

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

## FORMAT FOR CHECKING DOCUMENTS

NAME OF STUDENT : \_\_\_\_\_

REGISTRATION NO. : \_\_\_\_\_

S.No.	DOCUMENT	YES	NO
1.	10 Photographs of Student		
2.	One photograph of parents (a) Father (b) Mother		
3.	One photograph of guardian in case of girl student.		
4.	Verification of Originals of 10 <sup>th</sup> Class + xerox copies 2 sets		
5.	Verification of Original D.O.B. Certificate+ xerox copies 2 sets		
6.	Verification of Originals of 12 <sup>th</sup> class + xerox copies 2 sets		
7.	Student Personal Profile		
8.	CA-9, Computer No. Record (For AME Students only)		
9.	Signature of Parents on Admission Form		
10.	Signature of Parents on Personal Proforma		
11.	Joining Letter		
12.	Less Percentage (Provisional Basis Admission Letter)		
13.	Signature of Parents & Candidate on Provisional Basis Letter.		
14.	Anti Ragging Affidavit.		
15.	Medical Certificate (DGCA).		
16.	Adult Vaccination Record.		
17.	10th and 12th Class Verification letter received from Board		
18.	Security clearance in case of foreign student.		
19.	Copy of Semester Marksheet / C of C		

Signature of Examiner of Documents

Signature of C.I.

Signature of Director

Date \_\_\_\_\_



# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

7. **Correspondence Address** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

8. **E-mail (Student)** : \_\_\_\_\_

9. **E-mail (Parents)** : \_\_\_\_\_

10. **Course Opted for** : \_\_\_\_\_ **Branch** \_\_\_\_\_

11. **Admission Type** : \_\_\_\_\_ **Session** \_\_\_\_\_

12. **Mode of Course** : \_\_\_\_\_

13. **Marks in Qualifying Exams** :

S.No.	Subjects	Marks Scored	Total marks	%	Certificate No.

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

14. **Father's Name** : \_\_\_\_\_

15. **Mother's Name** : \_\_\_\_\_

16. **Income of Father**  < One Lakh  1 Lakh to 2.5 Lakh  
(Per Annum)  2.5 to 3.5 Lakh  3.5 to 4.5 Lakh  
 4.5 to 6.5 Lakh  6.5 to 8.5 Lakh  
 Not Applicable

17. **Qualification of Father** : Post-Graduate  Graduate   
Undergraduate  Matriculation

18. **Occupation of Father** : Engineer  Doctor   
Farmer  Business   
Other  Service

19. **Work Address of Father** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin No. \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_

20. **Qualification of Mother** : Post-Graduate  Graduate   
Undergraduate  Matriculation

21. **Occupation of Mother** : House wife  Engineer   
Doctor  Farmer   
Business  Other   
Service

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

22. **Work Address of Mother** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin No. \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_

23. **Income of Mother** :  < One Lakh  1 Lakh to 2.5 Lakh  
**(Per Annum)**  2.5 to 3.5 Lakh  3.5 to 4.5 Lakh  
 4.5 to 6.5 Lakh  6.5 to 8.5 Lakh  
 Not Applicable

24. **Local Guardian Details**

a. **Name** : \_\_\_\_\_

b. **Qualification** : Post-Graduate  Graduate   
Undergraduate  Matriculation

c. **Occupation** : Engineer .  Doctor   
Farmer  Business   
Other (Specify)  Service

d. **Income**  < One Lakh  1 Lakh to 2.5 Lakh  
**(Per Annum)**  2.5 to 3.5 Lakh  3.5 to 4.5 Lakh  
 4.5 to 6.5 Lakh  6.5 to 8.5 Lakh  
 Not Applicable

e. **Work Address** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

Pin No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

f. **Home Address of Local Guardian** : \_\_\_\_\_  
\_\_\_\_\_

Pin No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

25. **No. of Sister / Sisters** :

26. **No. of Brother / Brothers** :

27. **No. of dependent person / persons in family** : \_\_\_\_\_

28. **Currently living in a house** : Owned  Rented

29. **Do you watch TV** : Regularly  Sometime

Not at all

30. **Preferred TV Channel** : Star  Zee

Discovery  DD

**If other please specify** : \_\_\_\_\_

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

31. Do you read News Paper : Yes  No

If yes please specify the Name : \_\_\_\_\_

32. From which source you came to know about SOA(D) (Be specific) :

\_\_\_\_\_

33. Hobbies : \_\_\_\_\_

\_\_\_\_\_

34. Belong to : Joint Family  Nucleated family

35. Aim in life : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

36. Why are you interested in the course that you have chosen (specify in detail) :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

37. Any other Remarks (Personal) : \_\_\_\_\_

\_\_\_\_\_

38. Hostel required : Yes  No

39. Your fees will be paid through Educational Loan / Parents will pay :

\_\_\_\_\_

40. If education loan then from which Bank, Branch specify :

\_\_\_\_\_

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

41. Your Shirt Size (inches) \_\_\_\_\_ Your Trouser Size (inches) \_\_\_\_\_

42. Other personal details of the ward related to health /behaviour etc. so that special attention can be given to your ward if required (in brief by Parent / Guardian) :

---

---

---

## Declaration

I / we the parents / Guardian of the student hereby declare that all the information furnished above are correct to the best of my / our knowledge and if any thing found otherwise I / we shall be responsible

Signature of Candidate

Signature of Parents / Guardian

Place :

Date :



# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

## RECORD OF EDUCATIONAL CERTIFICATES

Sl. No.	Class X Board Exam		Class XII Board Exam with Physics & Mathematics				Any other Higher Exam .....	
	Year of Passing	% of Marks	Year of Passing	Marks of Physics	Marks of Maths	% of Marks (Physics & Maths)	Year of Passing	% of Marks

Medical certificate as per Annexure \_\_\_\_ has been checked for fitness.

Authorised Signatory

Signature of C.I.

Dated \_\_\_\_\_

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

## RECORD OF SECURITY CLEARANCE, IF ANY

Name of Student : \_\_\_\_\_

Regn. No. : \_\_\_\_\_

Batch No. : \_\_\_\_\_

Stream : \_\_\_\_\_

Nationality	Security Clearance			Remarks
	Source	Letter Ref. No. with Date	Date of Receipt	

Authorised Signatory

Signature of C.I.

Dated \_\_\_\_\_

## RECORD OF FEES (AT THE TIME OF ADMISSION)

Sl. No.	Registration Fee	Admission Fee	Library Fee	General Security Money	Games Fee	Misc. Charges	Excursion Charges	Study Material Charges	Mediclain & Insurance Charge	Sig. of F.E.*
Payable										
Paid										
Balance										

Signature of Accounts Incharge

\*F.E Fee Executive

Note : Accounts Incharge should sign this form at the time of Final Clearance of Students from this Organisation.

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

## RECORD OF FEES (INSTALLMENT DETAILS)

Semester	Tuition Fees with Postal Charges	Date	Receipt No.	Advance Payment, if any	Balance Total Fee, if any	Payment Date of Balance Fees	Remarks	Signature of F.E.*
I								
II								
III								
IV								
V								
VI								
C of C								

Signature of Accounts Incharge

\*F.E Fee Executive

Note : Accounts Incharge should sign this form at the time of Final Clearance of Students from this Organisation.

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

## RECORD OF HOSTEL AND MESS FEES

Semester	Hostel Security Amount	Yearly Rent Amount Payable _____		Mess Charges Per Month Amount Payable _____			Remarks
		Date	Receipt No.	Date	Receipt No.	Sig. of F.E.*	
I							
II							
Semester	Hostel Security Amount	Yearly Rent Amount Payable _____		Mess Charges Per Month Amount Payable _____			Remarks
		Date	Receipt No.	Date	Receipt No.	Sig. of F.E.*	
III							
IV							

Semester	Hostel Security Amount	Yearly Rent Amount Payable _____		Mess Charges Per Month Amount Payable _____			Remarks
		Date	Receipt No.	Date	Receipt No.	Sig. of F.E.*	
V							
VI							

Signature of Accounts Incharge

\*F.E Fee Executive

Note : Accounts Incharge should sign this form at the time of Final Clearance of Students from this Organisation.

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

## RECORD OF DRESS FEES

Semester	Uniform Fees		Sports Dress	Overall Apron	Receipt No.	Dated	Sig. of F.E.*
	Summer	Winter					
I							
II							
III							
IV							
V							
VI							

Signature of Accounts Incharge

\*F.E Fee Executive

Note : Accounts Incharge should sign this form at the time of Final Clearance of Students from this Organisation.

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

Ref. No. : SOA (D) / AME / \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

## STUDENT JOINING LETTER

Name of Student : \_\_\_\_\_

Reg. No. : \_\_\_\_\_

Dear Student,

This is to inform you that classes for your First Semester shall commence from \_\_\_\_\_ for Aircraft Maintenance Engineering (AME) in Avionics Branch for which you have been Admitted.

You are required to report in office by 9:00 A.M. on \_\_\_\_\_.

Documents to be brought at the time of joining (if not submitted).

1. 10 photographs of student.
2. One photograph of parents (i.e of Father and Mother both) / guardian for girl student only.
3. Originals of 10<sup>th</sup> and 12<sup>th</sup> i.e. Mark Sheets and pass certificates.
4. Medical Certificate for AME students as mentioned on page no. V of Admission Form.
5. Anti Ragging Affidavit.
6. Adult Vaccination Record.
7. Security clearance in case of foreign student.

It is compulsory for the student to accompany his/her parents/guardians at the time of joining the hostel.

Hostel students will be required to sign the hostel declaration and deposit the same at the time of joining the hostel.

You are also required to pay the balance fee of first installment by \_\_\_\_\_ and submit the required documents on the same day, for details of fee, please refer the enclosure.

Hostel students are advised to bring a Bicycle along with them.

All payments related to Institution should come directly to Institution.

With best wishes in future.

Cordially

**C.C.Ashoka**  
(Director)

**Dated:** \_\_\_\_\_

Encl. : Fee Details.



# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

Ref. No. : SOA (D) / AME / \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

## STUDENT JOINING LETTER

(Student Copy)

Name of Student : \_\_\_\_\_

Reg. No. : \_\_\_\_\_

Dear Student,

This is to inform you that classes for your First Semester shall commence from \_\_\_\_\_ for Aircraft Maintenance Engineering (AME) in Avionics Branch for which you have been Admitted.

You are required to report in office by 9:00 A.M. on \_\_\_\_\_.

Documents to be brought at the time of joining (if not submitted).

1. 10 photographs of student.
2. One photograph of parents (i.e of Father and Mother both) / guardian for girl student only.
3. Originals of 10<sup>th</sup> and 12<sup>th</sup> i.e. Mark Sheets and pass certificates.
4. Medical Certificate for AME students as mentioned on page no. V of Admission Form.
5. Anti Ragging Affidavit.
6. Adult Vaccination Record.
7. Security clearance in case of foreign student.

It is compulsory for the student to accompany his/her parents/guardians at the time of joining the hostel.

Hostel students will be required to sign the hostel declaration and deposit the same at the time of joining the hostel.

You are also required to pay the balance fee of first installment by \_\_\_\_\_ and submit the required documents on the same day, for details of fee, please refer the enclosure.

Hostel students are advised to bring a Bicycle along with them.

All payments related to Institution should come directly to Institution.

With best wishes in future.

Cordially

**C.C.Ashoka**  
(Director)

**Dated:** \_\_\_\_\_

Encl. : Fee Details.

SECTION	: 9	PAGE NO.	: 17
ISSUE NO.	: II	ISSUE DATE	: 01.05.10
REVISION NO.:	0	REV. DATE	: -

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

## DESPATCH OF JOINING LETTER

Name of Student \_\_\_\_\_

Sl. No. of Joining Letter	Date of Despatch	Address of the Students	Signature of Receiving in Person or by Regd. Post Receipt

Signature of Dispatching Person

Signature of C.I.

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

## STUDENT TRAINING COMMENCEMENT & COMPLETION RECORD

Name of student \_\_\_\_\_

Stream	Batch	Date of Commencement of Course	Whether Admission Form attached	Date of Completion of Course	Remarks

Signature of Admission Incharge

Signature of C.I.

Dated \_\_\_\_\_

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

## ISSUE OF IDENTITY CARD (RECORD)

Name of Student \_\_\_\_\_

Sl. No. of Identity Card	Date of Issue	Signature of Student	Remarks

Signature of Issuing Person

Signature of C.I.

# Annexure No. SAT/15

CA-9 (AME-Comp.No.)

Rev 6, Sept 2005

GOVERNMENT OF INDIA  
DIRECTOR GENERAL OF CIVIL AVIATION, CENTRAL EXAMINATION ORGANISATION

Paste recent passport size photograph duly attested*	Application for <b>ALLOTMENT OF COMPUTER NUMBER for AME Licence Exam</b> This application to be filled <b>once</b> only	Paste recent Passport size photograph <b>(WITHOUT ATTESTATION)</b>
<b>FOR OFFICE USE</b> Computer Number Allotted: <b>E-</b>		Put your specimen signature in the above box <b>IN BLACK INK</b>

(\*To be attested partly covering photograph & Page of this application)

1(a) NAME IN FULL, IN BLOCK LETTERS:-

FIRST NAME	MIDDLE NAME	SURNAME

(b) SEX (MALE / FEMALE): \_\_\_\_\_

(c) RANK (for Defence personnel): \_\_\_\_\_

Note: Whenever there is any change in Rank (for Defence candidates), please intimate to CEO immediately.

2. Father's name: \_\_\_\_\_

3. Date of Birth (in Christian era): 

D	D	M	M	Y	Y	Y	Y

 (Enclose **ATTESTED** copy)

4. Educational Qualification:  
 (a) Academic Qualification: 



 (Enclose **ATTESTED** copy)

(b) Technical Qualification: 



 ((Enclose **ATTESTED** copy)

(c) Details of marks obtained in higher secondary (10+2 or equivalent)  
 (I) Percentage of aggregate in Physics, Chemistry and Math. \_\_\_\_\_ %. (Enclose **ATTESTED** copy)  
 (II) Year of Passing : \_\_\_\_\_

5. (a) Name of the DGCA approved training school : \_\_\_\_\_

(b) Batch No.: \_\_\_\_\_ (c) Date of induction of the Batch : \_\_\_\_\_

**6 DEFENCE** Personnel

(a) Whether belongs to Defence: Yes or No. if yes, tick the appropriate box :  ARMY  AIR FORCE  NAVY

(b) Whether Retired / Serving: \_\_\_\_\_

- (c) Defence **Commissioned Officers**: Branch of Engineering:\_\_\_\_\_ (Mech./Electronics) (Enclose **ATTESTED** copy)
- d) Defence **Non-Commissioned Officers**: Trade : \_\_\_\_\_ ( Enclose attested copy of **Trade Certificate**)

7. **EXPERIENCE, If any:** (Enclose documentary evidence of experience)

- a) **Total** aircraft engineering experience: \_\_\_\_ Years \_\_\_\_ Months.
- b) **Details of Experience**: (Give the details of the type of aircraft, types of jobs undertaken in chronological order on separate sheet.)

8. (a) **PERMANENT ADDRESS** \_\_\_\_\_

(b) **MAILING ADDRESS** for Correspondence like computer No./ Admit /Result Card:

9. **NATIONALITY** : \_\_\_\_\_ (**Foreign National** should enclose attested copy of a) Passport and b) Security clearance certificate/ NOC issued by DGCA)

10. **CATEGORY** (Tick the appropriate box) : SC / ST / OBC / OTHERS

I hereby certify that the above particulars/entries made by me are true and correct in every respect to the best of my knowledge and belief and that nothing has been Concealed or withheld by me. I understand that if any of my particulars/entries are found false or incorrect at any time, my candidature will stand rejected and further action can be taken against me by DGCA as per the rules. Further, I have read the requirements for issue / extension of AME Licence as laid down in Aircraft Rules / CARs amended from time to time.

DATE \_\_\_\_\_ **Full Signature of Applicant** \_\_\_\_\_

**CERTIFICATE**

This is to certify that the particulars furnished by Mr./Ms \_\_\_\_\_ given above have been verified by me and found correct.

Date & Place: \_\_\_\_\_ Signature \_\_\_\_\_

Seal: \_\_\_\_\_ Name & address of certifying officer \_\_\_\_\_

This certificate to be attested by QCM/Chief Instructor of approved institute/Chief Engineering Officer in case of serving Defence personnel and Gazetted officer in case of unemployed persons.

**Note 1. Last date of submission of this application:**

Session	Cand. of DGCA approved AME trg. Inst.	Cand. Other than AME trg. Inst.
February Sess.	15 <sup>th</sup> Oct.	15 <sup>th</sup> Nov.
June Sess.	15 <sup>th</sup> Jan.	15 <sup>th</sup> Feb.
October Sess.	15 <sup>th</sup> May	15 <sup>th</sup> June

**Note: 2.** Computer Number if **NOT received within 40 days** from the date of submission of this application, contact CEO.

**Note: 3.** Candidate should **NOT apply** for any of the **written examination** unless he has obtained Computer Number

-END-

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

## COMPUTER NUMBER RECORD

Name of Student : _____  Reg. No. : _____  Batch No. : _____  Branch : _____	
<b>(FOR OFFICE USE ONLY)</b>	
Check list for documents to be enclosed with this form	
1. CA-9 (Complete in Full)	<input type="checkbox"/>
2. 10th Marksheet	<input type="checkbox"/>
3. Date of Birth Certificate	<input type="checkbox"/>
4. 10 + 2 (PCM) Marksheet	<input type="checkbox"/>
I have checked all the enclosures and CA-9 form before dispatch.	
Date _____	Signature of Course Counsellor _____
Date of dispatch of CA-9 (AME-Comp. No.) _____ Dispatch No. _____	
I have cross checked CA-9 Form and all enclosures	
Date _____	Signature of C.I. _____
Computer Number Allotted by DGCA _____ Computer Number Allotted on Date / Session _____	
Date _____	Signature of C.I. _____

- Note :**
1. This form has to be filled alongwith CA-9 form and at the time of admission itself.
  2. It is the duty of course counsellor to check that all the documents as per above check list are enclosed with CA-9 form.
  3. C.I. will cross check the CA-9 form and its enclosures before signing CA-9 and this form.
  4. After computer number are allotted by DGCA, its entry in this record should be cross checked by C.I., and sign for the same.
  5. This form should be filed in students individual record file.

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

## RECORD OF ADMINISTRATIVE APPLICATIONS RECEIVED / MEMO ISSUED

Sl. No.	Date	Subject of Application / Memo Issued	Action Taken			Signature of Principal / C.I.
			Date	Nature of Action	Any Memo / Reply Issued	



# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

## LEAVE RECORD INCLUDING MEDICAL LEAVE

Semester	Leave Period			Type of Leave	Total Medical Leave
	From	To	No. of Days		
I					
II					
III					
IV					
V					

**SEMESTER FAMILIARISATION TRAINING RECORD (IF ANY)**

Semester	Training Period		No. of Days	Curriculum / Details of Training	Signature of C.I.	Remarks
	From	To				
I						
II						
III						

**NOTE :** Subject of the training is recorded on student log book.

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

Semester	Training Period		No. of Days	Curriculum / Details of Training	Signature of C.I.	Remarks
	From	To				
IV						
V						

**NOTE :** Subject of the training is recorded on student log book.



# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

## DESPATCH OF FORTNIGHTLY MARKSHEET RECORD (STUDENTS' INDIVIDUAL FILE)

Name \_\_\_\_\_

Batch \_\_\_\_\_

Reg. No. \_\_\_\_\_

Semester \_\_\_\_\_

Session \_\_\_\_\_

Semester	Fortnightly Test	Duplicate Copy Attached or Not	S-. No. of MS	Date of Despatch	Sign. of C.I.	Address of Parents (as per Current Records)
I	1	Yes / No				
	2	Yes / No				
	3	Yes / No				
	4	Yes / No				
	5	Yes / No				
	6	Yes / No				
	7	Yes / No				
	8	Yes / No				
II	1	Yes / No				
	2	Yes / No				
	3	Yes / No				
	4	Yes / No				
	5	Yes / No				
	6	Yes / No				
	7	Yes / No				
	8	Yes / No				
III	1	Yes / No				
	2	Yes / No				
	3	Yes / No				
	4	Yes / No				
	5	Yes / No				
	6	Yes / No				
	7	Yes / No				
	8	Yes / No				
IV	1	Yes / No				
	2	Yes / No				
	3	Yes / No				
	4	Yes / No				
	5	Yes / No				
	6	Yes / No				
	7	Yes / No				
	8	Yes / No				

# School of Aeronautics

H.974, Palam Extn, Part.1, Sec.7, Dwarka, New Delhi.

Semester	Fortnightly Test	Duplicate Copy Attached or Not	Sl. No. of MS	Date of Despatch	Sign. of C.I.	Address of Parents (as per Current Records)
V	1	Yes / No				
	2	Yes / No				
	3	Yes / No				
	4	Yes / No				
	5	Yes / No				
	6	Yes / No				
	7	Yes / No				
	8	Yes / No				
VI	1	Yes / No				
	2	Yes / No				
	3	Yes / No				
	4	Yes / No				
	5	Yes / No				
	6	Yes / No				
	7	Yes / No				
	8	Yes / No				
	9	Yes / No				
	10	Yes / No				
	11	Yes / No				
	12	Yes / No				
	13	Yes / No				
	14	Yes / No				
	15	Yes / No				
	16	Yes / No				
	17	Yes / No				
	18	Yes / No				
19	Yes / No					
20	Yes / No					
21	Yes / No					
22	Yes / No					
23	Yes / No					
24	Yes / No					
25	Yes / No					
26	Yes / No					

**To,**

**The Director,  
School of Aeronautics  
New Delhi**

**Sub : Provisional Admission**

Dear Sir,

With regards I want to inform you that I am taking admission in \_\_\_\_\_ course which will be starting from July 201\_. As I am unable to secure required percentage of marks in Physics, Chemistry and Maths. I will improve my marks in (\_\_\_\_\_) before last week of August 201\_ otherwise my admission will be cancelled and no refund will be claimed by me.

Yours Obediently,

Signature of Candidate : .....

Dated : .....

Name : .....

Signature of Parent : .....

Name : .....