

## GUIDELINES FOR THE ADMISSION

This sheet contains the following information

1. Guidelines before filling the application form.
2. Disciplinary guidelines for students.
3. Documents to be submitted after payment of fees.

### Guidelines before filling the application form

- Students/parents' names should be the same as in the 10th mark sheet.
- Photographs/any document uploaded should not exceed 200KB.
- Photographs should be recent, passport size with white background and without uniform and covering head.
- If claiming any reservation, supporting documents must be produced.
- Students are requested to keep a photo copy of all the documents which they have submitted to the college.
- **Fees once paid will not be refunded.**
- Parents should contact college in order to avail in-campus hostel facilities (limited seats).
- If the student is under any medication/consultation, supporting document should be produced.

### Disciplinary Guidelines for Students

1. Students should be regular and punctual in attending all classes. General discipline should be maintained during class hours, assemblies, and activities.
2. Students must be present every day in their respective classrooms at 8:30 a.m. for the first bell.
3. A "Late Pass" will be issued by the Discipline Committee to the latecomers. Without the late pass, students will not be allowed to enter the class.
4. 80% attendance in each subject, is mandatory for a student to appear for the tests and examinations (theory and practical considered as separate units for CEBA, PCMB and PCMC).
5. A notice through registered post will be sent from the college for students with acute shortage.
6. Students who absent themselves on medical grounds should produce the medical certificate as soon as they come back. A medical certificate, however, does not entitle the students to attendance.
7. Class tests and examinations conducted by the College are compulsory for internal assessment.
8. Leave of absence from the College should be obtained from the authority concerned. If the absence is more than two days, students must get the leave note signed by the class mentors.
9. College follows a strict dress code. Students must wear complete college uniform with the ID card, on all the working days.
10. Students will not be allowed to wear headscarves or any other religious attire inside the PU block.
11. Colouring of hair is not allowed. Students must keep their hair neat, tidy and well combed. Hair must be tied up or braided if the length exceeds the shoulder.
12. Attendance for value education classes is compulsory.
13. Use of mobile phones, ear buds and smart watches are strictly forbidden inside the classroom and in the educational block, when confiscated will not be returned.
14. Misbehaviour of any nature in the classroom or on the campus will lead to suspension.
15. Remedial classes are compulsory for all the students who score below 50% marks in the term examinations.

16. Parents Teachers meetings will be conducted twice a year and all the parents must be present for these meetings. The marks card of the students will be handed over to the parents personally during the PTM.
17. Name list of students who fall under attendance shortage will be displayed on the notice board on the last day of every month.
18. Students are admitted to the College on the understanding that they undertake to abide by the general rules and regulations of the College. These are framed, not to restrict their freedom, but to enable them to make best possible use of all the facilities and to participate in all academic and cultural activities organised in the College.
19. The selected candidate will be enrolled and admitted after the payment of fees.
20. Fees should be paid on or before the date notified in the College failing which admission will be cancelled.
21. Admission is only for one year. Re-admission is done for the second year based on the academic performance and conduct of the student.
22. Those who violate rules and regulations pertaining to the discipline of the College will be dismissed immediately.

**Students must be physically present during the submission of documents for signing the register and uniform measurement.**

**Documents to be submitted after payment of the College fees:**

**For SSLC students**

- Three Passport size photographs taken within last six months.

**Original Certificates**

- Transfer Certificate from the school last attended.

**Photocopies**

- **SSLC Marks Card** attested by **School Principal** without fail.
- Admission Ticket of 10<sup>th</sup> Board
- Two copies of Transfer Certificate.
- Income/Caste Certificate attested by **Gazetted Officer** only from Karnataka State.
- Aadhaar Card.

**For CBSE/ICSE and Other Board students**

- Three Passport size photographs taken within last six months.

**Original Certificates**

- Transfer Certificate from the school last attended.
- Migration Certificate.
- Eligibility Certificate from the PU Board/College.

**Photocopies**

- **Marks Card** attested by **School Principal or Xerox of Original Marks Card**.
- Admission Ticket of 10<sup>th</sup> Board
- Two copies of Transfer Certificate and Migration Certificate.
- Income/Caste Certificate attested by **Gazetted Officer** only from Karnataka State.
- Aadhaar Card.

### For IGCSE students

- Three Passport size photographs taken within last six months.

#### **Original Certificates**

- Transfer Certificate from the school last attended.
- Migration Certificate.
- **Provisional Eligibility Certificate** issued by the PU Board/College.  
if studied **outside India (Foreign/NRI Students)** or studied in **IGCSE Board**.

#### **Photocopies**

- **SSLC/Equivalent Marks Card** attested by **School Principal** without fail.
- Two copies of Transfer Certificate and Migration Certificate
- Provisional Eligibility Certificate (**Foreign, NRI** or **IGCSE Board** Students)
- Income/Caste Certificate attested by **Gazetted Officer** only from Karnataka State.
- Aadhaar Card/ Valid Student Visa, Passport Copy & Residential Address (**Foreign & NRI** Candidates).