

Course Code

Batch Time

Register No

**ROYAL COLLEGE**

An International Approved Institution

Sister concern of

**ROYAL EDUCATIONAL CHARITABLE TRUST**

Registered NGO, Under Govt. of India, NCVT-New Delhi

Kaloor -II, Kolenchery

PH : 0484-2345800,8281110422

**APPLICATION FORM**

**COURSE APPLIED FOR**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SSLC | | Medium English | | | | | Malayalam | | | | | | | | | | |
| **PLUS TWO** | | | | | | | | | | | | | | | | | |
| Humanities | | Commerce | | | | | Other…………….. | | | | | | | | | | |
| **DEGREE** | | | | | | | | | | | | | | | | | |
| BA | | B.Com | | | | | Other……………. | | | | | | | | | | |
| 1. Applicant Name (CAPITAL LETTER as in SSLC) | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | |
| 1. Date of Birth | | |  |  | | --- | --- | |  |  | | | |  |  | | --- | --- | |  |  | | | | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | | | | Age | | | |  |  | | --- | --- | |  |  | | | | |  | | --- | |  | | | | | |
| 1. Gender : | | Male | | Female | | |  | | | |  | | | | | |
| 1. Father’s Name :………………………………………………………………………………………….. | | | | | | | | | | | | | | | | |
| 1. Occupation :………………………………………………………………………………………….. | | | | | | | | | | | | | | | | |
| 1. Mother’s Name :………………………………………………………………………………………….. | | | | | | | | | | | | | | | | |
| 1. Occupation :………………………………………………………………………………………….. | | | | | | | | | | | | | | | | |
| 1. Religion :……………………………… | | | | Caste: SC | | | |  | | --- | |  | | ST | |  | | --- | |  | | | | OBC | | | |  | | --- | |  | | | | Others…. | | | |  | | --- | |  | | |
| 1. Aadhar No :……………………………………………………… | | | | | | | | | | | | | | | | | | | | | |
| 1. Address(with pin code) :……………………………………………………………………………….   In(CAPITAL LETTER) ……………………………………………………………………….  ………………………………………………………………………. | | | | | | | | | | | | | | | | | | | | | |
| PIN | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | |
| 1. Contact number : | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | |
| 1. Mobile : | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | |
| 1. Qualification | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Sl.No | Course | University/Board | Reg. No | Year of Passing | % of Mark | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | |
| 1. Failure/Discontinued : | | | | | | | | | | | | | | | | | | | | | |
| Failure Student only : | | | | | | | | | | | | | | | | | | | | | |
| Did you attend earlier : | | Yes / No | | | | | | | | | | | | | | | | | | | |
|  | | |  | | --- | |  | | SSLC | | |  | | --- | |  | | PLUS TWO | | | | |  | | --- | |  | | | | DEGREE | | | |  | | --- | |  | | | | | PG | |
| Year……………………………………………………………………………..….Status………………………………………………………………………………. | | | | | | | | | | | | | | | | | | | | | |

**CERTIFICATE DETAILS**

**SSLC (NIOS) : 3 photo with date & Name**

**Gazatted office attest - 3 Aadhar copies, 3 Birth Certificate copies, TC copies of 7th or last studied**

**PLUS TWO (NIOS) : 3 photo with date & Name**

**Gazatted office attest - 3 Aadhar copies, 3 TC copies, 3 copies of 10th certificate, 3 copies of plus two failed certificate.**

**Degree : SSLC copies – 3 attested, plus two copies – 3 attested, TC copies 3 attested, Aadhar copy-1 attested**

**If NIOS or Other board – eligibility certificate given by MG University, Migration 2 copies attested**

**NIOS – SSLC & One year – Plus Two**

**M G University – Degree & PG Courses**

**Kerala Board – Plus One (Regular)**

1. Opted Subjects :……………………………………………………………………………………………………………..

**DECLARATION:** All the above given data aretrue to the best of my knowledge, information and belief. I undertake that will not be leaving this institution without completing the course to which I am admitted, if so, I shall be liable to remit the complete fees prescribed for that course in lieu of my certificates; that I shall abide by the rules and regulations of this institution and if I am dismissed for misconduct or for any other reason, I shall not be having any monetary claim and I will be liable to pay the complete fees of the course and that I shall not destroy any tool or equipment, including the furniture and building of this institution. In case of any default from my side, I shall be liable for any punishment decided by the Director/Principal. I shall not bring anybody other than my legally recognized guardian to discuss any matter in connection with my training in this institution, including dismissal, discharge, fees or any other matter.

Place :

Date :

Signature of Parent

Signature of Applicant

**ROYAL COL**

**DISCIPLINARY ACTIONS**

1. Application form shall be filled in only after reading the prospectus and fill carefully.
2. Student should not disturb other students, especially their junior.
3. Student should not quarrel or fight either with their year mates or with other year students.
4. Any damage to the property of the college – identified students / whole class / batch will be responsible for that expanses.
5. Physical assault, mental harassment or any other activities that are considered as Ragging – Punishment as per the Ragging Rules.
6. Use of abusive / Unparliamentary words and misbehavior – 1 week suspension.
7. Including and provoking others to form groups – 1 week suspension.
8. Repeated violation of rules – Decision taken by the Disciplinary committee will be final.
9. Student must attend the test paper/examination conducted by the college. Absentees must pay the additional exam fee of Rs.200 each and they have to re-appear for the exam that scheduled by the Principal/Director.
10. Students must be punctual, if they come late, will not be permitted to attend the class without permission, 80% attendance is compulsory to attend the examination.
11. Leave of Absence required previous sanction of the Principal/Head of the Institution
12. Special Sanction from the Head of the Institution is required to leave the class early.
13. The Principal/Director have the rigid right to take legal action/dismiss the pupil, who acted against the rules and regulations of this college.
14. The Managing Director will be the final authority to interpret the rules of the institution and he might from time to time give directions which the students abide by.
15. Course fee must be paid as single payment, if allowed by instalment they would be paid before 10th of every month correctly otherwise they are bound to pay fine. The fees receipts must be produced by students if and when required by the office.
16. Fess once paid will not be refunded and admission can’t be cancelled under any circumstances.
17. The student, irrespective of whether they complete the course, are obliged to pay the fee completely.
18. Using mobile within the class room and premises is strictly prohibited. If they use, they must pay the fine and face the other consequences. Also management will not be the responsible if the mobile phone is lost/stolen.
19. Hans, Panparag, Cigarette, Alcohol, Chewing Gum and intoxicating preparations are prohibited in the class rooms and surroundings.
20. Every student is responsible for safekeeping of his/her own belonging and the institution will not be responsible for their loss.

**ACKNOWLEDGEMENT**

I have done through the terms and conditions of the above undertaking carefully and understand that following them is for my/his/her own benefit and improvement. I also understand that if I/he/she fail to comply with these terms, will be liable for suitable action as per the college rules. I undertake that i/he/she will strictly follow the above terms.

Signature of Student Signature of Parent

1. Name : a) Name :
2. Phone No : b) Address :

c) Mobile Number :

………………………………………………………………………………………….…………………………………………………………….

**FOR ALL STUDENTS**

I hereby affix my signature after understanding the face that if my ward violates any of the above said rules, regulations and codes of conduct of the college, Disciplinary committee has the sole discretion to take proper action against my word.

We declare that we have read and understood the college rules, regulations and code of conduct before signing the same.

Signature

Of the Parent

Signature

Of the Student