



# Mount Royal College

Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Thachankary Hills, Suryanelli, Munnar-685618, Kerala. Tel: 04868-249009 Mob: 9446427772

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Phone: +91 4868-249900, 235000, +91 94464 27772

No.

Date

## APPLICATION FOR ADMISSION

Course Name: .....

Full Name as per 10th/12th/Equivalent Certificate

Gender: Male  Female  Non-binary/ Third Gender  Prefer not to say

Date of Birth: ..... Nationality: .....

What Religion do you belong to or identify with most closely? .....

Applicant Phone No: ..... Applicant Email ID: .....

Permanent Residence Address: .....

City ..... District ..... State/Region/Province .....

Postal Code ..... Country .....

Applicant ID 1 (Mandatory) - Aadhar Card Number .....

Applicant ID 2 (Any one) - PAN Card  Voters ID  Passport  Applicant ID 2- Number .....

Are You Eligible For Reservation? : Yes  No  If Yes, Please Mention Category:.....

### LANGUAGE PROFICIENCY

For each language, indicate your skill level from 1 to 4.

(1 for No Proficiency, 2 for Basic Proficiency, 3 for Limited Proficiency, 4 for Fluent Proficiency)

LANGUAGE	SPEAKING	WRITING	READING
ENGLISH			
MALAYALAM			
HINDI			
OTHER			
OTHER			

Mother Tongue: .....

### PARENT/GUARDIAN INFORMATION

Name of Parent/Guardian: .....

Relationship to Applicant: Mother  Father  Aunt  Uncle  Other: .....

Parent/Guardian Phone No: Home ..... Mobile No .....

Parent/Guardian Email ID .....

Address for Correspondence: (Please note: All official communication from the college will be sent to this address)

City ..... District ..... State/Region/Province .....

Postal Code ..... Country .....

affix recent passport size photo

Permanent Residence Address: .....

.....

City ..... District ..... State/Region/Province .....

Postal Code ..... Country .....

Parent/Guardian ID 1 (Mandatory) - Aadhar Card Number .....

Parent/Guardian ID 2 (Any one) - PAN Card  Voters ID  Passport  Applicant ID 2- Number .....

Occupation of Parent ..... Annual Income of Parent (INR) .....

Highest Educational Qualification Completed .....

**ACADEMIC & EXTRA CURRICULAR QUALIFICATIONS OF APPLICANT**

Fill in all Academic Qualifications Completed / Pursuing till date:

Qualification	School / College	Board / University	Month & Year of Joining	Month & Year of Passing	% of Marks / Grade
10th / O Level / Equivalent					
12th / A Level / Equivalent					
Bachelors Degree					
Masters Degree					
OTHER:					
OTHER:					

Please share details of any Academic & Extra Curricular - Awards, Honours, other Achievements you have received.

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Have you been a part of NCC/NSS/Scouts/Guides etc. at your school/college? Yes  No  If Yes, please detail: .....

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**SPECIAL NEEDS AND MEDICAL INFORMATION**

What is your Blood Group? ..... Do you currently (or in the past) have any learning disabilities? Yes  No

If Yes, please detail: .....

.....

Do you have any special needs as a learner? Yes  No  If Yes, please detail: .....

.....

Do you currently (or in the past) have any physical disabilities? Yes  No  If Yes, please detail: .....

.....

Are you currently experiencing any physical illnesses? Yes  No  If Yes, please detail: .....

.....

Please share any medication you are taking for the same:.....

Are you currently experiencing any mental health ailments? Yes  No  If Yes, please detail: .....

.....

Please share any medication you are taking for the same:.....

.....

Do you have any allergies to Foods, Man-Made Materials, Medication etc.? Yes  No  If Yes, please detail: .....

Have you been hospitalized in the last 12 months? Yes  No  If Yes, please detail: .....

Please share any medication you are taking for the same:.....

Do you suffer from, or have you ever suffered from a serious or life-threatening medical condition? Yes  No

If Yes, please detail: .....

Please share any medication you are taking for the same: .....

### ADDITIONAL INFORMATION

Is there currently (or in the past) any police case registered against you? Yes  No  If Yes, please detail: .....

Is there any other relevant information you'd like to share with us? Yes  No  If Yes, please detail: .....

How did you hear about us? (choose all that apply):

Website  Google Search  TV  Newspaper  Facebook

Instagram  LinkedIn  Alumni  Current Student  Friends & Family

Other: .....

### RULES AND REGULATIONS

It is mandatory for all those who seek admission to the College and Hostel to read the application forms, go through the Prospectus and understand the contents thoroughly and acknowledge their acceptance of the rules and regulations by affixing their signature in the space provided over leaf and counter signed by their parent/guardian.

1. Perfect discipline must be maintained in the Classroom, Campus, Hostel and at the Hotel during internships.
2. Students will be responsible for any damage or loss of items entrusted with them.
3. Original certificates and memo card should be produced at the time of interview.
4. Candidates not securing 80% attendance will not be permitted to appear for examinations.
5. Absence for 21 days without any valid reason will lead to the removal of the candidate from the rolls.
6. Fees, once paid is not refundable under any circumstances.
7. The decision of the management will be final in all matters and is unquestionable.
8. Students removed from the rolls for any misdemeanour will not have any claim of any kind from the college.
9. Fee for each semester / academic year should be paid as per instructions, in advance.
10. Fee defaulters will not be allowed to sit in class / stay in the hostel.
11. Students who fail to maintain a high sense of discipline in the classroom, campus, hostel, college premises and at the hotel during internships are liable for expulsion.
12. Students who may be expelled from the college / hostel for any reason, or who discontinue their studies at any time, for any course, for any reason will have no claim for refund on the Fees already paid. Students who may be expelled from the college / hostel for any reason, or who discontinue their studies at any time, for any course, for any reason, after the cut-off date for admission will also have to pay to the College/Hostel, fees for the remaining portion of the entire duration of the Programme. Any Certificate for/of the student from the college will be issued/returned only after getting clearance from the hostel authorities as well.
13. The management has got the right to reschedule the class timings.
14. College uniform is strict in the college campus. Uniforms should not be altered/ modified from the original. The student must consider this as a symbol of status, dignity and pride for themselves as well as the college.
15. All applicants seeking admission to the college shall go through the Prospectus carefully with specific attention to the rules and regulations mentioned therein and shall be well aware of his/her obligation to comply with the rules and regulations of the college and the hostel. He/she shall fully accept those rules and regulations by voluntarily submitting the declaration provided in the application for admission to the college and the hostel, which forms an integral part of this prospectus. In confirmation of the above, the qualifying certificates in original are to be deposited at the college as a security and as a token of acceptance of the terms and conditions for admission and the rules and regulations of the college and the hostel and the applicant will claim back the same only after the payments of all amount as per the Clause Number - 12 above.
16. All issues relating to matters of admission to the college and hostel and all issues that may arise during the course of study shall be governed by the terms and conditions as contained in the application form, prospectus, undertakings/guarantees/indemnities that are furnished by the applicant.

17. Ragging of any sort is strictly prohibited in the hostel and on campus and any incidents of ragging shall be dealt with strictly in accordance with the statutory provisions and guidelines issued by the Honourable Supreme Court of India; which include reporting to the police and suspending the person/persons involved pending enquiry. Any proceedings initiated against any student in connection with ragging shall not be withdrawn under any circumstances irrespective of whether any action has been taken or not by any law enforcing authority.
18. Smoking, possession and consumption of Alcohol, Drugs and or any sort of intoxicants in the college, hostel and campus are prohibited and violations if any, reported/noticed shall invite punishment which may include dismissal from the institution, besides other legal proceedings under Criminal law.
19. Using of Mobile Phones inside the classroom and/or during class hours is prohibited. If found, the phone will be confiscated and will attract severe disciplinary action.
20. The student and his/her parent/guardian shall indemnify and keep indemnified the institution, in respect of the loss if any, incurred by the institution on account of any criminal or unlawful act committed by such student. The institution shall also be entitled to realize costs from the student and his/her parent/guardian for such loss/damage including loss of reputation.
21. If any student is involved in any activity which leads to lowering of the esteem of the college or endangers the dignity and safety of other students of the college or constitutes a criminal offence/criminal case and if the college authorities finds prima facie evidence against the students he/she shall be suspended from the college pending enquiry. The student shall lose his/her attendance for the suspension period if he/she is found guilty and/or any punishment is ordered. If the student is found not guilty the suspension shall be withdrawn forthwith and complete attendance shall be recorded for the period under suspension.
22. Publishing of any news with defamatory content against the college, hostel, staff or students through social/print/electronic or any other media is a serious violation of the code of conduct and it will attract severe punishment and compensation without prejudice to the right of the management to initiate disciplinary/legal proceedings against such students(s).
23. Under no circumstances can the institution be asked to or compelled to favour any student in the matter of any criminal proceedings initiated against any such students, in connection with any illegal or criminal acts committed by him.
24. For any violation of rules and regulations, punishment shall be imposed only after strictly following the standard principles and procedures and the management is fully indemnified against all claims and/or losses in this regard.
25. The applicants and their parent/guardian are liable to give an undertaking by entering into a contract agreement with the institution confirming their acceptance of the rules and regulations which shall be supported by any guarantee, acceptable in general, for the continuance of study, payment of full amount of fees etc. for the entire duration of the programme. For this purpose original certificates and mark sheets shall also be accepted in lieu of any other guarantee. This is in view of the common interest of protecting a seat for the course, which may otherwise be lapsed if anyone discontinues during the course of study.
26. The decision of the Principal shall be final and binding on all matters pertaining to the college and is unquestionable.
27. For all legal matters pertaining to the college, the jurisdiction will be Kochi city only.

**DECLARATION, AGREEMENT & CONTRACT**

I have carefully read and understood the details regarding the admission to the Programme and rules and regulations of the college and the hostel. I fully accept the above rules and regulations and also the rules and regulations mentioned in the Prospectus and the hostel application form voluntarily, without the compulsion or persuasion from any one.

I hereby express my intention to study at Mount Royal College by staying in the Hostel. I declare that all the information given in this application form is true and correct. In all matters regarding admission, the decision of the Management of the College and Hostel is final and binding on me.

I voluntarily agree to abide by the rules and regulations that may be framed by the College and Hostel from time to time. I am also well aware that any request for refund of fees once paid, either in full or in part will not be entertained refunded under any circumstances. I also understand and voluntarily agree that if I am expelled from the College for any reason or otherwise discontinue my studies at any time, for any course, for any reason, after the cut-off date for admission, I will also have to pay to the college and the Hostel fees for the remaining portion of the entire duration of the Programme.

For the fulfilment of this contract, I am submitting with you my original certificates and TC. I also hereby offer the said certificates as a security/guarantee for the due compliance of the above terms and conditions. I am aware/agree that I will be entitled to claim back the original certificates and the TC only after payment of all the above mentioned fees, as per the Clause No. 12 of the Rules and Regulations above.

Place: .....

.....

.....

Signature of Applicant  
with Name

Signature of Parent / Guardian  
with Name

Date: .....

**FOR OFFICE USE**

SELECTED/NOT SELECTED ..... MERIT / MANAGEMENT QUOTA .....

ROLL NO. .... RESERVATION (If applicable) .....

REMARKS .....

Name & Signature