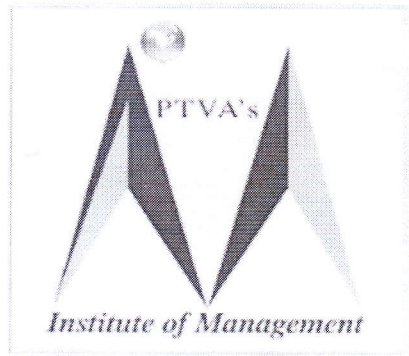




**Parle Tilak Vidyalaya Association's
PTVA's Institute of Management**

Students' Handbook



**Parle Tilak Vidyalaya Association's
PTVA's Institute of Management**

Chitrakar Ketkar Marg,
Behind M. L. Dahanukar College of Commerce,
Vile Parle (East) , Mumbai,
Maharashtra – 400 057



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Approved By: Dr. Harish Kumar S. Purohit

Date: 10/12/2017

Vision:

To be one of the leading, value based, ethical management institutions in India that contributes to nurturing and development of managerial and entrepreneurial talent, leadership and research.

Mission:

- PTVAIM shall foster a culture of excellence in fields of academics, research and entrepreneurship development by :
 - ❖ collaborating with academicians and industry,
 - ❖ providing state-of-the-art infrastructure,
 - ❖ Ensuring conducive work environment for professional growth & development of teaching as well as non-teaching staff members.
- It shall strive to be a continuous learning organization which is committed to the adherence of system while meeting expectations of students, employees, corporate & other stakeholders.

Core Values:

Honesty, integrity and strong work ethics coupled with dedication and passion towards work, mutual trust as well as healthy interpersonal relations that convert PTVAIM into a strong family comprising of all its stakeholders.

Quality Policy:

We shall achieve leadership position in imparting higher management education by applying quality benchmarks / parameters for the academic and administrative activities of the institution by providing the required infrastructure & trained faculty while meeting the needs and expectations of our students and society at large.

PTVA's Institute of Management aims:

To be a Learning Organisation which shall use measuring and monitoring tools to continually improve the effectiveness of the process of imparting Management education & Quality Management Systems.

We shall pursue our commitment through:

- i. Ensuring relevant curriculum to be covered with the use of Information & Communications Technology (ICT).
- ii. Intellectual and professional development of faculty and staff.
- iii. Quality research in the frontiers of Management.
- iv. Involvement of all stakeholders in growth and development of the Institute.
- v. Improvement of infrastructure and facilities, whenever necessary.
- vi. Creation of congenial and conducive work environment.
- vii. Promotion of team work and proactive participation.
- viii. Motivating & Encouraging Innovative & creative, young minds to act on their business ideas and mentoring them to convert these ideas into actual business ventures.

CODE OF CONDUCT AND GENERAL RULES FOR STUDENTS
(Effective from 10th December, 2017)

Dear Students,

We welcome you all to Parle Tilak Vidyalaya Association's PTVA's Institute of Management. Parle Tilak Vidyalaya Association (PTVA) is a 90 years old educational institution having 4 schools and 3 colleges in suburb of North and Central Mumbai. This trust is parent to illustrious institutions like Parle Tilak Vidyalaya, Sathaye College of Arts, Science and Commerce, M. L. Dahanukar College of Commerce, Mulund College of Commerce. We are sure that your association with PTVAIM would be fruitful and you will inculcate all the qualities that make a true professional. We can proudly say that we have one of the best intellectual capital and infrastructure. We are sure you will make the best use of the resources made available to you. In order to supplement the resources available one needs to have a proper framework in place. Hence we have evolved these guidelines that will provide a framework for the effective day-to-day functioning of the Institute and enable effective delivery of facilities / services to the students. The guidelines will be effective from the academic year 2017-18 onwards and shall supersede all other guidelines in respect of matters stated herein. **The authorities are free to make the desired changes in these guidelines as and when the need is felt / or changes are introduced in the statutes by Statutory bodies.**

(I) GENERAL CODE OF CONDUCT:

- Ragging inside or outside the campus is strictly prohibited
- Everyone in the Institute must maintain cleanliness in the premises.
- No food items are allowed in the Classroom, Library and Computer Centre.
- Consumption of tobacco, smoking or alcoholic beverages is strictly prohibited on the campus.
- It is mandatory to wear Identity Cards on the campus.
- Damage to Institute property will invite disciplinary action.
- Two students shall be nominated from each semester / specialization as Class Representatives. Interested students should submit their nomination forms to the Academic Coordinators. The selection criteria would be:
 - Past Academic Record
 - Previous Experience
 - Commitment Level assessed through the Interview
- In case the nominated candidate fails to discharge his / her duties to the satisfaction of the class / Institute authorities, he / she shall be replaced.
- Any grievance pertaining to the administrative staff, teaching faculty and infrastructural facilities must be addressed through the Class Representative, who will take it up with the Dean Academics.

- In case of lecture cancellation, it is the responsibility of the Class Representative to inform the students through the agreed channel of communication. The Institute shall, however, put the information of the cancelled lectures on the notice board and the website if the information comes well in advance.
- **Class representatives are discouraged from arranging extra lectures, guest lectures or canceling lectures without any prior intimation to the Dean Academics.**
- The primary mode of communication with the students is the Notice Board. Students are advised to go through the notice boards every day.
- All students are provided with an Identity Card on the campus. **Issue of duplicate Identity Cards will be done on a payment of a fine of Rs.100/-**
- Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed at strategic points in order to ensure the safety and welfare of everyone in our Institute. **Tampering with fire extinguishers is a serious offence.**
- Prior written permission from the Director should be obtained for all functions/ get togethers/ events on and off campus. Students should not use the Institute's name for any activity carried out outside the campus.
- **Students are advised against indulging in any political or notorious activity that would cause injury to self and others. The Institute reserves the right to cancel the admission of such students.**
- **Students are advised against bringing or inviting any outsiders without the consent of the Authorities.**

(II) ATTENDANCE, PUNCTUALITY & DEADLINES:

- **A student must have a minimum of 75% attendance in each subject. Attendance is a part of internal assessment.** In case of genuine medical / professional /other reasons for lack of attendance, the student is required to intimate the Institute in writing immediately.
- Any leave without written intimation will be treated as unauthorized leave
- For ALL absence, prior intimation is to be given in writing to the Dean Academics/Course Coordinator. In case of emergency situations, intimation must be given on phone (sms) and fax / e-mail within 24 hours of the absence. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.
- In case of prolonged medical leave the student should produce a Medical Certificate from a Registered Medical Practitioner supported by a letter from the Parent / Local Guardian.
- Students are advised not to miss lectures for workshops, seminars, placement activities and inter-institute events. They are also advised not to miss lectures in any subject for the sake of project or fieldwork in any other subject. Work on such activities must be done outside the class hours.

- Classes are expected to begin on time. **Late coming is not permitted.** Faculty has the authority to take appropriate action to deal with cases of late coming.
- Students are required to be present for all events of the Institute, including the Annual Convocation, Seminars, Guest Lectures, Workshops, and other events as intimated on the Notice Board. Absence from such activities shall invite disciplinary action.
- Students are requested to honour deadlines for submissions of projects, reports, assignments etc.

(III) DRESS CODE:

- The dress code for boys is western formals.
- The dress code for girls is Western or Indian formals. Hair must be neatly tied. Sleeveless & short dresses are prohibited.
- When guests visit the Institute, students are expected to wear Institute blazer suit.

(IV) OFFICE RULES AND REGULATIONS:

- **The office timings are from 10.00 a.m. to 6.00 p.m. (with half an hour lunch break) except on Sundays and Public Holidays.**
- **Any student whose fees / payments are outstanding shall not be allowed to appear for the exams.** Access to library and computer lab will also be withdrawn if fees /charges are outstanding.
- **Students are not allowed to make any personal telephone calls from the Institute's Office.**
- For any other administrative assistance students should contact the Registrar.
- Students will be issued **railway concession forms, certificates and other official letters after three days** of submitting the application for the same.
- Students will be issued transcripts on payment of Rs.1000/-

(V) LIBRARY RULES AND REGULATIONS:

- Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with the rules issued by Director and Librarian. **Anyone failing to do so may be excluded from the Library and / or incur a fine.**
- Library card will be issued on production of the fee receipt. A maximum of three library cards will be issued per student. The card is valid for **the duration of the course (MMS – 2 years and MMM/MFM/MHRDM – 3years).**
- Access to the Library is restricted to staff and students of the PTAVIM who are in possession of a **current valid identification card** issued by Institute and to such other persons as may be authorized by the Director / Librarian.

- Students are required to carry their library cards and must produce the same as and when demanded by an authorized person. **Only the member to whom it is issued must use this card. Library card is not transferable.**
- Students are not allowed to sit in the Library during lecture hours. This will invite penalty and exclusion from the Library.
- Belongings (**Any type of Bags & Personal Books or Umbrellas or Mobiles, folders**) are not allowed in the Library.
- Silence is required in study areas.
- Consumption of food and drink (with the exception of bottled water) or smoking or doing anything else which may disturb other readers or which may be against the discipline of the Library is strictly prohibited.
- The use of personal audio equipment is not permitted in the Library.
- The timings of the Library would be fixed by the authorities keeping the students requirements in mind. (**Library Timings:- Monday to Saturday 8.30 am to 9.00 pm & Sunday–Monday 10.00 am to 6.00 pm**) The same shall be intimated to the students from time to time. Students are required to adhere to the schedule intimated. **The timings of the library may be changed at short notice in case of emergencies.**
- A Student will be issued three Library cards and allowed to issue three books/ at a time for fifteen days. Issued material can be renewed after presenting the same physically. The date of return is stamped on the rear cover of the book. The book should be returned on or before that date. **No reminder will be sent to the students for overdue items.**
- Journals/Magazines (Back Issues) will be issued to each student for fifteen days.
- Fines are charged on overdue items. A fine of Rs. 5/- per day will be charged for delayed return of Books/Journal/Magazines. The amount of fine is subject to change without any prior intimation. Only 1 reissue is allowed
- If issued Books or Journals or study material etc. are lost, students are required to inform library counter immediately to avoid levying further fines and follow the guidelines related to replacement cost along the fine on prorata basis.
- Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of material borrowed at replacement cost, plus an administrative charge. **Borrowing rights shall be withdrawn while payment is outstanding.** Students are also directed not to draw or write any kind of remarks or highlight any contents of the book. **This will invite penalty.**
- Students are required to take a N.O.C. from the admin office for claiming the refund of library deposit.
- Discussions are not allowed in the reading room.
- **Issue of duplicate Library Card will be done on a payment of a fine of Rs.20/- per card.**

(VI) COMPUTER CENTRE RULES AND REGULATIONS:

- Use of computer lab is conditional on observance of the rules and regulations. Users must comply with the rules issued by Director/ Lab Administrator. **Anyone failing to do so may be excluded from the Computer Centre and / or incur a fine.**
- Students are not allowed to load any software without the prior permission of the Computer Assistant/ In charge of the Computer Centre.
- Students should not save any document on the desktop. The same should be stored in their respective folders.
- Visiting sites that are unethical and not for academic purpose or using e-mail facilities for personal purposes is strictly prohibited. Similarly, chatting or playing games in the Computer Centre is also prohibited.
- Bags are not allowed in the Computer Lab.
- Consumption of food and drink and the use of personal audio equipment are not permitted in the lab.
- Students are not allowed to change the settings of the computer.
- Students are required to carry a pen drive of their own.
- Can your portable devices before accessing.
- We respect intellectual property rights and hence all our computing facilities have licensed software(s).
- We do not allow any pirated /unauthorized software installation in our computers.

(VII) FEEDBACK MECHANISM:

- The Institute has a well-established feedback mechanism for communication of student's perception. Please ensure that the feedback is **objective and honest**.
- All students should get involved in this mechanism seriously as it truly helps the Institute improve the quality of services and teaching provided.

(VIII) EXAMINATION GUIDELINES:

- Any breach of the requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct" and dealt with under Discipline procedure of the University / Institute.
- The students will be evaluated for 100 marks for all the internal examinations. The evaluation will be based on internal assessment, class test, projects / presentations and semester/trimester end exams.
- The minimum passing marks for each subject is 50.
- A candidate failing in one or two subjects in the first or second semester is required to appear for the supplementary examination conducted by the institute. A student who fails in first attempt of the supplementary examination has to reappear in the second attempt of supplementary examination.

- **Also a student who fails in more than two subjects in the first or second semester shall not progress to the next semester.**
- Students must know their seat number before entering the examination room. Any student who has not been allocated a seat number should inform the General Office and complete the appropriate form/s prior to sitting the examination.
- Students are not permitted to enter the examination room more than half an hour after the commencement of the session. Students are not permitted to leave the examination room until half an hour after the start of the session or during the last fifteen minutes of the session, except with the special permission of the invigilator in charge of the examination who will report on the circumstances to Controller of Examination.
- Students are required to have photographic identification cards and these must be made available to an invigilator upon request. Procedures may be implemented from time to time to establish the validity of a student's identity in the examination hall.
- Food and/or drink will not be permitted in an examination room.
- Students must not take into the examination room any books, writing paper, notes, manuscripts, electronic media, including electronic dictionaries, pagers, any form of stored or recorded information.
- **Cell Phones are not permitted in the exam venue.** If a mobile phone is found in a student's possession after the Examination has started at the examination venue, it will be deemed as a Breach of Examination rules.
- Palm pilots, pagers, PDA's and similar electronic media are not permitted into the Examination venue.
- Examination answer booklets must be submitted intact. No part of an examination answer booklet may be defaced, removed.
- All notes, rough work and calculations must be done in the examination answer booklet.
- Students must not communicate in any way with any person other than the Invigilator during an examination. Any other communication will be deemed as a breach of Examination Rules.
- An Invigilator shall have the power to exclude a student from an examination on the basis of misconduct or good cause and submit a written report on the circumstances to Controller of Examination immediately after the conclusion of the examination.
- Any student who needs to leave an examination room during an examination to go to the washroom must obtain permission from an Invigilator. The Invigilator has the discretion to refuse permission.
- A student who fails to attend an examination at the time and place published in the final time-table, displayed on the notice board, will be deemed to have failed in that subject. Opportunity for re-examination will be given according to the rules and regulations for re-registration and re-examination.
- Consideration will be given to **requests for special examination arrangements to be made for students with disabilities.** A writer shall be allowed on prior

- request for the examination on medical grounds accompanied by supporting evidence substantiating the disability or disadvantage.
- Cases of students indulging in unfair means during the exams will be reported to the Director who will forward the same to the Unfair Means Committee for investigation and recommendations. The decision of the Director will be final and binding on the student.
 - **If a student is not satisfied with the marks obtained in any subject he/she may seek verification by paying fees of Rs 250/- for Open Category students and Rs 125/- for students belonging to SC/ST/OBC/VJ/NT category. The result of the verification shall be final and binding on the student.**

(IX) CLASS PROJECTS:

- Faculty Members announce Class Projects as a part of the learning process for that subject. These Class Projects are usually undertaken in groups. The evaluation criteria and weightage is assigned by the Faculty concerned.
- **Plagiarism is an academic offence.** Work submitted must be student's own.
- The Class Projects are a vital part of the learning inputs do engage in these projects with a serious learning intent.

(X) SUMMER PROJECTS:

- Students are required to complete summer training as a part of the academic requirements of the course.
- Every student will have to compulsorily work under the Project Guide.
- Two hard copies of the project one a spiral bound copy and another in black leather and embossed in golden duly signed by the respective Project Guide along with the a CD/DVD containing the soft copy of the project are to be submitted to the office on the resumption date as intimated.
- The submission has to be accompanied by a certificate of authenticity of work done signed by the Project Guide. Please note, there will be no extension of the deadline for signing the certificate.
- Students will be given model project guidelines and are encouraged to use these for writing their project reports.

(XI) FINAL PROJECTS:

- Students are required to complete a final project as a part of the academic requirements of the course.
- The MMS specialisation project is the culmination of MMS program. The students are expected to synthesize, integrate and apply skills that they have acquired during entire program, across all semesters that approximate a professional practice experience.
- Every student will have to compulsorily work under a Faculty member from the area of specialization.

- It is mandatory and full credit course for 300 marks .University of Mumbai has specified formats mandatory for all MMS students irrespective of their specialisation.
- Project 1: Focus Area: General Management (100 marks)
- Project 2: Focus Area: Respective Specialisation (100 marks)
- Project 3: Focus Area: Social Relevance (100 marks)
- The evaluation of the project report will be done in two phases viz. - the written report and the viva-voce exam.
- The soft copy of the project will be checked by the student for plagiarism through the Learning Resource Centre and the output report should be attached to the hard copy of the project. This will have to be done before the submission
- The report should reflect original work.
- The student should report to the Faculty Guide once in a week as per the schedule announced by the Institute to discuss the issues originating from the project. The Faculty Guide has the authority to refuse signing the project if this condition is not satisfied.
- Two hard copies of the project one a spiral bound copy and another in black leather and embossed in golden duly signed by the respective Project Guide along with the a CD/DVD containing the soft copy of the project are to be submitted to the office on the date as intimated.
- The bound copy has to be accompanied by a certificate of authenticity of work done signed by the Guide. Please note, there will be no extension of the deadline for signing this certificate.
- Students will be given model project guidelines and are encouraged to use these for writing their project reports.
- Student will be required to under go a viva voce the schedule of which will be announced by the Institute.

(XII) PLACEMENT CODE OF CONDUCT & RULES

- The following are the rules with regards to Campus Placements which have to be adhered to by the students:
- Students should have abided by all the rules and regulations set by the Institute in order to qualify for the campus placements. (Attendance criteria has to be met)
- Students should provide their authentic data as and when required by the Placement Committee Members within the stipulated time. Non adherence to this will keep the student out of the Placement process. Also the student must keep the team updated in a timely manner if there be any changes in the submitted document/data.
- Students should keep themselves updated with all the placement news that is circulated through e-mails or put up on the Institute Placement notice board or informed to them via other communication channels.

- Student should register their names for the interview process of any company coming to the campus only if they are interested in taking up the job. No communication will be treated as 'Not Interested.'
- Once a student goes through the company presentation regarding the job profile, pay-scale etc and then he/she registers himself/herself for the interview then the student cannot withdraw their name from the interview process. If the student fails to attend the interview then the placement committee reserves the right to exclude the name of the student from the campus placement process.
- If any student is not on time for the interview, then the placement committee reserves the right to exclude the name of the student from the campus placement process.
- If a student gets an offer letter from a company and if the profile and package is the same as communicated before the interview, then whether the student accepts or rejects the offer, he/she will not be eligible for any further Campus Placement Procedure of the Institute till all the other students of his/her specialization gets placed.
- If a student receives an offer letter from 2 companies at the same time then the student has the right to choose either of the offers received.
- Once the student receives the offer letter/appointment letter from the company, he/she has to inform the placement team and share a copy of the letter with the team within 3 working days.
- Whenever a student declines an offer made or decides to resign within 3 months of receiving the offer (or within 5 days of beginning summer internship) he/she should immediately inform the placement team of the same and any communication with regards to resignation or termination of employment should also be shared with the team. The student should consult with the placement team before deciding on such a step. Non adherence to this will keep the student out of the Placement processes.
- Students while attending the interview should carry the hard copy of their resume in the prescribed format, 2 photographs, ID proof, Institute ID card and all the other necessary and relevant certificates.
- A student should always be presentable while attending the interview. Boys should be dressed in formal blazers, formal shirt, trousers and tie with clean shave and well polishes formal shoes. Girls should be in Western/Indian formals, formal shoes and neatly tied hair.
- Student has to attend any lecture/sessions/seminar or any other program organized by the Institute for the placement or related purpose and communicated to them by the Placement coordinators/course coordinators/ Placement committee members.
- Student should always have relevant information about the company for the campus placement and the domain knowledge of the sector to which the company belongs, company performance, their products and services and the market reach.
- After the completion of the scheduled interview, the student must provide an honest feedback regarding the interview to the Placement team.

- The Placement team reserves the right to choose the best of the candidate for an interview depending on the requirement for the particular opening.
- The student must adhere to the time limit mentioned in the communication by the Placement team to apply for an opening.
- Each student will be allowed a maximum of 3 rejections to have a compulsory counselling session with the mentor. After this a maximum of 2 rejections from an interview attended will be entertained. Post such rejections the placement committee reserves the right to exclude the name of the student from the campus placement process.
- Student choosing to apply for their placement/internship outside the campus must ensure that the team is aware about the same well in advance. This is to ensure systematic scheduling of interviews and avoid any clashes of two interviews. If student does not inform the placement team in advance and the interview is scheduled by Placement team, then such interviews have to be attended by the student, else it will lead to placement code violation.
- Students has to communicate about his/her selection in the interview to the placement team. Half information or incomplete information will keep the student away from the Placement process.

Dear Student,

You are required to fill the Anti-Ragging Affidavit on the following website: www.amanmovement.org

The guidelines to fill the form are explained in the following pages.

The Form filling process can be done in the Institute Computer lab. After filling the complete form, you will get the PDF files of your affidavits on the personal email specified by you while filling the form.

Kindly check the Inbox and the Junk or Spam folder also, if you do not get the response by the above website on time. Please ensure that you mention the email ID which is actively used by you.

You will have to take the print out of that PDF's i.e. Student's Copy and Parent's copy, then sign on student's copy, mention the date, also get the signature of your parent's on the Parent's copy and submit those copies in the Admin office to Mr. Narayan Gawade.

This is a mandatory process to be followed by all the students.

With best wishes,

Dr. Harish Kumar S. Purohit, Ph.D.
Director

**Instructions for filling the
Anti-Ragging Affidavits
on following website**


WWW.AMANMOVEMENT.ORG

Click – On Line Affidavit



BACK Personal Details (1/5) NEXT

*Student's last name:
 Student's middle name:
 *Student's first name:
 *Gender: Male Female
 *Nationality:
 *Student's mobile number: +91
 *Student's friends mobile no in case of emergency: +91
 *Landline number: +91
 *Student's email ID:
 *Confirm student's email ID:
 *Permanent Address 1:
 Address 2:
 *City:
 *State:


 Fill your own details here

BACK Parent/Guardian details (2/5) NEXT

*Parent/Guardian Name:
 *Parent/Guardian Address 1:
 Address 2:
 *City:
 *State:
 *Residence Phone No: +91
 *Mobile No of Parent/guardian: +91
 *Parent/guardian's Email ID:


 Fill your own email id only for the Parent/ guardian's Email ID

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Please follow instructions given on the right side to complete your form

BACK
College details (3/5)
NEXT

*State in which college is:

*Is it a professional or general college:

*Name of the college:

*Name of Affiliating University:

*Is it deemed university: Yes No

*Director/Principal last name:

*Director/Principal first name:

*Director/Principal gender: Male Female

*College phone no 1: +91

College phone no 2: +91

*Nearest police station name and address:

Instructions

↓

- ← Maharashtra
- ← Other
- ← PTVA's Institute of Management
- ← Mumbai University
- ← No
- ← Purohit
- ← Dr. Harish Kumar S.
- ← Male
- ← 022 26100100
- ← 022 26100200
- ← Vile Parle East

Anan Satya Yadav Trust

www.ananmovement.org/form#

ANANMOVEMENT.ORG
Call Anti-Ragging helpline, any time of the day or night, on number 1800-180-5522

Ragging
MUST BE STOPPED

BACK
Course details (4/5)
NEXT

*Under Graduate or Post Graduate:

*Name of Course:

*Registration/Enrolment Number:

*How many students are in your Class?:

*Year of Study for which you wish to register?:

- ← Post Graduate Degree
- ← MMS
- ← Put Your Roll No.
- ← Put 60
- ← 1st year/
2nd year

FIMMOVEMENT.ORG
Call Anti-Ragging helpline, any time of the day or night, on number 1800-180-5522

BACK UGC Regulations/Affidavit (5/5)

I confirm that I have read UGC's regulations on Ragging. (To read, click on the link [ABSTRACT OF UGC REGULATIONS ON RAGGING](#))

I confirm that I have read the Judgment of the Hon. Supreme Court on prevention of Ragging. (To read, click on the link [SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT](#))

I promise that I will not indulge in ragging or any form of violent behaviour. Neither will I tolerate being ragged or subjected to violence.

I understand that if I am accused of Ragging, the responsibility is on me to prove that I am not guilty.

I will not remain a spectator to acts of Ragging. I will report the matter immediately to my Principal/Director and to the Anti Ragging Help line at 1800 180 5522 or email to helpline@antiragging.net.

Submit form

Put Tick in all 5 checkboxes and click on Submit form

Affidavits by E mail

- On successful completion a student will receive a Registration number by SMS and can also see it on the screen - like 317575 in the previous screen.
- A copy of the Student's Affidavit & a Copy of the Parents Affidavit will be posted on student's E mail address.
- A student must sign his/her affidavit & request his/her parents/Guardians to sign their Affidavits. And then submit them in the College.