

ADMISSION

1. The application form should be filled in with utmost accuracy. The signing of this form will constitute an agreement on the part of the parents/guardian and the candidate to abide by the rules of the Institute as laid down in the prospectus.
2. For joining Diploma, students should write the common entrance test conducted by CTEVT.
3. A candidate joining for the diploma course should submit the original Mark Sheet and diploma certificate of Class X / XII board examination with the photocopy of the same. She/he must also submit the original Birth certificate, Character certificate and Transfer certificate/ Migration certificate/ School leaving certificate.
4. Candidates joining the non-formal courses should submit photo copies of their birth certificate.

WITHDRAWAL AND DISMISSAL

1. After taking the admission if one wants to leave the studies, from the date of notice, one semester's fee should be paid before the documents are released.
2. No Certificate will be issued until all dues to the institute have been cleared. The student will have to return to the institute library books, institute dairy, library card, Identity card and get clearance note from the Store.
3. Students whose attendance is irregular, who do not pay their fees, who are habitually late or absent, lazy or disobedient, whose conduct is injurious to the moral tone of the Institute, whose behavior in the campus and outside campus is incompatible with strict discipline of the institute or whose sickness is liable to be injurious to other students may be dismissed.
4. Anyone found forging signature will be asked to discontinue from the institute.
5. Any type of malpractices may warrant dismissal from the institute.