



# ADMISSION PROCEDURE

## Certificates to be produced at the time of admission

- Marks Card (2 Copies)
- Transfer Certificate (Original + 2 Copies)
- SC/ST/CAT-1/2A/2B/3A/3B Category and Income Certificate (2 Copies)
- Income declaration signed by the Tahsildar for the students whose parent's annual income is below Rs. 11,000/- (3 Copies)
- Original Migration Certificate for the students from other Boards. No foreign student will be admitted without the eligibility certificate obtained from the Director of P.U. Board
- Copy of Aadhar Card
- Passport Size Photographs - 5 numbers.
- The duly filled in application form must be submitted at the college office within two days of the publication of results.
- Students from State Board, CBSE, ICSE and other boards are eligible to apply.

**PLEASE NOTE THAT THE FEES ONCE PAID WILL NOT BE REFUNDED.**

## **ADMISSION PROCEDURE**

Candidates willing to apply for PUC with RATHINAM GLOBAL PU College are required to fill-out the application form provided on the college website or the hard copy provided from the college. The dates for accepting filled-in application forms from candidates shall be as per the dates announced by the Pre-University Board, Government of Karnataka ([pue.kar.nic.in](http://pue.kar.nic.in)), (after the declaration of Karnataka SSLC Examination results).

Candidates should ensure that the details are correct and error free in the dully filled in application form. Student Name and Parent's Name has to be exactly the same as in the 10th Class Marks card.

Fee structures for all the combinations are available on the website.

Candidates are required to submit the following documents to the College, during the admission process.

**Original Documents:** Transfer Certificate, Migration Certificate (ICSE, CBSE & Other Board Students), Provisional Eligibility Certificate (IGCSE, Foreign & NRI Students) and Parish Priest Letter (Catholics Students Only)

**Photocopies of Original Documents:** Transfer Certificate, Migration Certificate, Marks Card, Aadhar Card, Income / Caste Certificate, Passport (Foreign Students only), Visa (Foreign Students only) and Baptism Certificate (Other Christian Students only).

Along with the above documents candidates are required to hand-over 5 Passport Size Photographs.

## **ELIGIBILITY**

Candidates applying to RATHINAM GLOBAL PU COLLEGE must have passed SSLC examination (Karnataka State) or any other equivalent examination recognized by the Department of Pre-University Education, Karnataka and must satisfy all conditions laid down by it.

IGCSE Board candidates, foreign nationals and students, who have passed Class X or any other equivalent examination in foreign countries, must obtain a Provisional Eligibility Certificate from the Department of Pre-University Education, Karnataka, before applying for admission with RATHINAM GLOBAL PU COLLEGE .

## **DOCUMENTS**

Students who have been admitted to 1<sup>st</sup> PU and paid the requisite fees must come over to the College in person along with their parent to submit the following documents:

### **ORIGINAL DOCUMENTS**

1. Transfer Certificate
2. Migration Certificate (ICSE, CBSE & Other Board Students)
3. Provisional Eligibility Certificate (IGCSE, Foreign & NRI Students)

### **PHOTOCOPIES OF ORIGINAL DOCUMENTS:**

1. Transfer Certificate
2. Migration Certificate
3. Marks Card (Attested)
4. Aadhar Card
5. Income / Caste Certificate

### **PLEASE BRING 5 PASSPORT SIZE PHOTOGRAPHS**

## **DECLARATION**

Students should be regular and punctual in attending all classes. General discipline should be maintained during class hours, assemblies, and activities.

- Students must be present every day in their respective classrooms before the first bell.
- Students must wear their ID Card throughout the working hours on the campus.
- 80% attendance in each subject is mandatory for students to appear for the tests and examinations.
- Students who absent themselves on medical grounds should produce the medical certificate as soon as they come back. A medical certificate, however, does not entitle the students to attendance.
- Class tests and examinations conducted by the College are compulsory for promotion.
- Leave of absence from the College should be obtained from the authority concerned. If the absence is more than two days, students must get the leave note signed by the Principal
- Colouring of hair is not allowed
- Sleeveless, short tops and any other revealing clothes are strictly prohibited.
- Use of mobile phones is strictly forbidden and when confiscated they will not be returned.
- Misbehaviour of any nature in the classroom or on the campus will lead to suspension.
- Remedial classes are compulsory for all the students who score below 50% marks in the term examinations.
- PTA meetings will be conducted twice a year and all the parents must be present for these meetings. The marks card of the students will be handed over to the parents personally during the PTA.
- Students are admitted to the College on the understanding that they undertake to abide by the general rules and regulations of the College. These are framed, not to restrict their freedom, but to enable them

to make best possible use of all the facilities and to participate in all academic and cultural activities organised in the College.

- The selected candidate will be enrolled and admitted after the payment of fees.
- Fee should be paid on or before the date notified in the College failing which admission will be cancelled.
- Fees once paid will not be refunded
- Admission is only for one year. Re-admission is done based on the academic performance and conduct of the student.
- Mobile phone on the campus and within the class room is strictly forbidden
- A student must put in a minimum of 80% of attendance in every subject, taking theory and practical as separate units
- Those who violate rules and regulations pertaining to the discipline of the College will be dismissed immediately.
- Declaration
- I agree to abide by the rules and regulations of the College. In case of violation of any rule, I will take personal responsibility to bear the consequences.

**Contact address:**

Department of Pre-University Education  
Padavi Poorva Shikshana Bhavana  
18th Cross, Sampige Road  
Malleshwaram  
Bangalore 560 012.