



D. J. ACADEMY OF DESIGN

Coimbatore-Pollachi Highway,

Othakkalmandapam,

Coimbatore- 641 032

Phone: 0422 – 2610333, 2610428

Mobile:09488611174

E – Mail: office@djad.in Website: www.djad.in

Application Form No: _____

Received on: _____

Affix a recent
passport size
colour
photograph

ADMISSIONS 2017 – 2018

2/3 years (Post Graduate Programme): Industrial /Communication

Graphics/Animation/Film & Video/Packaging/Products/Transportation/Furniture /Interiors/Accessory /Interaction design

* Tick appropriate box and circle the field of design you prefer to study at DJAD. Application to be filled in Applicants own handwriting.

INSTRUCTIONS:

The filled-in application forms must accompany a demand draft of Rs.2500/- (Charges inclusive of prospectus) drawn in favor of **D. J. Academy of Design payable at Coimbatore**. The application complete in all respects, along with Admit Card, should be sent to the Dean at the address given above. **LAST DATE FOR RECEIVING COMPLETED APPLICATION FORMS: 2nd May 2017.**

Test Center : Coimbatore

A. Personal Particulars

1. Full Name (as in certificates):

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Age & Date of birth

Place of Birth

Nationality

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Height (in cms)

Weight (in Kgs)

Blood Group

Whether SC / ST

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2. Parent's / Guardian's full name & relationship with applicant

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Parent's/Guardian profession, designation & annual income:

Parent's/Guardian's address for correspondence:

.....

Phone: Mobile Phone: E-Mail:

Name of the Applicant in Block Letters

Name of the Parent in Block Letters:

Signature of Applicant

Signature of the Parent:

3. Permanent Address:
.....

Phone: Mobile Phone: E-Mail:

4. Have you suffered from any major illness? If "yes", state the duration and nature of illness.

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5. Physical challenged or any chronic illness?

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B. Educational Information

1. a. Educational Record (Start from High School Examinations)

EXAMINATIONS	MAJOR SUBJECTS TAKEN	CLASS / DIVISION	YEAR OF PASSING	NAME OF THE SCHOOL / COLLEGE / UNIVERSITY AND PLACE
.....
.....
.....

b. What exam will you be appearing for at the end of the current academic year?
(Clearly write: Final Year Degree or Equivalent or 10 + 2)

2. In case of discontinuity in academic record, explain your activities during the period

.....

C. Work Experience

Organization	Designation	Work handled	YEAR

Name of the Applicant in Block Letters

Name of the Parent in Block Letters

Signature of Applicant

Signature of the Parent

D. Special Interest and Skills

1. Extracurricular activities, such as hobbies, sports, positions of responsibility held, prizes won, papers published

ACTIVITY	IN WHAT CAPACITY	INSTITUTION / YEAR
.....
.....
.....

2. From the list of topics given below, select the ones in which you have a special interest and / or skill, and specify your proficiency / achievements in those areas:

Drawing / Sketching, Machine Drawing, Metal working, Music, Painting, Paper Crafts, Photography, Sculpture, Wood working, Writing Prose/Poetry, Illustration, Cartooning, Computer – aided Design, Model Making, Aero – Modeling, Performing Arts, any other.

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E. Aptitude

1. Give a brief outline of the qualities you possess, and the ones you lack.

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2. What relationships do you see with your skills and design?

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3. Given below are the some terms related to design activity. Tick any five of these terms with which you can

identify yourself

Market	Productivity	Quality of life	Ideas	Creative	User
Appropriate	Systematic	Need	Optimize	Inquisitive	Functional
Problem solving	Aesthetic	Economical	Fashionable	Profit	Management
Taste	Beautiful	Ecological	Team work	Technology	Leadership
Planning	Service	Recognition	Compromise		

4. Give reasons for your choice of **ANY TWO** of the five terms tick marked by you.

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5. Write on about 50 words your reaction, impression about any one of the following:

- a. A book you have read
- b. A film you have seen recently
- c. Music you have heard and admired
- d. A poem which you like
- e. Painting / Sculpture / any Architecture which you admire
- f. The city/village where you live
- g. An object which you think is badly/well designed

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6. Indicate the type of Projects participated in as team member or independent projects or field work or independent study done in the area of your special interest. What is your own assessment of your performance?

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7. Could you describe briefly any person or event that is most memorable in your life.

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Signature of the Parent

8. How did you come to know about D. J. Academy of Design?

- If through website, specify : DJAD/Shiksha/Others specify name:
- If through Newspaper, specify :
- If through word of mouth, specify person name :
- If through Coaching institute, Specify : BRDS/AFD/DQ labs/Silica/Others specify name:
- Others specify :

9. Name and address of a reference who knows you well at task level.

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DJAD Considers score of CEED (Common entrance exam for design) for entry in Post Graduate Programme.

I am appearing for CEED test, and would send the true copy of the CEED score. My test ID no. _____

DATE & PLACE

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**tick appropriate box and circle the field of design you prefer to study at DJAD*

ADMIT CARD

Name of the Candidate : _____
Full Postal Address : _____

Test Center : Coimbatore

Note:

1. This card, duly filled in and signed by the candidate must be returned along with the application form.
2. This will be issued to the candidate in person at the test centre 30 minutes before the test begins. This should be shown as and when demanded by the invigilators.

DATE & PLACE

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Signature of Applicant

Signature of the Parent

Admission policy

Fees

1. The fee structure as applicable for the students of the regular programme will be charged from the students. Any revision in the fee structure would be notified separately from time to time. All deposits/ fees shall be made by Demand Draft only in favor of DJ Academy of Design payable at Coimbatore.
2. At the time of admission, the student needs to pay 50% of yearly tuition fees notice. Hostel/Mess charges, one time full development fee and refundable Security Deposit.
3. The Composite Fee which covers all of teaching and other expenses (such as library, examination, labs, co-curricular activities, sports etc for the academic year) is applicable for the academic year i.e. from June to May. The Composite Fee does not include or cover field trips and excursions, pocket money, extra subject/learning support, weekend outings/trips, transportation, stationery, other co-curricular activities, extra tutorials, medical expenses etc . Students have to purchase the tool kit at actual cost from the Institute stores.
4. One can opt to pay the Composite Fee in two installments semester wise.
5. All fee payments should be made by due dates as indicate in the Fee Schedule. The due dates for submitting fees semester wise every year will be:
 - 1st Installment: 30th June of every year
 - 2nd Installment: 31st December of every year

The students seeking admission for the 1st year however have to pay the 1st installment as declared in admission procedure. Minimum 10% increase in Composite Fees will be there every year.

6. The institute reserves the right to revise/amend the Fee Schedule.

Late Fees

1. In the event of late deposit of fee following surcharge shall be charged(Not applicable for New year admissions in 1st year).
 - Late payment Rs:100 per day
2. No student, whose fee remains unpaid in full or in part, will be allowed to use the institute until the outstanding fee is received. Also no internal jury reports, Transfer Certificates or recommendations to future institutes / colleges will be issued to the student or parent.
3. If the fee is not paid even after 3 fortnightly reminders, the students name shall be struck off from the institute's records and all dues shall be forfeited from the security deposit.

Conversions

1. Students converting from Hostellers to Day Scholars should do so at the end of a semester. Students converting from Hostellers to Day Scholars in the middle of a semester shall have to pay hostel fee for the full semester.
2. Students converting from Day Scholars to Hostellers (upon availability of space) should do so from the 1st day of the month. Students converting in the middle of a month shall have to pay hostel fee on pro rata basis from the beginning of the month.
3. Institute Mess is compulsory for all hostel students.
4. Day Scholars must vacate campus by 6pm, and cannot enter campus before 9am.

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Refunds/Withdrawals

1. Students wishing to withdraw should give at least one semesters notice (June -November, December-May).
2. In case of withdrawal, fee pertaining to the semester falling in the notice period shall be payable by the student.
3. In the event of withdrawal without notice, the same shall be forfeited from the security deposit of the student.
4. Fees once paid will not be refunded.
5. Any instrument/equipment/gadget or books and stationary purchased from/through the institute are non-returnable and thus non refundable.
6. If for, any reason, a drop is taken by the student an amount of Rs.25, 000 will be paid by the student instead of the whole semester fee.

Security Deposit

1. Every student admitted into the Institute needs to pay a security deposit as laid down by the management from time to time. This deposit is noninterest bearing and is refundable upon the student passing out / leaving the institute.
2. Any unpaid dues of the student shall be recovered from his / her security deposit.
3. The Security deposit shall be refunded within 60 days of withdrawal/passing out of the student after adjusting unpaid dues, if any. This is done on production of prescribed "No Dues Certificate" from concerned departments. Production of the "No Due Certificate" is also essential for appearing in a jury /award of diploma.
4. No request of refund would be entertained after six months from the date of completion of the course or the student leaving the institute.
5. Legal disputes if any shall be settled only in the courts having their jurisdiction in Coimbatore.

Bank Charges

1. All bank charges pertaining to inward remittance of the fee, if any, shall be debited to students account.
2. In the event of cheque/draft return, a sum of Rs.1000 besides the bank charges shall be debited to the students account.

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