



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: _____

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ADMISSIONS 2017 – 2018

2.5 years Post Graduate Programme majoring in Interaction Design.

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:

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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?
.....

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
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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

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Signature of Applicant

Signature of the Parent

D. Motivation Statement

1. Write a concise statement (in 200 – 300 words) about your interest in Interaction Design, your career objectives, and your learning expectations from the Interaction Design course.

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E. Aptitude

1. List the knowledge, skills and abilities that you possess and feel are relevant and will compliment the study and practice of Interaction Design as below:

- Subjects studied

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- Books read/topics researched

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- Workshops, seminars participated (if any)

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- Software tools and respective proficiency levels (either novice, intermediate, or advanced)

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- Knowledge of coding, programming languages (if any)

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- Any other

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2. List a few recent developments in the digital technology space. Speculate through writing or illustrations the future potential of any one of these technological developments to solve an India specific problem.

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3 . Submit a personal portfolio of your work in soft copy form written on a CD along with this Application Form, or provide a link to an online portfolio site. Work may include: academic or industry projects; creative output in form of writing, illustration, photography, collage, sculpture, video; participation performance art; initiatives contributed to; conceptual work in the area of interaction design; articles, essays, research papers; and anything else that you feel represents your qualities and abilities.

4. 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 :
-

5. 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

Name of the Applicant in Block Letters

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FOR OFFICE USE ONLY

 **D. J. Academy of Design**

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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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