



10. Name & Address for communication : \_\_\_\_\_

\_\_\_\_\_ District : \_\_\_\_\_

Pin Code : \_\_\_\_\_ STD Code : \_\_\_\_\_ Mob./Phone No. : \_\_\_\_\_

E-mail Id : \_\_\_\_\_

11. Permanent Address : \_\_\_\_\_

\_\_\_\_\_ District : \_\_\_\_\_

Pin Code : \_\_\_\_\_ STD Code : \_\_\_\_\_ Mob./Phone No. : \_\_\_\_\_

12. Declaration : I hereby declare that all the information given by me in this application is true and correct to the best of my knowledge and belief. I also note that if any of the above statements are found to be incorrect or false or any information or particulars have been suppressed or omitted there from, I am liable to be disqualified. If selected my admission will be liable to be cancelled without notice or compensation in lieu of notice. I have read and understood the contents of the information Brochure.

I hereby permit the Institute to use, display or transfer any of the details furnished by me in this form for any other purpose, except for complying with admission formalities.

Signature of Candidate : \_\_\_\_\_ Date : \_\_\_\_\_

13. Undertaking by the Candidate : I will comply with Institute rules, standards and instructions for student behavior as notified from time to time. I hereby waive and release all claims against the Institute agents at a time when I am not under the direct supervision of the Institute or its agents or arising out of my failure to remain under such supervision or to comply with such rules, standards and instructions, and I agree to indemnify the Institute and its agents against any consequences thereof. I agree that the Institute shall have the right to enforce these standards for any actions or conduct which the Institute considers to be incompatible with the interest, harmony, comfort and welfare of other students. If my participation is terminated, I give my consent to being sent home at my own (or my parent's) expense with no refund of fees.

All references in the agreement and release to the Institute and its agents shall include the Institute Chairman, and all its Officers, Employees, agents. All reference herein to the parents of the applicant shall include the legal guardian or other adult responsible for the applicant. I agree that in case of any legal dispute concerning admission procedures, the same shall be subject to exclusive jurisdiction of Courts at Gaya. This agreement shall take effect from the time I am accepted by and confirmed in enrollment in the Institute.

Signature of Candidate : \_\_\_\_\_ Date : \_\_\_\_\_ Place : \_\_\_\_\_

14. Declaration by the Parent / guardian :

I certify that I am the parent or legal guardian of the above applicant and that I have read the foregoing Agreement and release (including such parts as may pertain to personal financial responsibility) and hereby relinquish any claim that I might have against the Institute or its agents (as set forth above), both in my own behalf and my capacity as legal representative of the applicant, including without limitation any claim arising as a result of the applicant leaving the supervision of the Institute. I hereby guarantee to the Institute payment of all fees and other sums due at any time to the Institute by the applicant. I agree that in case of any legal dispute concerning admission procedure, the same shall be subject to exclusive Jurisdiction of Courts at Gaya.

Signature of Parent / Legal Guardian \_\_\_\_\_ Date : \_\_\_\_\_ Place : \_\_\_\_\_

Occupation of Signatory : \_\_\_\_\_ Relationship with the candidate : \_\_\_\_\_

15. Mention Place where Brochure & Form was procured : \_\_\_\_\_

## **Rules & Regulations**

1. A candidate who is found to have furnished false information or to have suppressed material information will be expelled and his/her fees will be forfeited.
2. Every student must take out on admission his/her identity card which will be supplied by the institute. The students must carry their identity cards with their photograph affixed on the same and present them for inspection when demanded. No student will be allowed to attend classes, practical etc. unless he/she has his/her identity card with him/her. Loss of identity card should be reported to the Principal in writing immediately. In case the Principal is satisfied with reason, a fresh card will be issued on payment.
3. Students must attend classes, practical, tutorials, workshops, work in college according to the time table on all days when called upon to do so. Students must appear at all examinations. The students must not absent themselves from any college's activity without permission which may lead loss of term, Regular and punctual attendance is required in all classes for which the students are enrolled. In the event of illness the Principal should be informed and a medical certificate should be forwarded not later than the 4th day of absence.
4. Each student is required to put in a minimum of 80% attendance failing which he/she shall not be allowed to appear for the examination of board/college.
5. Absence or leave without permission is considered a breach of discipline, liable of fines, and any other action considered fit by the Principal. No leave will be granted without written application except in case of illness or emergency. Prior permission must be obtained for absence or leave from the Principal.
6. The student must not leave the classes on their own without the permission of the lecturer concerned.
7. Industrial training for the students of the 4th year. In case of student fails to complete the aforesaid training at the designated establishment to the satisfaction of the Principal, his/her Degree may be withheld till such training is completed.
8. Conduct of students in their classes as well as on the premises of the college must be such as will cause no disturbance to fellow students or to other classes. The Principal may expel a student whose work or conduct is not satisfactory and the fees paid will be forfeited. Students who do not take their terminal examinations with due earnestness and diligence are also likely to be dealt with in the same manner.
9. If for any reason the continuance of the student in the college, in the opinion of the Principal is detrimental to the best interest of the college, the Principal may ask such a student to leave the college without giving reason for his/her decision.
10. Students shall do nothing either inside or outside the college that will in any way interfere with its orderly administration and discipline.

11. Students must not loiter about in the college premises while the classes are in progress. When free, they should make use of the college library.
12. No student will be allowed to take part in current politics. No student should communicate any information to , or write about matter dealing with college's administration to the press.
13. No person may be invited to address a meeting without the prior permission of the Principal.
14. Non compliance of the rules of the college may also be dealt with by means of suitable fines.
15. If students discontinue /discharge from the college before completion of course by any reasons he/she must have to pay the total amount of course fee.
16. In the event of any dispute court of Gaya (Bihar) shall be the competent court having juries diction in the matter to the exclusion of any other courts of the country.
17. Matter not covered by the existing rules will rest at the absolute discretion of the Principal.
18. The college maintains a well equipped library. The students can take benefit of the books/ journals are provided under rules, which can be ascertained from the Librarian.
19. Students are expected to take proper care of the property of the college by disfiguring walls, door fitting and breaking furniture, machinery, computer and other equipments is a breach of discipline and culprits will be duly punished. The students may be charged for loss or damage to college property or equipment caused by his/her carelessness, negligence or misuse.
20. Smoking is strictly prohibited in the college premises.
21. No Student will come by two wheeler/vehicle without having valid license after valid age.

Signature of the Parent

Signature of the student



**BIT**  
Industrial Area, Gaya - 824231

**ADMIT CARD**

Application Form No. ....

Name : .....

Father's Name : .....

Affix Passport  
size Photograph

**FOR OFFICE USE ONLY**

Roll No.: ..... Examination Date: .....

Examination Time: ..... Reporting Time: .....

**Venue:-**

*Signature of Candidate  
in running handwriting*

Controller of Examination