

**List of documents to be submitted at the time of admission**

1. Certificate to prove Date of Birth (Original & 2 self attested copies)
2. Mark list of Qualifying examination (Original & 2 self attested copies)
3. Pass Certificate, if issued.
4. Nativity certificate.
5. NRI Certificate (Any one of the following documents in original to prove the current NRI status)
  - (i) Certificate from the Bank issued by Branch Manager showing currently active NRI Account including his/her current valid full address abroad.

OR
  - (ii) Current Employment certificate from the firm where NRI is employed.

OR
  - (iii) Certificate from the embassy concerned to prove current NRI status.
6. Declaration (original) of the NRI (If not submitted with the Application).
7. Transfer Certificate from the institution last studied.
8. Course and Conduct Certificate
9. Migration Certificate (if applicable)
10. Physical Fitness Certificate
11. Two recent Passport size photographs
12. Stamped (Rs.5/-) and addressed (Parent/Guardian's) envelopes - 2 Nos.
13. Copy of Aadhar Card
14. Relationship certificate.
15. Original Declaration Form.

**Note: Students are advised to take sufficient number of copies of certificates submitted at the time of admission and keep for future use as these certificates will be returned only after all admission related formalities are completed.**

**PRINCIPAL**

**UNDERTAKING TO BE FURNISHED AT THE TIME OF ADMISSION TO**  
**B.TECH COURSE IN THE COLLEGE OF ENGINEERING, KARUNAGAPPALLY**

1. I am aware of the approach of the college of Engineering, Karunagappally that it is totally against any kind of 'ragging' inside as well as outside the institution. I am also aware of the of the punishment to which I will be liable if found guilty of 'ragging'.

2. I am ready to abide by all campus rules and regulations of college of Engineering, Karunagappally which is appended.

Place: Karunagappally

Date:

Signature:

.....

Name of student:

.....

Admn. No:

.....

3. I am aware of the approach of the College of Engineering, Karunagappally that it is totally against any kind of 'ragging' inside as well as outside the institution. I am also aware of the punishment to which my ward son/daughter shall be liable, if found guilty of ragging. I am fully aware of the recent verdict of the Hon'ble Supreme Court in 'ragging'

Place: Karunagappally

Date:

Signature.....

Name of Parent/Guardian.....

.....

ANNEXURE 1

**AFFIDAVIT BY THE STUDENT**

1) I.....(Full name of student with admission/registration/enrolment number) S/o, D/o. Mr, Mrs, Ms..... have been admitted to.....(*name of the institution*) have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations).

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of our abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

I hereby solemnly aware and undertake that

4) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

5) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations

6) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this.....day of .....month of..... year.

Signature of deponent:

Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ..... (Place) on this the .....(Day) of..... (Month)

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month) (year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE II  
**AFFIDAVIT BY PARENT / GUARDIAN**

1. Mr. /Mrs. / Ms..... (full name of parent / guardian) Father / Mother / Guardian of (full name of student with admission/registration/enrolment No.).....having been admitted to..... (Name of the Institution) have received a copy of the UGC Regulations on curbing the Menace of ragging in higher educational Institutions, 2009 (here in after called the regulations).Carefully read and fully understood the provisions contained in the said regulation.
2. I have, in particular pursued clause 3 of the Regulation and am aware as to what constitutes ragging.
3. I have also in particular perused clause 7 and clause 9.1 of the regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively or being part of a conspiracy to promote ragging,  
  
I Hereby solemnly aware and undertake that my ward will not indulge in any behavior or act that may be constituted as ragging under the clause 3 of the Regulations.
4. My ward will not participate in our abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of Regulations.
5. I hereby affirm that, if found guilty of ragging my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not being expelled or debarred from admission in any Institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this .....day of .....month of .....year

Signature of deponent:

Name:

Address:

Telephone / Mobile Number:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no. part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ..... (Place) on this .....(day) of .....(month) (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the..... (Day) of .....(Month)  
..... (Year) after reading the contents of this affidavit.

OATH COMMISSIONER

**COLLEGE OF ENGINEERING KARUNAGAPPALLY**  
**CAMPUS RULES AND REGULATIONS**

1) The college gives utmost priority for discipline. All students are bound to follow the rules and regulations of the college and maintain strict discipline.

2) Students shall compulsorily wear the prescribed college uniform while in the campus.

For Boys: Grey pants, Plain collared white shirts, Black Shoes and Black Belt.

For Girls: Grey churidar, White long top below knee level, Grey shawl & Black shoes.

Jeans and T- Shirts are not allowed. Both boys and girls should have their hair properly dressed up befitting a professional.

3) Students should wear the college identity card around their neck while in campus for easy identification of the person and should be shown to the staff/security-men when demanded.

4) As per the Govt. order No. Rt/No.346/05/ Higher Edn. Dt.1-3-2005 students are not allowed to use Mobile Phones/Electronic devices with similar facilities inside the college campus. If found to violate the regulation, the device will taken over and be kept in custody of the Principal, which will be returned only on withdrawal from/completion of the course.

5) Students are not allowed to browse the internet during laboratory sessions without the permission of the staff in charge. Follow “netiquette” while using internet

6) Every Student shall conduct himself/herself in such a way to cause no disturbance to the functioning of the classes/labs or to fellow students.

7) Use of Alcohol, Cigarettes and Drugs in any form is strictly prohibited within the campus

8) Ragging is banned in the college campus. “Ragging” means Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC vide circular No.F1-16/2007(CPII) April 2009 and Govt. of Kerala norms.

9) The college prohibits political activities on the campus and forbids students from conducting and attending political meetings within the college campus.

10) All Celebrations in the campus, including College Senate and/or other departmental activities, should be held after getting prior permission from the Principal.

11) Students shall not invite Police or Media persons to the campus on their own, for that they have to get prior permission from the Principal.

12) Students shall not use the College emblem/Photo of the college in full or part of it in the transaction of the social media like Facebook, WhatsApp etc. without prior permission.

13) Students’ vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited. No type of vehicles should be used during celebrations inside the college campus.

14) Students are advised to take care of their personal belongings and other valuables.

15) Writing on walls, pillars, bath rooms, furniture or display boards is strictly prohibited.

16) The cost of any damage, if caused to college property or public property inside the campus, will be charged to the accounts of the student(s) responsible for the damage. Also Legal action will be initiated against those who are found responsible under existing laws including the prevention of Damage to Public Property Act1984.

- 17) Students are advised to behave as responsible citizens by switching off fans and lights when they leave the classrooms.
- 18) Furniture in the class rooms/labs should not be moved or displaced.
- 19) The college campus and classrooms should always be kept neat and clean. Students should see that no damage is done to college property including plants and trees in the campus.
- 20) With the implementation of Green Protocol, food waste and other waste materials including plastic carry bags/pouches should be deposited separately in the dustbin provided for the same and never throw it around.
- 21) Water provided through water coolers should be solely used for drinking and not for washing utensils.
- 22) Always flush the toilets after use. Ensure taps are closed after use.
- 23) No students shall remain in the hostel during class hours unless he/she is sick and is permitted to be on leave.
- 24) Students are required to strictly adhere to the college timings. The College library remains open from 8.00 am to 6 pm on all working days. **Prior permission from the principal is required to enter the campus on holidays.**
- 25) No student activity is permitted inside the campus after 5 pm. Permission from the principal should be obtained through the respective staff-in-charge for any activity which extends beyond 5pm.
- 26) Students are barred from entering restricted areas without permission. Boys are restricted entry to places reserved for girls.
- 27) Leave for absence will be granted only on medical grounds. Such leave will be considered only in the event of shortage of attendance. Leave application must be supported by medical certificate and should be submitted to staff advisor on the day he/she rejoins the class.
- 28) Direction from the college staff in respect of academic matters and general discipline must be strictly adhered to.

*\*\* In any case, the code of discipline is found to be violated, the student(s) involved will be held responsible and disciplinary action will be initiated against them. All such violations and disciplinary actions suffered will be entered in the student's record.*

### **Declaration**

I hereby declare that, I have read and understood the rules of the institution and agree to abide by it. I further declare that I'm committed to abide by those rules and regulations appended from time to time.

Date:

Name and Signature of Student