



# SRI CHAITANYA

## Technical Campus

(Approved by AICTE, New Delhi, Affiliated to JNTU Hyderabad)  
Sheriguda (Vill.) Ibrahimpatnam (Mdl.), Ranga Reddy Dist. - 501 510

Sl. No : \_\_\_\_\_

Date \_\_\_\_\_

Course Applied For : B.Tech / LE / MBA / Diploma (Branch \_\_\_\_\_)

Type: CQ/MQ/Spot

Name of the Student (Caps) : \_\_\_\_\_

(As per SSC Marks Memo) : \_\_\_\_\_

Phone No\* : \_\_\_\_\_

Email ID\* : \_\_\_\_\_

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

Phone (Mobile No) : \_\_\_\_\_

Reference given by : \_\_\_\_\_

Affix Latest  
Passport  
Size  
Photograph

CET Hall Ticket No. \_\_\_\_\_ Rank \_\_\_\_\_ Local/Non-Local \_\_\_\_\_ Religion \_\_\_\_\_

Category (OC/SC/ST/BC) \_\_\_\_\_ Sub Caste: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Identification marks 1: \_\_\_\_\_ 2. \_\_\_\_\_

	Name of the exam	Univ. / Board	Roll No	Group	Year of passing	Total Marks obtained	Maximum marks	Medium of instruction	%
P.G.									
Degree									
Inter									
SSC									
Address of the Application (Present)					Address of the Application (Permanent)				
Email :					Email:				
Ph. No:					Ph. No:				

PARENT

STUDENT

COUNSELOR

A.O

To  
The Principal  
Sri Chaitanya Technical Campus  
Sheriguda (V) Ibrahimpatnam (M),  
Ranga Reddy Dist. - 501 510

Date:

### **UNDERTAKING**

I, \_\_\_\_\_ am being admitted into \_\_\_\_\_ Course for the academic year 20 - 20 . I am herewith giving undertaking that, I would obey the rules and regulations of the college as per instructions given in admission application form and instructions of Director / Principal during my course from time to time.

I have been informed the rules regarding attendance and internal marks to be obtained during the course at the time of admission and I promise that, I will maintain the attendance percentage and internal marks as given below.

<b>Attendance</b>	<b>Internal Marks</b>
1. Minimum requirement 75%	1. Minimum 50% of total aggregate.
2. The student is eligible on medical grounds, if the attendance is between 65% to 74% on submission of Medical certificate issued by Asst. Civil Surgeon and the condonation fee of Rs 500-00.	2. If the student fails to get minimum marks in internals they will be disqualified and exam application form will not be Accepted.
3. If the student's attendance is less than 65% they are disqualified and exam Application Form will not be accepted.	3. Student should attend the classes regularly and will not indulge in malpractice. If to do so, such student's admission liable to be cancelled and the documents submitted at the time of admission are issued by clearing all college dues if any.

During the course if I need to discontinue, I have to pay the full amount of tuition fee as agreed at the time of admission. If I fail, the college can confiscate the Original Certificates and Transfer Certificate. I will obtain no dues certificates from all departments including administration.

I agree to abide by all the above conditions.

**Signature of the student**

**Instructions to the candidate and undertaking to be signed by the Student and Parent**

1. The Students are expected to be regular in their class work and should conduct themselves in a disciplined manner. They should abide by such rule of discipline and conducts as stipulated by the institution from time to time.
2. The conduct of the students should be exemplary, not only within the premises of the college but also outside. This will help for maintaining prestige and status of the Student and Institution.
3. Ragging is strictly prohibited. Any student involved in ragging in any form will be summarily expelled from the institution if found indulging in this heinous crime. The first year students are advised to meet in confidence, the principal or other staff if they are subjected to ragging by the seniors / others. This will help us in tackling this menace, which is diagnosable offense as per the presidential order. The police can also act on their own if they detect even inside the premises of the college. The recent act of A.P. Legislature specifies severe punishment or indulging in or abetting ragging.
4. Fees must be paid in one installment within two weeks of 1<sup>st</sup> Semester of the year in the college. Fine of Rs. 200/- per day will be levied for delayed payment up to 2 weeks, after which their name will be deleted from rolls. Later re-admission will be Rs. 500/- in addition to fine dues. Any fees that have been paid once will not be returned on any account. Non-payment of fees will result in forfeiture of his / her seat in the College.
5. The Students should inform any changes in the contact phone numbers and/or mailing addresses of their parents / guardians in the Principal's Office / Exam Branch.
6. Any Student bringing outsiders into the college campus for settling students disputes will be expelled from the College.
7. Students are not permitted using mobile phones within the campus as well as in the class rooms.
8. The Principal of the college is the final authority as regards to the discipline in the institution and has full powers to suspend, fine, rusticate or to take any action which is deemed necessary in the case of any indiscipline on the part of the students.
9. The academic regulations of JNTUH to which our college is affiliated are binding on me.

We have gone through the above instructions and will abide by all the conditions, failing which the Principal may take any action deemed necessary in the matter.

**Signature of the Parent / Guardian**

**Signature of the Student**

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We will pay all the fees stipulated by the college authorities from time to time on one installment during the beginning of every academic year. I shall be responsible for the conduct of my ward during his / her study in the Institution. I shall visit the Institute at regular intervals to enquire about my wards progress and conduct.

**Signature of the Parent / Guardian**

**Signature of the Student**

**\*FOR OFFICE USE ONLY**

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CERTIFICATES TO BE SUBMITTED AT THE TIME OF ADMISSION (IN ORIGINAL)

DATE:

STUDENT NAME: \_\_\_\_\_ FATHER NAME: \_\_\_\_\_

COURSE: \_\_\_\_\_ BRANCH: \_\_\_\_\_ ADMISSION TYPE: CQ/MQ/SPOT

1. CET HALL TICKET & RANK CARD
2. SSC MARKS MEMO
3. INTERMEDIATE MARKS MEMO
4. DEGREE CONSOLIDATED MARKS MEMO
5. DEGREE PROVISIONAL CERTIFICATE
6. DEGREE MIGRATION CERTIFICATE
7. TRANSFER CERTIFICATE
8. BONAFIDE CERTIFICATES (SSC, INTER, DIPLOMA, UG)
9. CASTE CERTIFICATE (MEESEVA ONLY)
10. LATEST INCOME CERTIFICATE (MEESEVA ONLY)
11. BANK PASS BOOK XEROX (if applicable)
12. GAP CERTIFICATE (If Applicable)
13. PASSPORT SIZE PHOTOGRAPHS (8 No's).
14. ADHAAR CARD


ABOVE ALL CERTIFICATES 3 SETS OF XEROX ARE ALSO BE SUBMITTED AND STUDENT IS INSTRUCTED TO KEEP THREE SETS OF XEROX OF ALL CERTIFICATES WITH THEM FOR FUTURE USE.

### **Fee Particulars**

YEAR	TUITION FEE	JNTUH. FEE	LIBRARY FEE	VERIFICATION FEE (TSCHE & JNTUH) For 1st year only
1st year				
2nd year				
3rd year				
4th year				
TOTAL				
(In words: _____ Rupees only)				

PARENT

STUDENT

COUNSELOR

A.O

MANAGEMENT