

**DECLARATION BY THE STUDENT**

The Principal,  
Skooltek Institute of Technical Education (SITE),  
Kaloor, Kochi 682 018

Date: .....

I hereby declare that,

01. I will not cause any damage to any property of the college such as furniture, switch boards, laboratory and sports equipments, library items such as books, magazines, newspapers and any public property in the vicinity of the College or elsewhere.
02. I will not deface the desks, chairs and walls of the college, hostel / classrooms, blackboards and toilets with any writing whatsoever. This also includes all property of the college not mentioned here.
03. I will be regular to all my classes throughout the year and I will maintain a minimum of 75% of attendance as per the rules of the University.
04. If for any unforeseen reason I am forced to be absent from classes for a period longer than 2 days without prior intimation to the Principal, I shall submit a valid explanation in writing signed by Parent / Guardian at the earliest.
05. I am aware that if 75% attendance is not maintained in all subjects, I will not be allowed to appear for the University / Board Examination.
06. I shall attend all the Tests and Examinations conducted by the college without fail.
07. I shall adhere to the dress code / uniform prescribed by the college.
08. I shall complete all the assignments, records books, home assignments in all the subjects throughout the year.
09. I promise to stay in college to complete the assigned work, if I am unable to submit the same within the time limit.
10. I shall keep up the good name of the College in all my thoughts, behaviour and actions in the classroom, campus and hostel.
11. I shall commit myself to be disciplined and devoted to the chosen course of study.
12. I shall not indulge in ragging or in any kind of misbehaviour.
13. I shall implicitly accept the decision of the Management as final in all matters of discipline.
14. I will not use any obscene or unparliamentary language anywhere, especially with the staff of the college
15. I am aware that the use of mobile phone is strictly prohibited in the campus.
16. I am aware and I agree to give an undertaking that my admission is subject to the approval of .....  
University / Board. (Stamp Paper must be issued and signed by the student / parent stating the same)

I declare that the above information is true and correct to the best of my knowledge and belief. I ..... have read the rules and conditions for my admission.

Place: .....

Signature of the student .....

**DECLARATION BY THE PARENT / GUARDIAN**

01. I am aware that if my ward does not maintain 75% attendance in all subjects, he will not be allowed to appear for the University Examination.
02. I hereby declare that I know the financial obligation of my ward and I can afford to pay all the requisite costs towards the college.
03. I undertake to pay the tuition and other fee on time to the college under the rules in force and which may be framed from time to time the management.
04. I agree to pay the fees prescribed by the college and semester fee each semester, at the beginning (which the first month) of each semester.
05. I am aware that the fee once paid to college is not refundable in case
  - \* She / he does not join this college
  - \* She / he discontinues studies
  - \* She / he is expelled from college for any reason
06. I will not claim whatsoever for the refund of fee, if my ward leaves the college on his / her own or is expelled by the college for breach of conduct, discipline and rules of the college.
07. I have clear understanding about the present recognition status of the course to which I have joined. I am fully aware that the CEO or any other person shall not be liable for any inconvenience or loss to me in the case of any government order.
08. I also stand by the declaration given by my son / daughter to the college and shall ensure that she / he abides by the rules of the college.
09. I have read the rules and conditions of the college and agree to the applicant's admission
10. I shall be responsible for his / her good conduct, attendance and discipline during the period of his / her stay in the college.
11. I understand that the promotion / admission to the next higher class is not automatic.
12. I assure that my ward will not indulge in any act which will tamish the image of the college
13. If she / he does so, she / he may be expelled from the college.
14. I will personally come to the college every semester to ascertain the status of attendance and academic progress of my son / daughter.
15. Hostel fee must be paid for one year and is not refundable.

Signature of Parent / Guardian .....

Signature of Principal with date

Place and Date: .....

**For office use only**

Documents submitted at the time of admission:

10 <sup>th</sup>	Plus Two	Degree	ITI / KGCE	TC	CC	Copies	Aadhaar Copies	Stamp Paper
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Details of fees remittance at the time of admission:

Registration	Admission	Stationery	Semester	Monthly
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Authorised Signatory

