

Declaration by the Candidate:

- 1. I solemnly declare that I am submitting the application with the consent of my father/guardian.
- 2. I pledge to fully abide by the Rules and Regulations of Informatics Colleges, as applicable, during my stay at Informatics College.
- 3. I confirm that I was neither expelled / rusticated, nor any disciplinary action was taken against me by any Institution at any time, nor I ever took part in any unlawful activity.
- 4. I agree that if at any stage the documents submitted by me for admission, proved forged, fake or carry any misstatement or clerical error, which may affect my merit, I shall be held responsible and Informatics College will be within its rights to cancel my admission and to take necessary action against me.

Student's Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Undertaking by the Parent's/ Guardian's:

- I solemnly undertake that in case my son/daughter/ward is admitted at Informatics College.
- 1. I shall be responsible to pay the College fee and other dues on time.
  - 2. I shall make good any losses or damages caused by my son/daughter/ward to the College Property/ Assets during his / her stay at the College.
  - 3. I agree that the Principal has authority to debar my son/daughter/ward from appearing in the Board/University Examination for short attendance, non-payment of college dues or student's rustication from College on disciplinary grounds.
  - 4. I shall have no objection, if admission of my son/daughter/ward is cancelled and any disciplinary action is taken for submitting fake/forged documents or misstatement

Parent's/ Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments

Candidates are advised to attach the following documents:

Three Attested Copies of:

☐ National Identity Card

☐ Father's National Identity Card

☐ Secondary School Certificate

☐ Character Certificate

☐ Higher Secondary School Certificate

☐ Provisional Certificate (Result Awaiting Candidates only)

Original:

☐ Migration Certificate / NOC (If Applicable)

☐ Equivalence Certificate (If Applicable)

☐ Four ID Card Size Photographs

For Office Use Only

Admission Fee \_\_\_\_\_

Registration Fee \_\_\_\_\_

Semester wise Tuition Fee \_\_\_\_\_

Fee Concession Granted (if any) \_\_\_\_\_

Total Fee Payable in 1st Year \_\_\_\_\_

Total Fee Payable in 2nd Year \_\_\_\_\_

Total Fee Payable in 1st & 2nd Year \_\_\_\_\_

\*Fee Package once decided is unchangeable

نوٹ ♦ طے شدہ فیس میں بورڈ / یونیورسٹی رجسٹریشن فیس اور Examination فیس شامل نہیں۔ ♦ ادا شدہ فیس کسی بھی صورت میں قابل واپسی یا قابل انتقال نہ ہوگی۔

Student's Signature

Guardian's/ Father's Signature

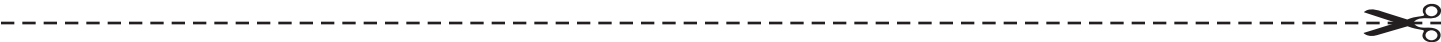
Student's Thumb impression

Admission Officer

Admission Date

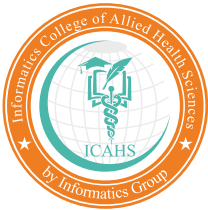
Principal's Signature

FEE PAYMENT RECORD					
Inst.	Date	Receipt #	Amount Received	Balance	Sign.
01					
02					
03					



(IGC Family)





Informatics

College of Allied Health Sciences

A Project of Great Asian Educational Network (Pvt), Ltd.

ADMISSION FORM

Please affix one and  
attach three photographs

Campus Name: Sr. #:

Program (Intermediate / Graduation / Master)

Any Other Programs:

A Personal Information

Fill entire form with block letter

Candidate's Name

Father's Name

(As in Secondary School Certificate)

Date of Birth

Gender

Male

Blood Group:

Female

Religion:

Tel (Res):

Mobile/Whatsapp

Email:

Present Address

Permanent Address

Father's / Guardian's Profession

Designation / Title

Organization Name

Monthly Income

Office Address

Tel (Off)

Mobile

Email

B Academic Record

Degree	Passing Year	Roll Number	Board / University	Max Marks / Obtained Marks	%/ Grade/ CGPA	Major Subjects	Institute
Matric/ SSC/ O level/ Equivalent							
Inter/ HSSC/ A Level/ Equivalent							
B.A/ Bsc./ ADP/ Equivalent							

C Achievements / Distinctions/ Awards

Academics

Extra Curricular

For Office Use Only

Candidate's Reference Number:

Roll Number:

# **GENERAL AND DISCIPLINARY RULE**

All Students must abide by the college Rules, Regulations, Policies and Guidelines as may be promulgated by the college Administration from time to time. Breach of these Rules, Regulations, Policies and Guidelines shall render them liable to disciplinary, administrative and legal action including but not limited to imposition of fine, suspension or expulsion (both provisional and permanent) from the college.

The administration has the right to fine, suspend, rusticate, relegate or terminate the studentship of the student who is found guilty of:

- 1) Saying or doing anything which might adversely affect the honor and prestige of Pakistan, or institution and teachers and his/her educational property;
- 2) Willfully and deliberately damage or misuse the institution property;
- 3) Collecting money or receiving, donation or pecuniary assistance for or on behalf of the institution or any university, organization except with written permission of competent authority.
- 4) Staging in sitting or participating in a walk out, strike or any other form of agitation which might create or is likely to create law and order problem for the institution and effect or is likely to effect in smooth functioning.
- 5) Indulging in immoral activities using in the decent language making indecent remarks jokes or justice or be having in improper manner.
- 6) Keeping or carrying weapons narcotics, immoral or subversive literature
- 7) No student is allowed to paste, exhibit, prepare or distribute any poster, leaflet, notice, pamphlet or handbill in the college premises without prior permission from the Principal.
- 8) Any student aggrieved by any happening in the college shall lodge a complaint with the Principal and not with any outside authority unless the Principal permits him/her to do so.
- 9) Use of mobile phones or camera are strictly prohibited in the college premises and during the college functions mobiles and cameras confiscated shall only be return if disciplinary committee permits.
- 10) Smoking in the college premises is strictly prohibited.
- 11) Every student of the college is required to be punctual in the class. Any student remaining absent from classes without proper permission for a continuous period of 06 days, excluding holidays, shall be struck off from the college Roll unless the cause of absence is explained to the satisfaction of the Principal. In that case, the student may be re-admitted within 15 days (after his name is dropped from college roll) on payment of Re-admission Fee and college Dues.
- 12) Students are forbidden to contact any higher authority directly. Intended communication with any higher authority must be submitted through the Principal who will forward it, if he/she considers it desirable.
- 13) The college authorities can revise dues without any prior notice. This revision will be applicable to all students enrolled at that time or in future.
- 14) No student is allowed to leave the class without the permission of his/her teacher or until the class is over.
- 15) Late-comers in the class may be marked absent.
- 16) Any student misbehaving in the classroom/college shall at once be reported to the Principal by the teacher. The Principal will take such action as he/she may deem proper. The teacher can recommend a penalty as well.
- 17) Any political or immoral activity is strictly prohibited in or around the college premises.
- 18) A fine of Rs.10/- per lecture will be imposed for absence without proper leave.
- 19) Students are required to wear the prescribed uniform while attending the college.
- 20) The college authorities reserve the right to revise any class schedule or to re-arrange the classes.
- 21) Any false information on the Application Form may render the student liable to expulsion from the college.
- 22) The college grants fee-concessions and scholarships of different nature at the time of admission. These concessions and scholarships are applicable only to the current installment and must be renewed when the next fee installment is due. Mere recommendation for a fee-concession and scholarship does not entitle a student to its grant. Certain conditions and requirements must be fulfilled for eligibility.
- 23) If a student defaults in submission of college dues for a period of one month, his/ her name will be struck off from the college Roll.
- 24) The college, in its sole discretion, shall have the right to take any disciplinary, administrative and legal action against a defaulting student committing breach of any of the college Rules, Regulations, Policies or Guidelines. Such an action may include, but shall not be limited to, expulsion, suspension, withholding of Examination Admission Forms of the Board/University, release of the Examination Roll No. Slips or withholding the examination result card issued by the Board/University particularly due to any of the following.
  - a) Poor Attendance

- b) Non-payment of college Dues
  - c) Poor overall Academic Record
  - d) Failure in the college Examinations
  - e) Any other reason not specifically mentioned herein
- 25) Notwithstanding anything contained in any college Rule, Regulation, Policy or Guideline, if a student's Examination Admission Form, Roll No. Slip or Result Card is withheld by the college Administration, the name of the affected student shall deem to be provisionally struck off from the Roll of the college with immediate effect, whether he/she has been given notice of this action or not. In such an eventuality it will be the student's duty to apply to the concerned college Authorities for re-admission to the college. The college may in its sole discretion approve or disapprove such re-admission and may also impose such conditions and fines as it may deem necessary.
- 26) The Students alone are responsible for submission of their college dues/fee and observance of the college Rules, Regulations, Policies and Guidelines promulgated by the college from time to time. The college or its Administration shall not be liable for any loss accruing to the students due to any such failure or non-observance. As regards the financial liability of a Student, the Parent/Guardian of the Student, signing the college Admission Form of the Student in such capacity, shall act as the surety of the Student and shall be jointly and severally liable to discharge any financial liability of the Student accruing under the college Rules, Regulations, Policies and Guidelines.
- 27) If the college Administration pays any amount to any Authority, Board, Government Department etc. on behalf of any Student (s), all such amounts shall remain recoverable from such Student(s) as outstanding college Dues.
- 28) NOCs and college leaving certificates can only be issued if the student pays his/her all dues till the submission date of his/ her application for the issuance of these.

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Student's Copy

Date

D

D

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M

M

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Y

Y

Y

Y

Form No: -----

Student's Name: -----

Father's Name: -----

Program: -----

Received By: -----