



# CHINMAYA INSTITUTE OF TECHNOLOGY

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Affix Recent Self  
Attested passport  
size Colour  
photograph

## APPLICATION FOR ADMISSION TO MCA 2012-2013

For Office use only

### Personal Data :

Full Name of the Applicant:.....

(In Block Letters as per SSLC Record)

Nationality: .....Religion: ..... Mother Tongue:.....

Gender: ..... Caste:..... Marital Status: .....

Date of Birth (DD/MM/YYYY): ...../...../..... Blood Group: .....

E-mail:..... Mobile Number:.....

**Permanent Address:**

**Address for Correspondence:**

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.....  
.....

.....  
.....  
.....  
.....

**Tel(with STD Code):**.....

**Tel(with STD Code):**.....

### Family Background :

Father's Name:.....

Mother's Name: .....

Occupation: .....

Occupation: .....

Address:.....

Address: .....

.....

.....

.....

.....

Tel/ Mobile:.....

Tel/ Mobile:.....

Annual Income: .....

Name of Local Guardian:.....

Occupation :.....

E-mail:.....

Address:.....

Tel:.....

.....

If Indian, whether the candidate belongs to  
SC  ST  SEBC   
(Please enclose a copy of the caste certificate  
issued by competent authority)

Whether the candidate is  
NRI  Foreign National   
Passport No.....  
Place of Issue ..... (Enclose a copy of the passport)  
Validity :

**Educational Qualifications (Enclose Attested Copies of all certificates):**

Course/ Degree	Name of the Institution	Board/ University	Month&yea r of passing	Marks secured	Total/Max Marks	Percentage
10 <sup>th</sup> Std						
12 <sup>th</sup> Std						
Degree						
Others						

MCA Entrance Examination: .....

Roll No:.....

Score: ..... Rank:.....

Enclose the following documents along with this application & indicate tick (√) mark in square blocks:-

- Marks card of the secondary school certificate examination with 2 copies
- Marks card of the qualifying examination with 2 sets of copies
- Entrance test Admit card with 1 copy
- Copy of age proof certificate
- Copy of address proof certificate
- Character and conduct certificate/ study certificate with 1 copy
- Category certificate (if applicable) with 2 copies
- Migration certificate (if applicable) with 2 copies
- Transfer certificate with 2 copies
- Medical certificate
- Passport size colour photo : 3 Nos'
- Stamp size colour photo : 2 Nos'

**DECLARATION BY THE CANDIDATE**

I declare that all the information furnished by me are true and correct to the best of my knowledge and belief. I shall produce the original certificate at the time of admission or on demand. If in future, any fact is found to have been furnished falsely or incorrectly or any information suppressed to secure admission, I shall withdraw from the course without any claim or consideration.

Place: .....

Date: .....

*Signature of the Candidate*

**DECLARATION BY THE PARENT/GUARDIAN**

I hereby declare that I have known the financial obligation of my ward and I can afford to pay all the costs and undertake to pay the tuition and other fees payable on time to the College as per the rules in force & which may be amended from time to time by the Management. I am aware that the fee once paid to the College for admission will not be refunded in case he/she does not join the course, he/she discontinues the studies, he/she is expelled from the College for any reason. I also stand by the declaration given to the college by my son/daughter.

Place: .....

Date: .....

*Signature of Parent / Guardian*

## DECLARATION BY THE STUDENT

To  
The Principal  
Chinmaya Institute of Technology  
Kannur-670 007

Sir,  
I ....., Son/Daughter  
of ..... hereby  
declare that I have read the rules and regulations governing my admission to the MCA Course and I  
am aware that:

1. All admissions are subject to the rules and regulations of the university and the final admission will be approved based on the criteria and submission of original certificates within the due date, stipulated by the University and the Govt. of Kerala.
2. Fees once paid will not be refunded under any circumstances.
3. Payment of fees in time is my/my parent's responsibility and delay in the same will attract penal charges as decided by the Management from time to time.
4. The College and Hostel Caution Deposits will be refunded only after the completion of the course. No interim requests for the refund/adjustment will be entertained. The same shall be treated as forfeited in case of withdrawal of admission/vacating the hostel room, prior to completion of the course.
5. I will complete all the Assignments, Record Books, and Home Work etc. within the due time for the purpose of continuous evaluation. I shall make all efforts to achieve academic improvement in all subjects throughout the year. I promise to stay in the College beyond the College hours to complete the assignments given to me, if I am unable to submit the same within the stipulated period.
6. At least 75% of academic working day's attendance is a must for me to appear for the University Examinations.
7. Student should submit leave application at least two day in advance to the concerned officer in-charge. In case of emergency, student should inform the concerned officer in-charge through phone and submit their application on return immediately after leave.
8. Any student remaining absent for more than 15 days, without prior permission from the Director/Principal of the Institute, shall be deemed to have dropped out and his/her name will be struck off from the rolls.
9. All students are required to carry their Identity Card, issued by the Institute on admission to a course, at all times, while they are in the Institute. Uniform/Dress Code will be compulsory in the campus.
10. I will not be permitted to appear in the University examination, if I fail to attend the preparatory examination.
11. No student is allowed to use mobile phones while in the Institute.
12. No Student is allowed to meet parents or visitors or to leave the Institute premises during the class time. In case of emergency, a written request should be made.
13. Politeness and courtesy is expected from each and every student. All students are urged to maintain high moral and spiritual standards set for the Institute. They are answerable to the institute authorities for their conduct even outside the campus.
14. To inculcate the spirit of patriotism and an awareness of Indian culture and heritage, various cultural activities and national festivals are observed. It is obligatory for all students to attend such functions.
15. Causing damages to the College/Public Property, indulging in smoking, consuming alcoholic/intoxicating drugs, ragging, eve teasing or any antisocial activities will attract severe punishment up to an extent of debarring me from the College/University, in addition to attracting penalties under the Cr. P.C.
16. A student is responsible for all his/her personal belongings, vehicles, books, lunch boxes, umbrellas, watches, etc. All students are advised not carry any valuable belongings to the Institute. The Institute shall not be responsible for any loss of his/her any personal property.
17. The management reserves the right of not allowing me to the College/Hostel premises if I am found involved in any police/court case involving moral turpitude.
18. No student is allowed to start or become part of any political organization inside or outside the Institute campus. Student should not take part in any agitation or any other such activity. If any student is found indulging in any such activity then student shall be debarred from the Institute.
19. Any legal disputes regarding administrative or academic affairs of the institution are subject to the exclusive jurisdiction of the competent courts/forums in Kannur.
20. I shall abide by the rules and regulations of the Institution in force, which may be amended/ altered from time to time by the Management. The decision of the Management of Chinmaya Institute of Technology with respect to any administrative and academic matter is final and binding upon me at all times.

Place: .....

Date: .....

*Signature of the Student*

**DECLARATION BY THE PARENT/GUARDIAN**

I have read the rules and regulations of the college, which are applicable for my ward and agree to abide by the same. I shall be responsible for his/ her good conduct, attendance and discipline during the period of his/ her stay in the College. I understand that promotion / admission to the next higher class is not automatic. I assure that my ward will not indulge in any act, which will tarnish the image of the College. If he/ she does so, he/ she may be expelled from the College. I will not stake any claim whatsoever for the refund of fees, if my ward leaves the College on his/ her own or expelled by the College for breach of conduct, discipline and rules of the College.

Place: .....

Date: .....

Signature of Parent / Guardian

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**FOR OFFICE USE ONLY**

Admitted to : .....

Application No. : .....

Admission No : .....

Fee paid Rs. : .....

Receipt No. : .....

Date : .....

**Original Certificates Submitted**

- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....
- 6) .....

**Original Certificates Due**

- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....
- 6) .....

Checked by:

Administrative Officer

Accounts Department

The applicant Mr./Ms.....has been given provisional admission to the first Semester of MCA Programme for the academic year 2012-2013 subject to the approval by the Director of Technical Education, and Kannur University.

Signature of Director

Principal

Chinmaya Institute of Technology,  
Kannur.