



## INSTRUCTIONS

The following instructions have to be followed by the students of Datatec Skill Academy

1. The class timing will be as under:  
Morning session will be 10.00am to 1.00pm. Evening sessions will be from 1.30 pm to 4.30 pm. Students have to report by 9.45AM in the Morning.
  2. The students should wear their uniform as prescribed by the institute on all working days. Boys have to wear pants and shirt. Tea-shirt/jersey, Dothi and low-vest trousers/pants are not allowed for boys. Half skirts are not allowed for Girl students.
  3. Mobile/Cell phones are strictly prohibited in the Class Room or premises. Anybody found in possession of mobile phone, it will be ceased and shall not be returned till the end of the session.
  4. Students are not allowed to leave the premises of the institute during intervals, Students are not allowed to enter in others class Room, except with the permission of the concerned faculty.
  5. Students are not allowed to use any type of tobacco or similar intoxicating substance and if found will be taken severe disciplinary action including discontinuation of the Course.
  6. The students remain absent from periodical class-test shall not be allowed to attend their regular classes till they appear in the Test paper.
  7. Damage or lose of the furniture and fixtures etc. of the class-rooms will attract common fine, unless it is reported by the concerned student.
  8. The students should keep the class-rooms in neat and clean condition and in order. Waste papers etc. should only be thrown in the dust-bin/waste paper basket.
  9. Graffiti/drawing of any nature on walls/furniture etc. shall not be done, if observed shall be fined commonly.
  10. Students are not allowed to attend the Office during class-time.
  11. In case of absence, students are required to submit leave application duly signed by the guardian on the day of reporting for class, failing which they will not be allowed to attend the class.
  12. Students are required to deposit the fees within the scheduled time.
  13. Students are expected to behave gently with the Faculty or Staff members. Any mis-conduct with the Faculty/Staff will be severely dealt with.
- All the above cited instructions are illustrative in nature and should be strictly followed by the students.

## DECLARATION

I, \_\_\_\_\_ son/daughter of \_\_\_\_\_ hereby solemnly declare that the information furnished and the statements given and the enclosures are true, correct, complete and no relevant is suppress. I, further declare that if any information found to be false at a later date of verification, I shall be liable to forfeit the fee remitted and removal from the rolls of the institute at whatever stage of study may be, besides making liable for criminal prosecution. I shall abide by the rules and regulations of the admission and the college to which get admitted to.

Station / Date

Signature of the Applicant

Signature of the Parent / Guardian

office Use Only

Application recieved on: \_\_\_\_\_

***Document Submitted***

SSLC Certificate:  TC Original:

Other Documents: \_\_\_\_\_

Eligible or not: \_\_\_\_\_

Fees recieved vide: \_\_\_\_\_

Recpt no: \_\_\_\_\_ Date: \_\_\_\_\_

Checked By: \_\_\_\_\_

Verified By: \_\_\_\_\_