

Academic Year(s)
20.....to 20.....

Registration No
(To be filled by office)



ADMISSION APPLICATION

Details of the Student:

1. NAME OF THE APPLICANT : _____
(In Block Letters)
2. Gender : MALE ☐ FEMALE ☐
3. DATE OF BIRTH : Age: _____
(As per Xth Class Record)
4. PLACE OF BIRTH : VILLAGE : _____
DISTRICT: _____
STATE : _____
5. NATIONALITY: _____ RELIGION: _____

Affix
Passport Size
Photograph

Details of the Parents:

6. (a) FATHER'S NAME : _____
(b) OCCUPATION : _____ Mobile: _____
7. (a) MOTHER'S NAME : _____
(b) OCCUPATION : _____ Mobile: _____
8. (a) NAME OF THE GUARDIAN (If any) : _____
(b) OCCUPATION : _____ Mobile: _____

ADDRESS FOR COMMUNICATION :

PRESENT	PERMANENT
_____	_____
_____	_____
_____	_____
_____	_____
Phone/ Mobile : _____	Phone/ Mobile : _____
Whats app Number : _____	Whats app Number : _____
E mail : _____	E mail : _____

Academic details about school studying/ Last attended :

9. NAME OF THE INSTITUTION LAST STUDIED : _____

10. X CLASS PASSED IN : FIRST ATTEMPT ☐ COMPARTMENTAL ☐11. MEDIUM OF Instruction in X Class : ENGLISH ☐ Assamese ☐ Other ☐

12. A) DETAILS OF THE QUALIFYING EXAM PASSED :

Name of the Examination	Name of the Board/Institution	Year of Passing	Reg.No	Max. Marks	Marks Obtained	% of Marks Including Language	Class/Grade

Subject	Ist Language	IIInd Language	IIIrd Language	Maths	Science	Social	Any other Optional Subject	Total
Max. Marks								
Marks obtained								

Identification Marks : 1) _____
2) _____

13. Class in to which admission is sought :

Foundation Course : Class VIII ☐ Class IX ☐ Class X ☐
Integrated : **Class XI - JEE Mains & Advance** ☐ **Class XII - JEEMains & Advance** ☐
NEET/AIIMS ☐ NEET/AIIMS ☐
Repeater's : JEE Mains & Advance ☐ NEET/AIIMS ☐
MEDIUM : ☐ ENGLISH
GROUP : ☐ MPC ☐ BIPC ☐ MBIPC

14. Optional Subject : Physical Education ☐ Other _____
(Specify)

15. CATEGORY (Tick the appropriate box) :

S.C				S.T	B.C				O.C.	Ex-Service Man	Physically Handicapped	Any other reservation
A	B	C	D		A	B	C	D				

16. TOTAL ANNUAL INCOME OF THE FAMILY : _____

17. Siblings :

Sl. No.	Name	Class	School/College
1.			
2.			

18. Scholarship/Awards Received _____

19. Medical condition if any that requires special attention _____

General Rules and Regulations

1. **Attendance:** Students must attend classes regularly. If a student must take leave on any day he or she must present a leave letter signed by him or her and counter signed by the parent or guardian either the day before in ordinary circumstance or the day after in case of sudden illness or emergency.
2. **Attendance:** As far as the code of the college is concerned we expect that students put up a minimum of 95% attendance. As many lectures are inter linked and the activities are planned as per a schedule, a student who is irregular to classes will find the course incoherent and the teachers also will not be in a position to help the child. We will definitely help the child if he or she misses few cases here and there on account of illness or emergency, but if they are highly irregular for any reason we cannot help the child on those missing lectures.
3. **Attendance:** Board of Higher Secondary education requires that a student puts up a minimum of 85% attendance to be eligible to appear for Board examination. As per the rules candidates having less than 65% of attendance are not eligible for Board examination. Those who have 65% and above but less than 75% of attendance are eligible for grant of condonation to the maximum of 10% of the working days. The necessary rules for such condonation are stipulated by the Board of Higher Secondary education and we will abide by those rules and students are required to do so.
4. **Punctuality:** Students must be in their class rooms five minutes before the beginning of classes. Students who come late to the college on any day will not be permitted to the classes that day. The entry door will be closed at 8.25 am for batches commencing at 8.30 am and at 6.55 am for batches commencing at 7.00am. student will either be sent back to home or will asked to stay in a study room where they have to read or do assignments on their own. we will certainly take into cognizance if there is some extraneous circumstances owing to which a student is late.
5. Once the student is in the college he or she will not be permitted to leave the premises without a proper requisition/intimation from the parent/guardian and permission from either the principal or the coordinator.
6. **Discipline:** Discipline plays an important role in an academic institution. Students must conduct themselves with utmost discipline at all times and follow the rules and regulations of the college.
7. **Discipline:** Students must obey the instructions of the teachers, be attentive in classes and do not interrupt or disturb the lecture. They should not make noise or indulge in side conversations.
8. There is a **uniform** and a dress code, and every student is expected to follow it every day, except on Saturdays, other special days, that will be notified from time to time and birthday. Students must keep the their uniforms neat and clean.
9. Students are not allowed to bring **Mobile Phones** to the college. There is a pay phone in the college premises. In case of any emergency or even urgency while the student is in the college premise he or she can take permission of the receptionist or the office assistant to use the office phone. Any mobiles found on a student while he or she is in the campus will be confiscated and will be returned only after the completion of the two year program. We do not take responsibility of maintaining the condition or the order of such phones while in our custody.
10. **Examinations:** help students assess their understanding of the subject and give them an opportunity to correct themselves. Each examination can be a positive learning experience. Students must not cheat or copy in any examination. Anyone found indulging in such acts will be suspended from attending the classes and a repeat offender will have to forego his admission.
11. Students must every effort to keep their class room and the campus clean.
12. Students must not damage property of the college or deface the walls or benches with graffiti or gibberish.

13. Parents must attend all parent meets along with their wards. The dates of the parent meetings are in the yearly planner given to you. We will remind you of each parent meet through an SMS and through your ward.
14. If Parents wish to interact with teachers they may do so after 4.00 pm on any day by fixing an appointment with concerned teachers.
15. Fee must be paid as per the schedule.
16. College has right to cancel the admission of any students who either fail to adhere to the rules and regulations of the college or has submitted incorrect information willfully.

Declaration by the student :

I hereby state that all the particulars and details that I submitted in this application are true to the best of my knowledge and understanding.

I have read the Rules and Regulations of the college given above and agree to abide them.

Date

Signature of the Student

Declaration by Parent/Guardian:

I hereby state all the particulars and details I submitted in this application by my ward are true to the best of my knowledge and understanding.

I have read the Rules and Regulations of the college given above and agree to see that my ward obeys all those and any other such the college authorities stipulate from time to time.

Date

Signature of Parent/Guardian

(For office use only)

Admit : Foundation ☐ Integrated ☐ Repeater's ☐

Name :

Group : Engineering ☐ Medical ☐ Olympids ☐

Medium : English ☐

Photo

VERIFIED BY

PRINCIPAL/ DIRECTOR