



Name of the Student: \_\_\_\_\_

### List of Documents to be submitted at the time of Reporting in the Institute

<b>S.No.</b>	<b>Document</b>
<b>1</b>	<b>Admission Form</b>
<b>2</b>	<b>Aadhar Card (Self-Attested)</b>
<b>3a.</b>	<b>Class X Certificate (Self Attested)</b>
<b>3b.</b>	<b>Class X Marksheet (Self Attested)</b>
<b>4a.</b>	<b>Certificate of Qualifying Examination 10+2</b> <b>Or</b> <b>10+3 years Diploma recognized by Central/ State govt.</b> <b>Or</b> <b>International Baccalaureate Diploma</b>
<b>4b.</b>	<b>Marksheet of Qualifying Examination (10+2) / Diploma / IDB</b>
<b>5.</b>	<b>NATA / JEE Score Card (Self Attested)</b>
<b>6.</b>	<b>Migration Certificate (Self Attested)</b>
<b>7.</b>	<b>Allotment Letter (Obtained from GGSIPU)</b>
<b>8.</b>	<b>Character Certificate (not more than 6 months old)</b>
<b>9.</b>	<b>Medical Certificate (as per Appendix 5) (not more than 90 days old) - Original</b>
<b>10.</b>	<b>Reserved Category Certificate (Self Attested)</b>
<b>11.</b>	<b>Affidavit for Anti-Ragging (as per Appendix 7 &amp; Appendix 8 : Part B - Admission Brochure) on Rs. 10/- Stamp Paper (Both Student &amp; Parent)</b>
<b>12.</b>	<b>Photograph (5 Nos.)</b>

## Attendance Rules

- All students are advised to be regular in their classes. As per the university rules and regulations, 75% attendance is compulsory for eligibility to appear in semester/annual examination. Students having attendance less than 75% will be debarred for appearing in the respective examinations.
- Entry of the students in the college premises will be from 9:00 am to 9:30 am and 1:30 pm to 2:00 pm. Students reaching college after 10:00 am and 2:00 pm shall NOT be allowed to enter the college premises. Students may be allowed to leave campus during lunch time only.
- Attendance will be taken at the beginning of each period. Late comers shall enter the class room only with the permission of faculty. however regular late comers will be dealt with as per rules.
- Students who leave class from after roll call are liable to be marked as absent and the same will also be treated as equivalent to disrespect to the faculty.
- Application for leave due to illness should be supported by medical certificate. However, in any case the student has to maintain the required minimum percentage of attendance, Students will be allowed to attend the class only on proper sanction of leave or regularization of leave.
- Students absenting themselves from the college for more than 15 consecutive working days without satisfactory explanation will face administrative action and their name will be struck off from the roll. Re-registering the name on the register may attract a fine as applied by the school from time to time, with a letter of apology from the parents.
- It is the responsibility of parents and guardians to keep themselves apprised of the attendance score of their wards or the report of punctuality from time to time.

Student's Name : \_\_\_\_\_

Student's Signature : \_\_\_\_\_

Enrollment No. : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Father's Signature : \_\_\_\_\_

## Rules and Regulations for Students

The students who have been selected for admission will have to pay all fee as per the approved fee within time schedules as prescribed by the college authorities.

On admission, every student will be given an identity card which he/she must carry at all time to the college every day. The card must be produced as and when required. If the identity card is lost a duplicate has to be obtained on payment of Rs 100/-. Disobedience of rules and regulations so framed herein will be dealt with as strictly as deemed fit and appropriate.

## Conduct and Discipline of Students

- Every student has to abide by the rules and regulations of the college and also conduct himself with discipline and decorum at all places within the school premises and under all circumstances.
- Every student shall attend classes regularly and punctually and shall refrain from any activity that may disturb the smooth working of the college.
- Smoking, use of alcohol and drugs are strictly prohibited in the college premises. Students shall enter the college and keep themselves normal physical and mental state throughout the day.
- When classes are in session, students shall not enter or leave the class room.
- Every student is expected to behave with responsibility as if he/she is the owner of the property and shall act and use the same in a very delicate and responsible manner.
- Cleanliness and tidiness of the furniture, building and the premises should be an issue of their culture accordingly; students shall not disfigure the walls, doors, windows, furniture etc. with bills, engravings or by any other method or scheme negative in nature, reflective of their destructive attitude/approach.
- The loss or damage or disfigurement caused to the college articles will be made good by realizing double the loss or damage so incurred from the concerned student or through a collective fine covering all the students, depending upon the gravity of loss/damage if the actual culprit is not booked.
- No student shall address any gathering anywhere within the college premises without the special permission of the Director.
- Indecent behavior or postures towards the opposite sex will not be tolerated may invite disciplinary action.
- Demonstration/Campaigning of any type at any time during the working days of the college is strictly prohibited within the campus.
- Rioting/Agitating against another group of students or against member of staff/director/management on any reason, what so ever, is strictly banned.
- If a student or a group of students have any grievance of any sort, what so ever may be brought to the notice of Director/ Admin Officer.
- Ragging/teasing/intimidation/harassing/using words of abuse etc. on junior students within the campus or outside is punishable crime. Any such serious matter will be immediately reported to the police authority otherwise students involved in such act may be punished as per rules and regulations framed by the administration of the school. Anti-Ragging Committee is in existence headed by Director for prevention, prohibition and redressal of the same.
- In all matters not specified in the forgoing rules; students shall aim at conducting themselves respecting the rights of other so as to establish and maintain good tradition and reputation of the institution.
- Any other rules and regulations framed by the management and the Director from time to time shall also be binding to all.

Student's Name : \_\_\_\_\_

Student's Signature : \_\_\_\_\_

Enrollment No. : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Father's Signature : \_\_\_\_\_