

# ADMISSION FORM



**BANGLADESH**  
**Skill Development**  
**Institute**  
An Institute of Daffodil Foundation



**Daffodil**  
Foundation

Affiliated by

**Bangladesh Technical Education Board**

**Main Campus**

House # 2/B, Road # 12, Dhanmondi, Mirpur Road,  
Dhaka. Phone: 8110818, 8126324, 8151671, 8152105

**Dhanmondi Campus:**

House # 7, Road # 14 (new) 29 (old), Dhanmondi,  
Dhaka-1209 Phone: 880-2-9124773, 9117205, 9138140

**Kalabagan Campus:**

64/3 (5th Floor), Lake Circus, Kalabagan, Mirpur Road,  
Dhaka-1205, Phone: 8126729, 912230, 9126840, 912738

Attach 2 Passport Size  
& 2 stamp size  
Photographs here

Form No.

# Admission Form

Name in Block Letters :

Father's Name :

Mother's Name :

Male

Date of Birth

Female

Last obtain Qualification

Contact Number  Cell No.

E-mail

Address

Present	Permanent
<input type="text"/>	<input type="text"/>

How did you know about BSDI ?

- Newspaper  
 Magazines  
 Posters  
 WEB Page  
 Friends/Relatives  
 Banners  
 Cable/TV  
 Others

Session

- March  
 June  
 Sep  
 Dec

Shift

- Morning  
 Evening  
 Afternoon

Class Time :

Diploma Course :

Short Course :

Scholarship :

Workshop :

Seminar :

Other :

I do hereby certify that all the information provided here is, to best of my knowledge true and complete, and agree to abide by the terms and conditions while studying at BSDI as set out overleaf.

Applicant

Guardian

Note : This admission Form must be submitted with all attested copies of qualification certificates, together with 2 recent passport size and 2 stamp size photographs and the required fees.

### Educational Background

No.	Name of the Institution	Certificate/Degree	Board/ University	Grade/Div.	Year

### Professional Experience

No.	Name of the Organization	Designation	From	To

### Payment Schedule

Mode \_\_\_\_\_ Total Amount Taka \_\_\_\_\_

Installment	Taka	Receipt No.	Date	Authorized Signature
1st				
2nd				
3rd				
4th				
5th				
7th				
8th				
9th				
10th				
11th				
12th				
Additional				
Additional				
Total				

Explanation (if any) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mr./Miss/Mrs. \_\_\_\_\_ has been selected as  
a student of BSDI for \_\_\_\_\_ course.

\_\_\_\_\_  
Accounts

\_\_\_\_\_  
In-Charge

\_\_\_\_\_  
Director

## **Rules & Regulations for Studying at BSDI**

All students, who have been accepted by BSDI, will be bound to follow the rules and regulations.

1. An enrolled student of BSDI is bound with the agreement that he/she will follow the course and pay the required fees in due time.
2. Classes will go on between Schedule day. In case of Special Classes or on instruction of the teacher, the student have to given extra time on the basis of teacher's concern.
3. Student should be present 10 minutes before the class start.
4. Every student has to pay his or her tuition fees within the date of 5-7 of every month.
5. When a student is absent due to illness or any other genuine cause, a written application must at once be sent to the Director.
6. If any student remains absent in any exam, he/she has to pay Tk 500.00 for each exam as a fine.
7. 80% attendance is must. Otherwise, the student will not be allowed for the final exams.
8. The student re-enrollment fee is Tk 1500.00. The management of BSDI will finalize the decision of re-enrollment of any particular student
9. Batch transfer fee taka 2000 only.
10. BSDI reserves the right to change the Fees structure of any course without any prior notice.
11. Late admittance will also have to pay full coures fees.
12. All types of paid fees are non-refundable.
13. Student must receive printed money receipt with the authorized signature whenever they pay any sort of fees. The student should keep the receipt carefully. The receipt may be asked for any time.
14. Student unable to join / continue the course must inform the management of BSDI in a written form for future reference.
15. Student can use the facility of the laser printer with the approval of the course teacher.
16. Change of address must be informed to the management. BSDI will not be responsible for any lost mail.
17. Every student must read the main notice board when ever they come in the campus.
18. The student must collect his/her ID card within one week of enrollment. The ID card will be ceased in case the expulsion of any student.
19. Students are bound to carry the ID card at BSDI.
20. BSDI enrolled student must attend every exam, Assignment of evaluation criteria. Failing to do so, the guardian of the students will be informed forthwith.
21. If management find anybody involving in any politics or Un-law full activities then he or she will be expelled from the institute.
22. BSDI reserves the right to expel any student from the institute if the management think that the student is harmful for the institute.
23. The Director reserves the right to remove the name of any student from the roll due to
  - A. Failure to pay fees in time.
  - B. Failure to come up to prescribed standard.
  - C. Unsatisfactory conduct.
24. Every student is bound to follow the discipline, manner and code of conduct of BSDI. In case of break of any rules. BSDI reserves the right to take action against the student of any nature.
25. BSDI reserves the right to list the name of defaulter students any time, any way and any where.

**Note :** BSDI management reserves the right to change, add or edit any off the rules and regulation when needed

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Guardian Signature**