



## POST GRADUATE DIPLOMA IN INTERNATIONAL LOGISTICS

### Student Application Form

**PASTE PHOTO**

- Name of Student..... Nationality.....
- Age   Date of Birth       Male  Female
- Aadhar Card Number .....
- Driving License ..... Passport .....
- Student Address .....
- Student Mobile Number..... Email-ID.....
- Parent Name..... Occupation .....
- Parent Mobile Number..... Email-ID.....

9. Education Details

| Level         | College Name / Institution name | University | Year | Pass % |
|---------------|---------------------------------|------------|------|--------|
| UG/PG         |                                 |            |      |        |
| Professional: |                                 |            |      |        |

- Any Work Experience - Yes  No  Where.....Since.....
- Is there any other details you would like to share.....

**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 a student 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 |



# BUSINESS SCHOOL OF LOGISTICS AND SHIPPING

World of Opportunities

## Rules & Regulations and Terms for Admission into the Post Graduate Diploma in International Logistics

- 1. Business School of Logistics and Shipping** (*hereinafter referred to as BSLS*) is an autonomous academic institution offering Post Graduate Diploma in International Logistics. A person aspiring to pursue for the award of this Post Graduate Diploma Course, *hereinafter shall be referred to as an "applicant"*.
- 2. BSLS** offers its own Post Diploma in International Logistics, for a duration of 6 Months. This consists of 6 months of Theory Sessions through direct class-room and/or online sessions to an aspiring applicant, who must have - a) the mandatory percentage of attendance as outlined in *Clause 7* and b) completed the assessment as per *Clause 8*. As a partial fulfillment for the award of the Post Graduate Diploma by BSLS, an applicant must complete a 6-month unpaid-internship as outlined in *Clause 9*. In addition, a student has to do four project-work on the topics prescribed by BSLS in the area of Logistics and submit the four project reports on each of the four prescribed topics, within 15 days from the internship-end-date.
- 3.** An applicant must have completed his College Graduation in any Discipline, to be eligible to apply 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.** By signing this application, an applicant confirms to have accepted and states expressly, to abide by the rules & regulations and terms stated herein. Upon payment of the course fee in full, an applicant is said to have become a registered-student, who is then eligible to attend the classroom sessions and to appear for exams of the course.
- 5.** A registered student is deemed to have enrolled with BSLS for the entire duration of course as mentioned in *Clause 2* in a single continuous-term. For whatsoever reason, if a student 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. If a student 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, only according to the BSLS schedule of timetable. A student must participate in all the learning activities, which includes submission of written-assignment-reports as per the stipulated deadlines and passing the continuous-assessment-tests and final-assessment-test, in addition to submission of four internship-project-reports, in 20 days' time from the internship-end-date, for BSLS to consider awarding of the Post Graduate Diploma.
- 7. Attendance** – A student must have 90 percent mandatory-attendance-needed, to qualify to write the final-assessment-test of the course, and for BSLS to award the Successful Completion of the Post Graduate Diploma. When a student 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 a student 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 student and BSLS mandates such student to again apply & attend the whole course, by paying full course fee existing then.
- 8. Assessment** – A student has to secure a combined score of 70 percent, aggregated over the **written-assignment-reports, continuous-assessment-tests** of each prescribed theory paper, in addition to the **final-assessment-test**. Further the student has to complete the **six-month unpaid internship** and submit **four internship-project-reports**, on the topics prescribed by BSLS in the area of Logistics, within 20 days from the internship-end-date. Once a student completes the requirements mentioned herein, BSLS then will award the Successful Completion of the Post Graduate Diploma. A student has to abide to the date/time fixed by BSLS for the submission of written-assignment-reports, and for appearing for the continuous-assessment-tests & final-assessment-test as per BSLS announced schedule in *Clause 6*. Medical certificate needs to be produced, if a student 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 a student 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 a student 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 new revised-date. If a student fails in any paper, he/she has to reappear for test by paying Rs 1000/-. The student has to agree for the date/time fixed for by BSLS for such test again. If a student fails in the re-test, then he/she have to appear again for the test in the subsequent batch by paying Rs 5000/- as test fees.
- 9. Internship** – As Partial fulfillment and as aforesaid in *Clause 2*, every student has to do a Six-month unpaid-internship after he/she satisfies the condition laid out in *Clauses 7 & 8*. BSLS will require 60 days to arrange Internship for any student from the date the completion of Theory papers. BSLS will arrange only **ONE INTERVIEW** for Internship of a student, in any company of its discretion. The student has to go for the internship, no later than 3 working days after he/she receives confirmation of internship from that Company, failing which the student has to find an internship by themselves. Once the class-room/online-training is completed, and when student joins as an intern, the relationship between the student and BSLS ceases and the same thereafter is regulated by the terms of contract/agreement between prospective-intern and the company, where the student joins for the internship. The students have to complete their internship successfully in a single continuous term of 6 month, and obtain an Internship-Completion-Letter from the company certifying that he/she has completed the internship of Six-month period, within 15 days of internship-ending-date. In addition, the student has to submit the four internship-project-report within 20 days from the internship-ending-date as per *Clause 2*, after which alone BSLS will consider to award the Post Graduate Diploma. If student discontinues internship before a Six-month period for whatsoever reason, BSLS will not arrange for another internship.
- 10.** The agreement, responsibility and obligation of BSLS ceases immediately after the Six-month theory sessions through class-room/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 student. It is now the responsibility of the student to complete his internship and obtain the internship-completion-letter from the Company in order for BSLS to award the Successful Completion of the Post Graduate Diploma to the registered student. Once this process is done and completed, the legal relationship between BSLS and the registered student ceases to exist.
- 11.** Course materials in the form of hand-outs, files, case-studies and audio-visuals, given to the students are the intellectual property of BSLS, to be used only for academic and study purpose. The students should not circulate this, in print, electronic or social media, to anyone or use this for any unlawful purpose. A student 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 student 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 or any related organization where a student is sent by BSLS for training purposes.
- 13.** Use of Mobile phones or cameras are prohibited in the BSLS class-room or 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 students or staff of BSLS, will result in criminal action as per law. Under such circumstance a student will be expelled immediately from the course and there will no refund of fees in full or *pro-rata*.
- 15.** Students should take care of their belongings in the class room. BSLS will not be responsible for any loss of such belongings carried by student or left behind at BSLS.
- 16.** Use of tobacco or drugs 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-students is business-formals with formal shoes. Lady-students may wear formals or neat ethnic attire. Torn Jeans and Slipper are not allowed.
- 18.** Students 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 have not relied on any other representations, in entering into these and any other terms and conditions with us
- 20.** BSLS is not be liable to any applicant/registered student 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, Government rules & restrictions and on account of any health issues of the Directors, Faculty or Staff who run the BSLS organization.
- 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 students.
- 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 \_\_\_\_\_