

Kandevatasthan, Kupandole, Lalitpur. Tel: 01-5181033 / 5181198. Web: www.patancollege.org, Email: admissions@patancollege.org

APPLICATION FORM

Intake Session: [] Foundation [] 3 Years [] Top-up
[] B.Sc. (Hons.) in Computer Science & Software Engineering - B.Sc.(CS & SE)
[] B.A. (Hons.) in Business Administration - BBA
[] Others:

Paste your self
attested
recent colour
photograph.

Personal Details:

Name of the Student:

Mr. [] Ms. []

Father's Name: Write in BLOCK LETTERS (Give your name as per the SLC marks card)

Mother's Name:

Date of Birth (AD) DD / MM / YY

Nationality: Citizenship No.:

Contact Address:

Email:

Contact No.:

Residence

Mobile (Guardian)

Mobile (Student)

Educational Qualification: (Attach attested Xerox copy of all mark-sheets / pass certificates) - Mandatory *

Class / Course	No. of Subjects	School/College	Board/University	Percentage/Grade	Year (AD)
Class - X or equivalent					
Class - XI or equivalent					
Class - XII or equivalent					
.....					

Important Checklist:

- [] Completed all sections of this application form (where applicable).
- [] Attached attested copy of SLC / 'O' Level Markscard.
- [] Candidate has scored 55% or above in aggregate at +2 Level.
- [] Attached attested copy of Class XI Markscard.
- [] Attached attested copy of Class XII Markscard.
- [] Attached copy of admit card(s) of qualifying examinations (only applicable for appearing students).
- [] Attached attested copy of transcript of +2 / 'A' Level.
- [] Attached attested copy of citizenship / passport.
- [] Attached attested copy of provisional pass certificate of +2 / 'A' Level.

Declaration by the Students:

I hereby declare that all the above given information are correct in best of my knowledge. I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided the necessary information in this regard. In the event of any information found incorrect or misleading, my candidature shall be liable to be cancellation by the Institute at any time and I shall not be entitled for the refund of any fee paid by me to the campus. I know that fee once paid are not refunded in any circumstances. I have also read and understood students code of conduct and I declare that I will abide by same. I will also abide by all the rules and regulations of the college framed from time to time. I have also received the fee structure, course structure for the course. I know that decision taken by Admission Committee will be final and I will abide by that.

Place:

Date:

Signature of the Student:

For office use only

Form Received on : Received by: Form Entered by:
Form Verified by: [] Approved [] Rejected [] Other:
Sign. of Receiving Officer: Sign. of Authorized Person: Date and Campus Seal:

Student's Code of Conduct:

Academic

1. At least 85% attendance is compulsory for any students to appear in the year/semester end examinations.
2. Course/specialization/elective subject(s) once choosen can not be changed and students are advised to decide it before joining.
3. Every student has to study and pass in 'Nepal Parichaya' as per the guidelines of Ministry of Education, Nepal Government.
4. Any student remaining absent for more then 15 days without written prior permission from class In-charge shall be deemed to have dropped out and his/her name will be struck off from the rolls.
5. Students must appear for all the periodic tests and complete all assignments (within due date) and projects given to them for the internal assessment.
6. Assignments & projects (as applicable) given to the students shall be completed and submitted within specified time period. The management shall not be under any obligations to extend the time so fixed.
7. Evaluation of text assignment and projects by the faculty for the purpose of internal assignment shall be final and binding on the students.
8. Every student must pass subjective section of mid-term and pre-final or internal theory examinations to get internal marks. It is mandatory to appear in all internal examinations / activities.
9. The management shall fix a schedule for lectures, practical & other programs the way it considers best. All the students are strictly required to follow it. However, management shall not be responsible for any change in the schedule, postponement or cancellation of lectures. The college reserves the right to make appropriate changes in its lecturing staff, schedule if it seems necessary.
10. If number of students enrolled for regular class of particular semester is less than 10, management can take any decision.
11. Students are adviced to read and follow the instructions given in the Student Handbook.
12. The course structures of any course can be changed by the University without any information.

Administration

1. Students are required to come in the proper uniform prescribed by the college and must carry their identity cards, issued by the college on admission to respective course at all times, while they are in college.
2. Fresh application form/Re-Registration form completed in all respects must reach the designated centers as mentioned in the prospectus or as notified by the advertisement within the stipulated date. Incomplete applications and those received after the stipulated date will not be entertained under any circumstances.
3. Incomplete Admission/Re-Registration those having over-writing, mutilation or erasures or not accompanied with the prescribed amount or those received after the due date without late fees will be summarily rejected.
4. All the forms will be only accepted with prescribed fee.
5. No refund of fees will be made on withdraw/cancellation of admission in any circumstances, security deposit will be only refunded after successful completion of course at PCPS only. Security deposit will be seized if any student leaves the course in between.
6. College will not be responsible for rejection of Admission Form/Re-Registration form by the University.
7. Students have to produce original certificates, whenever required by the college/University for verification.
8. Campus has all the rights to use any students photo/marks for publicity/marketing purpose.
9. Student is liable to immediate dismissal for any serious misconduct or any reason of any breach of the college's rules and regulations.
10. The college reserves the right to reject on fresh admission/Re-Registration application and expel any student if and when necessary. No fee refunded on expulsion. The college's decision in all matters pertaining to rules and regulations or terms and conditions shall be final.
11. The student responsible for all willful damage to equipment, will pay penalty decided by college.
12. Fee for any semester is strictly based on commencement date. Once the class for particular semester is started, student will be assumed in that particular semester and he has to pay all the fees even he leaves the course in between before semester commencement any stoppages must be requested in writing and subjected to college's approval.
13. Fee for Educational Excursions/Educational Tour (Outside Kathmandu/Nepal) has not been included in the fee structure.
14. Scholarship will be only provided in tuition fee as per the norms of the college framed time to time. College will be under no obligation to continue scholarship in higher semesters.
15. I hereby give permission to UoB, Patan College and LBEF Group of Institutions to use my photographs, images and videos in publicity and promotional materials.
15. Mark sheets / Admit Card / ID Card will not be issued without clearance from A/C department.
16. Decision of the College Management will be final. The College Management reserves all rights to make additions or alterations to the existing rules, working hours, time table, mode of training as may be deemed necessary from time to time. The students shall be requested to abide by these rules.

I declare that all the particulars provided in this form are complete and correct. I have read and understood student's code of conduct mentioned above. I know that fee once paid are not refunded in any circumstances. I will abide by rules and regulations framed by UoB / Patan CPS.

Signature:

Date:

Details of University Forms Submitted: (For Office Use Only)

University application form:

Date of Submission:

Received by:

Forwarded on:

Forwarded by:

Unconditional Offer Letter:

Received on:

Student's Reference No.:

UoB Registration Form: (To access University Systems and BREO)

Date of Submission:

Received by:

Forwarded on:

Forwarded by: