

Appendix-'B'

SELF-DECLARATION CERTIFICATE
(By Student and Parents/Guardians)

I, _____ S/o/ D/o. Sh. _____,
resident of _____

do hereby solemnly state and affirm as under:

1. That I am a permanent resident of the above mentioned address.
2. If I am not able to fulfil the following conditions, then I will not be entitled to sit in the final examination and I will be liable to face any disciplinary action taken by the department/University.
 - That I shall maintain at least 75% attendance in classes, appear in and pass the required house tests/final examinations, submit assignments/projects/practical files on time and maintain proper discipline and behaviour in the class and department.
 - That after completion of half of the course duration, my application for a bonafide certificate may be considered only if I have attended at least 75% of the total lectures delivered till date and fulfilled all other required conditions.
 - That if I remain absent continuously for 15 days without prior information to the department, my name may be struck off from the rolls of the department with the approval of the Dean Academic Affairs.
3. That I understand that:
 - In one year diploma courses, students having less than 25% attendance during the first six months from the commencement of the session may have their names struck off from the rolls of the department as per University rules.
 - In six months certificate courses, students having less than 25% attendance during the first three months from the commencement of the session may have their names struck off from the rolls of the department as per University rules.
4. That I shall not request any certificate from the department for the purpose of visiting abroad during the course.
5. That my medical or any other leave will not be compensated as my presence in the class.
6. That merely paying the fee without attending the classes regularly will not entitle me to be a student of the department.
7. That if I enroll in any other course along with this registered one, the timings of both the courses shall not clash.
8. That I am ready to attend the course either '09:00 AM – 01:00 PM' or from '01:00 PM – 05:00 PM' (Morning/Afternoon) whichever is offered by the department.
9. That the registration and/or course fees once paid are non-refundable.
10. That hostel or any other facility is not available for part-time courses.
11. That I will not involve in any anti-social or anti-departmental activities during my certificate course/diploma.
12. That in the case as mentioned above in Sr. No. 2 and Sr. No. 3, I will not be entitled to receive any certificate from the department and I will have no objection if my name is struck off from the rolls of the department.
13. That I have cross-checked the details filled in the application form and I shall be fully responsible for any incorrect information provided therein.

Deponent

Verified that the above statement is true and correct to the best of my knowledge and belief and nothing has been kept concealed therein.

Countersigned by Parents/Guardians with Full Name, relation and Phone Numbers

Deponent

Place: _____

Date: _____