

[illegible]



## **Rules & Regulations**

1. Every student should pay Rs.250/- for registration of application form, which will not be refunded.
2. Submission of application is not a claim for securing admission to the course offered. The admission will be based on the Admission rank list prepared by the college and eligibility norms prescribed by the government of Kerala.
3. Every student should abide by the rules and regulations prescribed by the UGC/ University of Kerala and Government of Kerala regarding the admission and course of study.
4. For management seats, accepting or rejecting of application form is the prerogative of College management.
5. Students admitted for the course of study are liable to remit entire fees prescribed by the Government, in the college office within the time fixed by the College authorities, failing which the admission will be forfeited.
6. Tuition fees should be paid before the commencement of each semester at the time informed by college authorities.
7. Students should wear the college uniform on all days as prescribed by the college authorities.
8. Students are not permitted to possess and operate Mobile Phones / Cameras with in the college campus and any violation of this rule will be severely dealt with and the items caught shall not be given back.
9. Student should strictly follow the class timing as directed by the Principal/Director, and will not be permitted to leave the campus without the permission of Principal / Director.
10. Students should be in possession of students Identity Cards issued by the college authorities while they are in the college campus.
11. The permission to use college bus facility by the student is purely the discretion of college Management.

## **DECLARATION**

I/We do hereby undertake on this day ..... month ..... year ..... the following with respect to ragging , use of mobile phone within the college, use of any type of Toxic / Alcoholic /Drugs inside the college campus / college hostel and rules and regulations of the College.

1. That I understand the meaning of ragging and know that the ragging in any form is a punishable offence and the same is banned by the court of law.
2. That I shall not resort to ragging in any form at any place and shall abide by the rules / laws prescribed by the courts, Govt. and college authorities for the purpose from time to time.
3. That I shall not use or instigate others to use toxic /alcoholic/ drugs inside the College campus or the College Hostel.
4. That I shall not bring or use mobile phones or its different versions within the College campus or College Hostel
5. I agree that I shall abide by the rules and regulations of the College from time to time, failing which I undertake to face disciplinary actions / legal proceedings including expulsion from the College by the principal or Management.

I hereby fully endorse the undertaking made by my son / daughter/ ward.

**Signature of Parent /Guardian.**

Place:

Date:

Signature of Student

**FOR OFFICE USE**

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Name : Rank

CourseAllotted :

Date of joining :

Admission No. :

Date of payment :

**Enclosures:-**

1. Memo
2. Transfer Certificate
3. Conduct Certificate
4. Mark Sheets of S.S.L.C. and Plus Two
5. Pass Certificate (If CBSE or ICSE Syllabus)
6. Caste Certificate (If necessary)
7. Income Certificate (If necessary)
8. Passport size Photos (6 Copies)
9. Migration Certificate (If necessary)
10. Eligibility Certificate (If necessary)
11. Any other Certificates (N.S.S., N.C.C., Ex-Service, Physically Handicapped, Sports Etc.)

(Attested copies of the above certificates: 2 copies)

Defects noted if any:

I have verified the above particulars and found them correct.

**Signature of the Admission-In-Charge**

Mr./Ms.....is admitted for the  
course .....applied for

**Signature of the Principal**