data

Which course are you applying for?

- Post Graduate Diploma in Advertising and Communication**
- Post Graduate Diploma in Event Management and Public Relations**
- Diploma in Event Management**
- Diploma in Advertising and Media**
- Diploma in PR and Corporate Communications**

How did you hear about EMDI and this programme?

- Advertisement in a newspaper, which one _____
- Article or Editorial in the press, which one _____
- EMDI Website
- Internet Source (eg. google, facebook) _____
- Radio
- SMS
- Email
- Leaflets, where _____
- Seminar, where _____
- Recommended by teacher/professor _____
- Recommended by your company _____
- Recommended by your parents _____
- Recommended by your friends _____
- Others _____

2. PERSONAL INFORMATION FORM

Personal

Mr
 Ms

First Name

Last Name/Family Name

Date of Birth
 / /

Paste 1 Passport Sized Photograph

Affix 1 Passport Sized Photographs

Permanent Address

Telephone Numbers

Residence
Mobile
Relatives Mobile No.
Email Address

Family	Name	Age	Organization	Designation
Father				
Mother				
Spouse				
Sibling				
Sibling				

	Name of College	Completed in the Year	Board/Degree/Diploma	Percentage (%) or Grade
HSC				
Graduation				
Post Graduation				

4. TERMS AND CONDITIONS

Admission

Admissions granted on incorrect information will be construed null and void. In all matters regarding admission to the programme, the decision of the Institute will be final and binding on the applicant. No correspondence from the applicant with respect to his/her non selection will be entertained.

Applicant Details

The candidate must supply all contact details to the Institute at the time of admission. Alternate telephone numbers, email addresses should be supplied for the record of the Institute.

Any change in your address/telephone number should be intimated to the Institute immediately.

The Institute is not responsible for Postal/Courier delays, loss in transit, or wrong address.

Fees

- All fees once paid will not be refundable for any reason whatsoever.
- The student/parent/guardian authorises the Institute to deposit cheques on due dates without recourse to them. If the cheque is not honoured by the issuing bank for any reason, the Institute shall initiate such steps including legal action to recover the same.
- In the event of non receipt of fees on due date, the Institute reserves the right to initiate such steps including refraining the students from attending lectures, participating in events/workshops, appearing for assessments/exams etc. at its sole discretion. The student/parent/guardian waives their right to initiate any steps against the Institute arising out of steps initiated for the same.
- Delay in payment of fees will result in the levying of an additional financial penalty by the Institute.

Cancellation of Admission

The Institute reserves its right to cancel the admission of successful applicants under any of the following circumstances:

- If the applicant's cheques are dishonoured.
- If the applicant fails to furnish the proof of the stipulated minimum qualifications/eligibility criteria.
- If the applicant fails to meet the minimum attendance criteria
- If the applicant brings to disrepute the name of the Institute, or if the Institute deems that educational standards/class decorum are not being maintained by the applicant.
- If the applicant has committed a breach of any of the terms of this Agreement or any rule framed subsequent to these terms, and has failed to rectify such breach despite the Institute calling upon him/her to do so.

Decorum

No applicant shall be allowed to stay or sleep in the premises. Alcoholic drinks, and smoking and any products injurious to health shall not be consumed in the premises.

The applicants shall also ensure that he/she shall not cause any noise/nuisance to the other offices in the building.

Practical Training/Internship

- The Institute will consistently endeavour to provide practical training opportunities to its students with various agencies/allied partners.
- However the Institute's association with other agencies/partners shall not be taken to constitute a partnership or joint venture or contract of employment between the parties and nothing contained in this Agreement shall authorize either party to incur any liabilities on behalf of the other.
- The Institute will not be responsible for any incident which may occur when a student is working on a project for a company.
- The Institute will not be held liable if a third party partner promises to pay monies/dues to the applicant for work carried out/expenses met for work carried out and defaults of the same. The applicant will have to deal with the third party company directly for the same, however the Institute will endeavour to facilitate and ensure that the entire matter is handled suitably.
- The Institute will also not be held liable if a third party company agrees to delegate work to the applicant of a certain nature, and then delegates alternative work. The applicant will have to deal with the third party company directly for the same, however the Institute will endeavour to facilitate and ensure that the entire matter is handled suitably.

Right Issue Disclaimer

"Greycells Entertainment Limited proposes, subject to receipt of requisite approvals, market conditions and other considerations, to make a rights issue of its equity shares and has filed the Draft Letter of Offer with Securities and Exchange Board of India"

Lectures/Faculty

- The Institute is not responsible for the views/opinions/ideas of any faculty/guest lecturer/speaker/third party over and above the course curriculum. The Institute does not endorse in anyway opinion/statement/comment of such third parties with context to non related opinions. The Institute shall neither be responsible nor liable for any consequential damages arising on account of the applicant relying on views/ideas/opinions/statements of the above.
- Owing to the high relevance on guest faculty, certain lectures may be cancelled/delayed/re-scheduled. The Institute ensures that it will make good such cancellations/delays/re-schedules by calling upon speakers of equal repute and experience to cover the topic on the same date, or if not possible, on any other date as declared by the Institute.
- The Institute reserves the right to arrange for extra lectures on other days of the week if in the Institute's opinion it serves in the best interest of the applicants.

Certification/Accreditation

- All Courses are accredited by City & Guilds, London.

Placements

The Institute is not liable for securing jobs for its enrolled students.

Placement opportunities will be given to deserving meritorious candidates and is based on the final discretion of the company hiring the candidate.

Liability

The Institute shall in no way be responsible or liable for any damages, loss, or injury caused to the applicant or to his property from any cause whatsoever.

The Institute shall in no way be liable for any damages, loss or injury or death or any claim from them regarding loss or injury or death caused to the applicants in the premises.

The applicant shall maintain to his/her best the premises including equipment, fixtures, fittings, etc. provided by the Institute or otherwise in good working condition. Any damage, other than the due course of wear and tear, to the premises caused by the applicant shall be borne and reimbursed by the applicant to the Institute.

The applicant is solely responsible for his behaviour/responsibility during any practical training/internship/job opportunity provided by the Institute. The Institute does not take any responsibility for the students' actions. That this centre is acting as a franchisee conducting courses as authorized by EMDI Institute of Media & Communication.

Right of Alteration/Modification

The Institute reserves its right to alter or modify the structure of its programme within the current broad outline to attain the objective of excellence.

The Institute reserves its right to modify/alter and/or include any other 'Terms and Conditions' that may be deemed fit in the interest of the Institution.

Jurisdiction

Any dispute pertaining to admission, or any matter as a student of EMDI shall be subjected to the jurisdiction of the Mumbai Court only.

Declaration

I have read the prospectus and promise to abide by the rules and regulations of the Institute and any other rules the Institute may legislate from time to time. I certify that the information furnished in this application form is correct to the best of my knowledge and belief. I also assure I will contribute effectively to this course.

Date

/ /

Signature of Parent/Legal Guardian

Signature of Applicant