

FAMILY INFORMATION

Living with Parent/Guardian (Please Tick):

Father /Guardian 1		Mother/Guardian 2	
Name		Name	
Profession		Profession	
Employer		Employer	
Position		Position	

Do you have Sisters (Or) Brothers? Yes / No (If Yes Please provide the details)

Name	Age	Qualification	Profession

Bank Information (A copy of the photo page of pass book to be enclosed)

Bank Name : IFSC Code:
Branch Address: Account Number:
Name of the Account Holder:

Extra curricular and Volunteer Information

(Please list any significant extracurricular or community activities and hobbies in which you have participated.)

Activity	Level	Specific Accomplishments

Personal Statement :
(In up to 100 words, tell us why you would like to pursue Engineering)

AUTHORIZATION

I confirm all information in this application is factually true and honestly presented.

Date:

Signature of the Applicant

Joint Declaration by the Candidate and Parent / Guardian:

I hereby solemnly and sincerely affirm

1. That the statements made and information furnished in my Son's / Daughter's / Ward's application and also in all the enclosures there to submit by he / she are true. Should it however be found that any information furnished therein is untrue in material particulars, I realize that I am liable to criminal prosecution and I also agree to the forfeiture of his/her seat in the Institution.
2. That my Son / Daughter /Ward would conform strictly to all the rules and regulations in force now or which may be introduced in the Institution hereafter and that I realize that breach of discipline and rules on my son's/ daughter's/ward's part would entail summarily forfeiture of his/her seat in the institution. In such cases a student will not be entitled to receive any refund.
3. That I am aware that if my son/ daughter / ward does not put in a minimum percentage of attendance prescribed by the University during the year in theory, drawing and practical classes separately, my son / daughter / ward will not be permitted for the University Examination.
4. That I am aware that if my son / daughter / ward does not get a minimum of 50 percent of marks in the day to day test ,he/she will not be permitted for the University Examination.
5. That in case of my son's/daughter's/ward's progress in studies is uniformly poor in the Institution his/her studies are liable to be terminated by the issue of Transfer Certificate.
6. That in case my son/daughter/ward becomes a scholarship holder or enjoy educational concessions like half-fee, or full-fee etc., and does not show special progress, and does not hold a minimum CGPA (Cumulative Grade Point Average) of 7.5, the scholarships or educational concessions are liable to be cancelled. This will also apply if my son's/daughter's/ward's conduct and character is not adhering to the standards expected at the institution.
7. That my son/daughter/ward is aware that breach of discipline and rules or bad conduct in sports, extra-curricular, co-curricular, club activities and technical societies will lead to severe action against him/her.
8. That I am aware that if my son/daughter/ward is admitted in the hostel he/she will strictly abide by the rules and regulations in force in the hostel and that any breach of discipline or rules or any unruly conduct or undesirable activities will be summarily dealt with by forfeiture of seat both in the hostel and in the institution in addition to such other proceedings that may be taken against him/her.
9. That, I am fully aware, as per the directions of the Hon'ble Supreme Court of India and Tamil Nadu Prohibition of Ragging Act 1997, Ragging is an offence, as is banned in the Institutions and anyone indulging in ragging is liable to be punished such as expulsion from the Institution and / or rigorous imprisonment upto 3 years, and / or fine upto 25,000/-
10. That, we will be completely transparent about any pre existing medical conditions or fitness issues to the institution that is affecting my son / daughter / ward.

Signature of the Candidate

Signature of the Parent / Guardian

Place :

Date :

DOCUMENTS TO BE SUBMITTED BY THE CANDIDATE AT THE TIME OF ADMISSION

1. Original copy of SSLC& HSC/Diploma mark sheet/UG Consolidated Mark sheet
2. Original copy of Transfer Certificate.
3. Colored Passport and Stamp Size Photograph (4 Each).
4. Original Character/Conduct Certificate.
5. Original Income Certificate (Compulsory for students eligible to receive government scholarships)
6. Original Migration Certificate (Applicable for PG students)
7. Original Degree/Provisional Certificate(only for Lateral entry and PG students)
8. Original Nativity Certificate
9. Medical Certificate for fitness in the format prescribed in the application from registered Medical Practitioner.
10. Xerox copy of all originals (4 Sets)
11. Xerox copy of the photo page of pass book along with Account Number
(Compulsory for students eligible to receive Government Scholarships)

FOR OFFICE USE ONLY

Admission to Programme	B.E. / B.Tech. / M.E. / M.Tech. / MBA
Course	
Admission	Granted (or) Rejected
Quota	Govt./Management
Fees Details	Rs./Year

Other Charges Applicable : Admission Fee Rs.(to be paid at the time of admission)
 Exam fee Rs. / Sem. (Excluding Arrear fee) Establishment charges Rs. / Sem. (approx)
 uniform fee Rs.....(Once in two years) Notebooks & stationery Charges Rs. / Year
 (Books and other study materials are not included) University reg fee Rs..... (Only once)
 Rs.....(Only once) for consortium exam.

PAYMENT DETAILS:

Year	Fees to be Paid (Annually)	Amount Paid	Last Date for Payment (semester wise scheme-without fine)
I			July () and November ()
II			
III			
IV			

Check List (Please Tick)

Documents	HSC (GQ)	HSC (MQ)	Lateral Entry (GQ)	Lateral Entry (MQ)	ME & MBA (GQ)	ME & MBA (MQ)
SSLC						
HSC						
Transfer Certificate						
Community Certificate						
Migration Certificate	NA		NA		NA	
Nativity Certificate						
Allotment order & Acknowledgment		NA			NA	
First Graduate Certificate						
Joint Declaration Certificate						
Provisional/Diploma Certificate						
V&VI- Semester –Mark list						NA
Degree Certificate/Provisional				NA		
All Semester Mark Sheets						
Eight Copies of Passport Size Photo						

Verified & Received:

Name of the Staff & Designation :

Terms and Conditions:

1. Admission is not regarded as valid unless it is approved by DOTE. Sometimes applicants may be required to provide additional supporting documents for admission approval by the DOTE.
2. Enrolling for a course at the College constitutes a binding agreement on the student to abide by the Code of Conduct. The code of conduct is contained in the student handbook, which is given to all students at the beginning of their studies.
3. Students are required to attend classes regularly and punctually. Those arriving late for class or leaving early will be noted. Students are responsible for informing the class advisor and the HOD if they will miss any class. The College reserves the right to report to Parent / authorities, students who do not observe this rule.
4. All students' attendance will be monitored during the course of the semester. Important notices, such as college calendars, model exam, change to time-tables etc. are displayed on the Department/ main notice board.
5. The student is required to pay the tuition fees in full before the student commences studies every year (1st week of July / 1st week of November).
6. Withdrawal of the student from the course after admission or at any point of time during the course for whatsoever reason will not result in any form of refund of fees instead he/she has to pay the full tuition fee for the remaining years.
7. Unless otherwise stated, fees for courses quoted are for tuition only. Registration fees, examinations fees, note books, manuals, writing materials, etc are not included.
8. The college will not be held liable for any property or money lost on the College premises.
9. In the event that tuition fees have not been paid in full by the relevant final payment date or in accordance with the college fee installment scheme, the college shall be entitled, to keep the student out of rolls till he/she pays the fees.
10. A late fee will be applied for first 15 working days starting from July 1, and it will be doubled after every 15 working days.
11. Students/Parents who change address or phone numbers or any other details must notify the college immediately.
12. Students are expected to be present in the appropriate class 5 minutes before the class commences.
13. If a student enrolls in the hostel he/she will not be permitted to vacate the premises in the middle of the year fees paid towards accommodation will not be refunded.
14. Mess fees are subject to revision at any time with/ without prior information. In deciding upon increases in mess fees the college will take into account, market price of commodities, and other external factors.
15. If a student chooses to avail college bus facility, he / she will not be permitted to withdraw the facility in the middle of the year for whatsoever reason and will not result in any form of refund of fees instead he / she has to pay full bus fees for the current academic year.
16. The college reserves the right to suspend/terminate a student's enrolment if he/she has been in breach of the Code of Conduct.

Signature of the Candidate

Place :

Date :

Signature of the Parent / Guardian