



## EXECUTIVE DIPLOMA IN INTERNATIONAL LOGISTICS

### Application Form (This Course only for Working Professionals)



1. Name of Applicant..... Nationality.....  
 2. Age   Date of Birth       Male  Female   
 3. Aadhar Card Number .....
4. Driving License .....Passport No.....
5. Address .....
8. Mobile No..... Email-D.....
- 7.Last - Educational Qualification .....

#### 8. Employment Details

Sl	Name of Company Employed at	Designation	Job Function (in Brief)	Number of years
a				
b				

10. Overseas Work Experience if any.....
11. Any Other details to mention.....

#### Declaration

*I hereby declare that the above details provided by me are true and accurate to the best of my knowledge. If there is an omission, commission, suppression, distortion or false information from my side, then I am aware of the fact that it will lead to my expulsion from BSLS and that I will not be entitled to any refunds of fees in full or pro-rata. Consequently, I would also be liable to make good the loss, that may be caused to BSLS due to the false information furnished by me. I also agree that I would lose all my rights and claims consequently whatsoever as an applicant of BSLS.*

Applicants Signature

Date .....

<b>For BSLS Office use</b>	
Received Application from Mr. /Ms. _____	
Bank Details of Cheque/DD _____	Rs _____
Allotted Registered Roll Number _____	Authorized Signatory _____



## Rules & Regulations and Terms of Admission into

# Executive Diploma in International Logistics-EDL

- 1. Business School of Logistics and Shipping** (hereinafter referred to as **BSLS**) is an autonomous education institution offering this Executive Diploma in International Logistics and its related fields. A person aspiring to pursue for the award of the Certification offered by **BSLS**, hereinafter shall be referred to as an "**applicant**".
- 2. BSLS** offers its own Executive Diploma in International Logistics, for a duration of Three months, the classes for which may be held through zoom online sessions to an aspiring applicant, who must attend & complete the required percentage of attendance as outlined in Point # 8. As a partial fulfillment for the award of this Diploma by **BSLS**, an applicant must also do a Project-work and submit the same no later than Ten days after last day of the course completion.
- 3.** It is mandatory for an applicant to possess a, minimum, three-year experience as a working professional on the date of application for this course. An applicant may be considered, for admission only after the approval of the Academic-Governing Council of **BSLS**. The Academic-Governing Council reserves the rights of accepting or rejecting an application of any applicant without assigning any reasons thereof.
- 4.** An applicant is said to have become a registered-applicant only when payment of the prescribed course fee in full is done by applicant. By tendering the payment of the full course fee and by signing this application, an applicant confirms to have accepted and states expressly, to abide by the rules & regulations and terms stated herein.
- 5.** A registered applicant is deemed to have enrolled with **BSLS** for the entire duration of course as mentioned in Point # 2 in a single continuous-term. For whatsoever reason, if an applicant discontinues the course, **BSLS** will not refund the course fee, in full or *pro-rata*. No refund of fees or adjustment *thereof*, in any form will be done by **BSLS** under any circumstances. When an applicant wishes to re-join the discontinued course, he/she has to again pay a full course-fees existing then.
- 6.** The syllabus of the course shall be completed according to the **BSLS** schedule and timetable. An applicant must participate in all the learning activities, which includes submission of written-assignment-report as per the stipulated deadlines and passing in the continuous-assessment-test and final-assessment-test, for **BSLS** to consider awarding this Diploma.
- 7. Assessment** – A applicant has to secure a combined score of 70 percent, aggregated over the written-assignment-report, continuous-assessment-test & final-assessment-test of each prescribed syllabus paper, for **BSLS** to consider awarding of this Diploma. An applicant has to abide to the date/time fixed by **BSLS** for the continuous-assessment-test & final-assessment-test. Medical certificate needs to be produced, if an applicant is unable to write/attend any test due to medical reasons on the designated date/time fixed by **BSLS**. In such medical cases a revised date/time will be given for writing/attending the tests. In the event of a non-medical grounds or any other reason thereof, if an applicant is unable to write/attend a test on the date/time fixed by **BSLS**, he/she can request for a revised date/time for an individual test writing/attending, by paying Rs 1000/-per paper. If an applicant does not appear for the test on the revised date/time fixed for individual test writing, he /she has to pay Rs 5000/- per paper for another date. If an applicant fails in any paper, he/she has to reappear for test by paying Rs 1000/- The applicant has to agree for the date/time fixed for by **BSLS** for such test again. If an applicant fails in the re-test, then he/she has to appear again for the test in the subsequent batch by paying Rs 5000/- as test fees.
- 8. Attendance** – A applicant must have 90 percent mandatory-attendance-needed, to qualify to write the final-assessment-test of the course, for **BSLS** to consider awarding this Diploma. When an applicant is unable to attend classes due to medical reasons, a medical-certificate needs to be produced from a qualified medical practitioner. Based on the medical-certificate the attendance will be relaxed, not exceeding 10 percent of the mandatory-attendance-needed stated here. If the attendance percentage is below 85 but above 70, then an applicant has to complete the mandatory-attendance-needed hours by attending classes in the subsequent batches to qualify for writing the final-assessment-test. If attendance percentage is less than 70, **BSLS** will not award the Diploma to the applicant and **BSLS** mandates such applicant to again apply & attend the whole course, by paying full course fee existing then.
- 9.No Internship or Placement** – This Executive Diploma in International Logistics offered by **BSLS** is for working professionals. An applicant is considered to have applied for this program only to enhance their knowledge in the field of Logistics Industry. **BSLS** does not & has not made any commitment in providing any internship or any job placement, upon an applicant completing this Course. An applicant states by signing the application for this Diploma that he will not claim, at any time, for any internship or any job opportunity, in whatsoever Industry including Logistics Industry, to be provided by **BSLS**.
- 10.** The agreement, responsibility and obligation of **BSLS** ceases immediately after the three-month zoom online-session is completed by **BSLS** and it is considered that **BSLS** has discharged its duties fulfilling all the terms stated herein with the registered applicant. Only when the registered applicant completes all his assessment, assignments and the required attendance as per clauses 7 & 8 respectively, **BSLS** will issue the Course Completion certificate to the registered applicant. Once the Course Completion Certificate is issued by **BSLS**, all the legal relationship between **BSLS** and the registered applicant ceases to exist.
- 11.** Course materials in the form of hand-outs, files, case-studies and audio-visuals, given to the applicants are the intellectual property of **BSLS**, to be used only for academic and study purpose. The applicants should not circulate this, in print, electronic or social media, to anyone or use this for any unlawful purpose or any other purpose. An applicant will be legally sued, if he/she uses or is found using, any of these properties stated herein, detrimental to the interest of **BSLS**.
- 12.** A applicant should bear all the financial cost, if he/she causes any damage, occurring as a result of his/her negligence or willful misconduct to the property, equipment, teaching equipment and study materials of **BSLS**.
- 13.** Use of Mobile phones or cameras are prohibited in the **BSLS** during the online-sessions for recording any portion of the LIVE Trainings or Presentations.
- 14.** Any misbehavior in form of an act of assault, ragging, intimidation, coercion, interference, racist comments, sexual misconduct (*in action or verbal comments*) with fellow applicants or staff of **BSLS**, will result in criminal action as per law. Under such circumstance an applicant will be expelled immediately from the course and there will no refund of fees in *full* or *pro-rata*.
- 15.** Applicants should take care of their belongings when they visit **BSLS** office. **BSLS** will not be responsible for any loss of such belongings carried by applicant or left behind at **BSLS** office.
- 16.** Use of tobacco or drugs by applicants in **BSLS** premises is prohibited and shall lead to legal action & immediate expulsion from the course with no refund of fees in *full* or *pro-rata*.
- 17.** Dress code for Male-applicants is business-formals with formal shoes. Lady-applicants may wear formals or neat ethnic attire. Torn Jeans and Slipper are not allowed, when attending the online classes or during a visit to **BSLS** office.
- 18.** Applicants should not hold any political or religious meeting/activity at the **BSLS** premises or hold any demonstration or protest against **BSLS** for whatsoever reason.
- 19.** These rules & regulation and terms together with the website-disclaimer and course-specific terms & conditions are the entire agreement between **BSLS** & the Applicant. The applicant is aware that any agreement outside the scope of the above rules & regulation and terms (written or verbal) is not binding on **BSLS** at any time. An Applicant confirms that he/she has not relied on any other representations in entering into these and any other terms and conditions with us
- 20. BSLS** is not liable to any applicant/registered applicant for any breach of its obligations or termination under these rules & regulation and terms arising from causes beyond its reasonable control due to fires, floods, earthquakes, and other Acts of God, terrorism, riots, strikes, delay caused by transport systems, pandemics, epidemics, lockdowns, curfew and Government rules & restrictions.
- 21.** In all matters pertaining to the functioning of **BSLS**, and the rules & regulation and terms, the decision of the **BSLS** shall be final and binding on all the registered applicants.
- 22.** All the disputes arising out of the above rules & regulations and terms will be subject to the exclusive jurisdiction of Courts in Chennai only.
- 23.**  I have fully understood the above rules & regulations and terms. I accept to agree and abide by all the terms mentioned herein with my full and free consent.

Date \_\_\_\_\_

Applicant Full Name

Applicant Signature