

Letter of Undertaking

Date: _____

I, _____ the parents/guardians of _____, a student in the year _____ Stream _____, having read and completely understood all rules and regulations pertaining to the matters hereinafter stated, hereby agree and undertake to:

1. During the admission process, I have been explained the disciplinary rules of the Institution and I have understood the same. I was also made aware of the Code of Conduct, Academic Rules, attendance, Examination Rules, Uniform and Library Policy of the Institute and I have understood the same.
2. I as parent/s hereby undertake to diligently pay all Institute fees on time.
3. I am fully aware that if I cancel my candidature the fees will be refunded after cancelling charges.
 - a) If admission cancels on or before 15 days fees will be refunded after deduction of 20% on semester fees.
 - b) If admission cancels after 15 days but before 25th days fees will be refunded after deduction of 25% on semester fees.
 - c) If admission cancels after 25 days but before 30th days fees will be refunded after deduction 30% on semester fees.
 - d) If admission cancels after 30th days semester fees will not be refunded at any cost.
4. I will attend all the classes from the re-opening day of the Institute onor as per the timetable, failing which I am liable to pay a fine at the rate of Rs.100/- per day for the first one week. In case, I do not turn up even after one week of starting of classes, I shall be ineligible to continue for the current academic year.
5. I will be regular and punctual to all the classes (theory/practical/drawing) and secure attendance of not less than 85% in each subject as stipulated by Institute.
6. I will compulsorily follow the uniform prescribed by the Institute.
7. I will conduct myself in a highly disciplined and decent manner both inside the classroom and in the campus, failing which suitable action may be taken against me as per the rules and regulations of the Institute.
8. I will concentrate on my studies without wasting time in the Campus/Hostel/Residence and attend all the tests to secure more than the minimum prescribed Class / Sessional Marks in each subject. I will submit the assignments given in time to improve my performance.

9. I will not use Mobile Phone to the Institute campus and also, I will not involve in any form of ragging inside or outside the campus. I am fully aware that bringing mobile phone to the campus and involving in Ragging is an offence and punishable as per Institute rules/Law.

10. I will pay tuition fees, examination fees and any other dues within the stipulated time as required by the Institute authorities failing which I will not be permitted to attend the classes.

11. I will not cause or involve in any sort of violence or disturbance both within and outside the Institute campus.

12. If I absent continuously for 3 classes, my parents will have to meet the concerned DCI/Instructor.

13. Action against ragging: Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May 1999 has the following provisions for Action against Ragging.

- a) Ragging within or outside of any educational institution is prohibited,
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any Educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty as per Ragging Act 1999.
- c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

ACKNOWLEDGEMENT

I have gone through carefully the terms of the above undertaking and understand that following these are for my/his/her own benefit and improvement. I also understand that if I/he/she fail to comply with these terms, will be liable to suitable action as per Institute rules and law. I undertake that I/he/she will strictly follow the above terms.

Name & Sign of Students

Name & Sign of Parents / Guardian

Prepared by

Checked by

Approved by

Arvind Kumar V.
(Accountant)

Subhajit Maity
(Chief Instructor)

Rajesh V. Singh
(C.E.O.)

Place: Mumbai

Date: 14.08.2015