



Date: 6th December, 2017

Ref: SCE/CG/2017/01

The Principal Director (Administration)  
Tatrakshak Mukhyalaya  
Coast Guard Headquarters  
National Stadium Complex  
New Delhi – 110001

**Sub: Concession in fee and priority in admission in Professional Courses for wards of Indian Coast Guard Personnel**

Sir,

This has reference to your letter No.AD/0103/Welfare CGP dated 24<sup>th</sup> Nov 17.

The **Shivalik College of Engineering (SCE)** ([www.sce.org.in](http://www.sce.org.in)) Dehradun, established in 2008 offers comprehensive 4 year B.Tech programs in the following disciplines:

- Civil Engineering
- Mechanical Engineering
- Electronics and Communication Engineering
- Computer Science and Engineering
- Electrical and Electronics Engineering

The college also offers 3 year diploma course in the following branches of engineering:

- Civil Engineering
- Mechanical Engineering
- Electrical Engineering

The course of engineering, both degree and diploma, are approved by, all India Council for Technical Education (AICTE), Govt. of India, Ministry of Human Resource Development. The B.Tech Course is affiliated to Uttarakhand Technical University (UTU), a State Government University and Diploma course Board of Technical Education (UBTER), Govt. of Uttarakhand.

**Shivalik College of Engineering (SCE)**, Dehradun is the first college in North India to establish **IBM SYSTEMS CENTRE OF EXCELLENCE**, in cloud computing and is also proud of receiving “**Best Industry Interface Award 2013**” by CMAI, AICTE and Uttarakhand Technical University. SCE is a **ISO 9001:2008** certified institute.



**SHIVALIK**  
COLLEGE OF ENGINEERING

[www.sce.org.in](http://www.sce.org.in)  
[www.sce.ac.in](http://www.sce.ac.in)

The Shivalik College of Engineering (SCE) is already offering 25% concession in Tuition Fee, to the wards of Naval Personnel since 2013-14. A copy of Integrated Headquarters of Ministry of Defence, (Navy), Directorate of Naval Education, West Block V,R.K.Puram, New Delhi- 110066.Letter No. ED/0186(iv) dated 18-02-2014 is enclosed for your kind persual.

However, we assure priority in admission to the wards of Indian Guard to B.Tech and Diploma courses as per eligibility of the candidate and concession of 25% in Tuition Fee for the year 2018-19 and onwards.

A copy of fee structure of the college for the session 2018-19, both degree and diploma courses and eligibility for the course is enclosed. You may disseminate the information to all the Coast Guard Ships, and Establishment of Coast Guard to enable them plan admission of their wards, in this college for the academic session 2018-19 and subsequent years.

The registration form for admission for the session 2018-19 is available on our website and the candidates desirous to seek admission may apply online or download the form and mail the duly filled form with registration charge of Rs.5000/- (DD in the favour of "RIJAN EDUCATIONAL SOCIETY" payable at Dehradun), to enable us confirm the admission.

Thanking you,

Yours Sincerely,

Himani Rajput

(Admission Executive)



Encl : Brochure / Prospectus

Academic Session 2017-2018

## Diploma Fee Structure

Fee Particulars	1st Year		2nd Year		3rd Year	
	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6
<b>Fee Payment Last Date</b>		<b>15 Jan</b>	<b>15 July</b>	<b>15 Jan</b>	<b>15 July</b>	<b>15 Jan</b>
Registration Fee	₹ 1000		₹ 1000		₹ 1000	
Academic Fee	₹ 20000	₹ 20000	₹ 20000	₹ 20000	₹ 20000	₹ 20000
Internal Examination Fee	₹ 250	₹ 250	₹ 250	₹ 250	₹ 250	₹ 250
Insurance	₹ 500		₹ 500		₹ 500	
Academic Fee / Semester	₹ 21750	₹ 20250	₹ 21500	₹ 20000	₹ 21500	₹ 20000
Annual Academic fee	₹ 42000		₹ 42000		₹ 42000	

### Note

- UBTER Examination Fee ₹ 750/- per semester (Payable to Uttarakhand Board of Technical Education)
- Uniform Fee ₹ 7000/- (First Year Only)
- Hostel Fee ₹ 65000/- per year for Boys and ₹ 67000/- per year for Girls (inclusive of Mess Charges)
- Transportation Charges ₹ 15000/- per year
- Security Deposit ₹ 5000/- and Hostel Security Deposit ₹ 5000/- (Refundable)

Fee shall be paid, through Demand draft, in favour of Rijan Education Society, payable at Dehradun

Fee may also be deposited Online through  
NEFT/RTGS on following Account

Rijan Educational Society  
A/c No : 1182256051745  
IFSC Code: CNRB0001182  
Bank : Canara Bank, Branch: Rajpur Raod, Dehradun  
PAN No. AAAAR4707L  
Email a scanned copy of acknowledgment to [accounts@sce.org.in](mailto:accounts@sce.org.in)  
**Cash will not be accepted by the college.**

### Late Fee Policy

Payment Upto	Fine
Last Date	Nil
After Last Date till 20th of the month	₹ 500
20th till 30th of the month	₹ 1000
Readmission charges after 30th of the month	₹ 5000

**Accounts Officer**

ISO 9001:2008 Certified • Approved by AICTE, Ministry of HRD, Govt. of India  
Affiliated to Uttarakhand Technical University, Dehradun and Uttarakhand Board of Technical Education, Roorkee

address Sihniwala, P.O. Sherpur, Shimla Road, Dehradun (Uttarakhand) India - 248197

contact tel: 0135-2693401/ 02/ 07, 0135-2111208 fax: +91-135-2693425

email [info@sce.org.in](mailto:info@sce.org.in), [admission@sce.org.in](mailto:admission@sce.org.in)

helpline 9997155111

Academic Session 2017-2018

## B.Tech Fee Structure

Fee Particulars	1st Year		2nd Year		3rd Year		4th Year	
	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Sem 7	Sem 8
<b>Fee Payment Last Date</b>	30 Nov		30 Jun		30 Nov		30 Jun	
Admission Fee	₹ 10000							
Registration Fee	₹ 5000							
Academic Fee/Tuition Fee	₹ 31000	₹ 31000	₹ 31000	₹ 31000	₹ 31000	₹ 31000	₹ 31000	₹ 31000
Advance Technical & Soft Skill Training	₹ 15000		₹ 15000		₹ 15000		₹ 15000	
Industry Interface	₹ 7500		₹ 7500		₹ 7500		₹ 7500	
Insurance	₹ 500		₹ 500		₹ 500		₹ 500	
Internal Examination Fee	₹ 700	₹ 700	₹ 700	₹ 700	₹ 700	₹ 700	₹ 700	₹ 700
SCE Alumni fee and Degree Fee							₹ 750	
<b>Academic Fee / Semester</b>	₹ 69700	₹ 31700	₹ 54700	₹ 31700	₹ 54700	₹ 31700	₹ 55450	₹ 31700
<b>Annual Academic fee</b>	₹ 101400		₹ 86400		₹ 86400		₹ 87150	

### Note

- University Exam Fee ₹ 6200/- per year (Payable to Uttarakhand Technical University)
- Uniform Fee ₹ 7000/- (First Year Only)
- Hostel Fee ₹ 65000/- per year for Boys and ₹ 67000/- per year for Girls (inclusive of Mess Charges)
- Transportation Charges ₹ 15000/- per year
- Security Deposit ₹ 5000/- and Hostel Security Deposit ₹ 5000/- (Refundable)

Fee shall be paid, through Demand draft, in favour of Rijan Education Society, payable at Dehradun

Fee may also be deposited Online through  
NEFT/RTGS on following Account

Rijan Educational Society  
A/c No : 1182256051745  
IFSC Code: CNRB0001182  
Bank : Canara Bank, Branch: Rajpur Raod, Dehradun  
PAN No. AAAAR4707L  
Email a scanned copy of acknowledgment to accounts@sce.org.in  
**Cash will not be accepted by the college.**

### Late Fee Policy

#### Payment Upto

Payment Upto	Fine
Last Date	Nil
After Last Date till 20th of the month	₹ 500
20th till 30th of the month	₹ 1000
Readmission charges after 30th of the month	₹ 5000

**Accounts Officer**

ISO 9001:2008 Certified • Approved by AICTE, Ministry of HRD, Govt. of India

Affiliated to Uttarakhand Technical University, Dehradun and Uttarakhand Board of Technical Education, Roorkee

address Sihniwala, P.O. Sherpur, Shimla Road, Dehradun (Uttarakhand) India - 248197

contact tel: 0135-2693401/ 02/ 07, 0135-2111208 fax: +91-135-2693425

email info@sce.org.in, admission@sce.org.in

helpline 9997155111



## DC Kizhakemuri Foundation

DCKF/Admn/2018/9  
06 December 2017

Reg.No.K 249/2001  
D C Kizhakemuri Edam  
Good Shepherd Street  
Kottayam 686 001  
Kerala, India

☎ 0481-2563114, 2301614

☎ 0481-2564758

✉ info@dcbooks.com

🌐 www.dckizhakemuri.com

The Principal Director(Administration)  
Coast Guard Headquarters  
National Stadium Complex  
New Delhi 110001

Reference : Coast Guard HQ letter No.AD/0103/Welfare CGP dated 24 November 2017.

**Subject : Scholarship for dependent children of Indian Coast Guard Personnel for pursuing MBA, B.Com, BA Interior Design courses at DC School of Management and Technology (DCSMAT), Vagamon, Kerala**

Dear Sir,

DC Kizhakemuri Foundation (DCKF) is a non-profitable Trust formed in memory of DC Kizhakemuri, a social activist, freedom fighter, teacher, writer, publisher & Founder of DC Books - the doyen of publishing industry in Kerala. He was a recipient of 'Tamarapatra' and also a recipient of 'Padma Bhushan' by Govt of India. DCKF is engaged in promotional activities in the field of social work, education, arts, literature, culture, publication etc. The foundation started **DC School of Management and Technology** at Vagamon, Kerala in the year 2002.

Every year, DCSMAT offers scholarships to dependent children of serving & retired Army, Navy, Air Force & Para Military personnel, Coast Guard, Tibetan refugees, Sri Lankan refugees and children from Jammu & Kashmir for pursuing various courses at DCSMAT Vagamon campus. Last year the Foundation had offered scholarships worth Rs 60 lakhs in different categories.

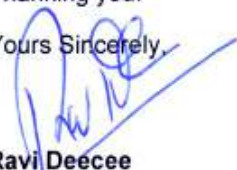
As hitherto fore, the Foundation is pleased to offer following scholarships to dependent children of Serving and retired Coast Guard personnel during the academic year commencing June 2018 :-

- (a) Two Year Regular MBA at DCSMAT Vagamon Campus. Three scholarships for dependent children of serving & retired coast guard personnel, each worth Rs 2 lakhs(@ Rs 1 lakh each year)
- (b) Three Year Regular B.Com (Computer Applications) at DCSMAT Vagamon Campus. Three scholarships for children of serving & retired coast guard personnel, each worth Rs 67500/- (@ Rs 11250/-per semester)
- (c) Three Year Regular BA(Visual Arts) Interior Design at DCSMAT Vagamon Campus. Two scholarships for dependent children of serving & retired coast guard personnel, each worth Rs 144000/- (@ Rs 24000/- per semester)

Eligibility criteria, DCSMAT credentials, course fee details & specimen application forms are attached. Students can use Xerox copies of application forms. Application from eligible students are to be forwarded to DCSMAT Admissions Office alongwith dependency certificate from CO/OC Unit/Ex-Servicemen Welfare Board as the case may be, latest by 20<sup>th</sup> April 2018. Final year students & those awaiting their results are eligible to apply now.

Thanking you.

Yours Sincerely,

  
Ravi Deecee  
Secretary

Enclosures:

As above

Co promoted by:



## DCSMAT Credentials & Eligibility Criteria for Admission

### DCSMAT Credentials

- NAAC 'A' Grade Accredited & ISO Certified Institution
- **Ranking.** Rated among Top-3 Business Schools in Kerala and placed 3<sup>rd</sup> among 'Top-23 Private Business Schools of Excellence' category by Competition success Review-GHRDC survey 2016
- **Best Intellectual Capital** – faculty trained at IIMs & accredited by AIMA.
- World class state of the art, tech savvy & green campus
- Campus located in picturesque Vagamon hill station, best suited for full time residential study
- Well stocked Library having more than 55000 collections – a growing national reference centre in Business Management and allied disciplines.
- **Facilitates SAP ERP programme** to learn business process management
- **Gallop :** Continued Soft-Skill training programme for developing communication, presentation, & leadership skills.
- **Excellent placement track record**

**Eligibility Criteria for MBA Admission.** Minimum 50% aggregate marks in any bachelor degree and valid CAT/CMAT/KMAT-Kerala score. Students in final year degree and those planning to appear in forthcoming aptitude tests are also eligible to apply, subject to submitting proof of graduation & aptitude test score before 30 June 2018. Relaxation in entry level marks applicable to SC/ST/OEC & OBC students as per Govt/statutory norms. Students doing their graduation from outside universities have to obtain and submit migration certificate, eligibility certificate from Mahatma Gandhi University, Kottayam, Kerala before joining date. Application fee Rs 800/-

### Application Process

Application form can be downloaded from web [www.dcsmat.com](http://www.dcsmat.com). Application alongwith Demand Draft for Rs 800/- drawn in favour of DC Kizhakemuri Foundation, payable at Kottayam & two passport photos are to be forwarded to Admissions Office before 20<sup>th</sup> April 2018.

**Eligibility Criteria for B.Com Admission.** Minimum 50% aggregate marks in Plus-2/equivalent from any State Higher Secondary Board as applicable for B.Com admission. Students now pursuing their Plus-2/equivalent are eligible to apply, subject to submitting proof of passing the exam with prescribed marks before 30 June 2018. Students doing their Plus2/equivalent from other State Board of Education have to obtain and submit migration certificate and eligibility certificate from Mahatma Gandhi University, Kottayam before joining date. Application fee Rs 500/-

**Eligibility Criteria for BA(Visual Arts) Interior Design Admission.** Minimum 50% aggregate marks in Plus-2 (any stream)/equivalent from any State Higher Secondary Board or degree from any university. Students now pursuing their Plus-2/equivalent or final year degree as the case may be are eligible to apply, subject to submitting proof of passing the exam with prescribed marks before 30 June 2018. Students pursuing Plus2/Degree from outside Kerala have to obtain and submit migration certificate and eligibility certificate from Mahatma Gandhi University, Kottayam before joining date. Application fee Rs 500/-

### Application Process : B.Com & BA Interior Design

Application form can be downloaded from web [www.dcsmat.com](http://www.dcsmat.com). Application alongwith Demand Draft for Rs 500/- drawn in favour of DC Kizhakemuri Foundation, payable at Kottayam & two passport photos are to be forwarded to Admissions Office before certificates before 20<sup>th</sup> April 2018.

Admissions Office Address :-

Asst. Director(Admissions)  
DCSMAT Institutions  
DC Kizhakemuri Edam  
Good Shepherd Street  
Kottayam – 686001, Kerala

0481 2562114  
Mob: 9745607093

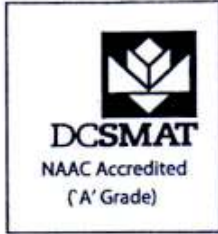
**Fee Structure : 2018 Admissions**

<b>Details</b>	<b>MBA Vagamon Campus</b>	<b>B.Com (Finance &amp; Taxation) Vagamon Campus</b>	<b>B.Com (Computer Applications) Vagamon Campus</b>	<b>BA Visual Arts (Interior Design) Vagamon Campus</b>
Course Fee (per semester)	99500.00	9000.00	11000.00	24000.00
Hostel Accommodation double sharing room (per month)	2650.00	2650.00	2650.00	2650.00
Canteen/food Expenses(per month)	3850.00	3850.00	3850.00	3850.00
Caution Deposit College(one time-Refundable)	5000.00	5000.00	5000.00	5000.00
Caution Deposit Hostel (one time - Refundable)	5000.00	5000.00	5000.00	5000.00
Add-on& value addition Courses (per year)	-	32000.00	32000.00	52000.00
Utility Charges (per year)	7200.00	7200.00	7200.00	7200.00
Uniform (one time)	7000.00	7000.00	7000.00	7000.00
Corporate Training & Placement Training (one time)	18000.00	15000.00	15000.00	15000.00

Note. In addition, students have to pay additional expenses on Text Books, University exams, graduation expenses, etc

# DC SCHOOL OF MANAGEMENT AND TECHNOLOGY

Web: [www.dcsmat.com](http://www.dcsmat.com) Portal : [www.dcsmat.ac.in](http://www.dcsmat.ac.in). E-mail : [dcsmat@dcbooks.com](mailto:dcsmat@dcbooks.com)



Application No \_\_\_\_\_

Affix latest  
passport size  
photograph

## Terms & Conditions and Instructions to the applicant

The information you provide here are very important part of admission process; hence provide accurate and complete information. Application form to be filled in entirety. Submission of application form and/or remitting advance fee does not mean confirmation of admission. Confirmation of admission shall be subject to acceptance by AICTE/University or other statutory bodies. Issue of offer letter or grant of admission/provisional admission is subject to final confirmation on submission of originals stipulated certificates, mark lists & aptitude test score card meeting the prescribed eligibility criteria. Refund of advance fee paid, if any at the time of admission will be governed as per the refund policy stipulated by AICTE & university and as per the refund policy of DCSMAT institutions. Application fee is Rs 800/-. In case of downloaded application, Demand Draft for Rs 800/- drawn from any nationalized bank favouring DC Kizhakekuri Foundation, payable at Kottayam to be attached. Name & address of the student is to be written on back side of Demand Draft. Self attested copy of aptitude test score card is to be attached with the application form. SC/ST/OEC/OBC students to submit caste certificate from competent authority for considering relaxation in eligibility criteria. The filled application form is to be forwarded to The Director, Admissions Office, DC Kizhakekuri Edam, Good Shepherd Street, Kottayam, Kerala, PIN-686001

## Application for Admission to 2018 Batch MBA Programme

(TO BE COMPLETED IN BLOCK LETTERS)

Name of Course	Preferred Campus
MBA	<input type="checkbox"/> Vagamon <input type="checkbox"/> Trivandrum

Name :

Age	Date of Birth	Sex	Nationality	Religion	Caste & sub caste	Whether belong to SC/ST/OEC*	Marital Status	Mother Tongue

\* SC/ST& OEC students to submit certificate from competent authority

Land Line Number	Mobile Number	E-mail ID
Address of Communication		Permanent Address (leave blank if both are same)
District	PIN	District : PIN
Name of Father/Guardian	Occupation/Designation	Mobile Number
Name of Mother	Occupation/Designation	Mobile Number
		E-mail ID



Name of Sister(s)	Occupation/Designation	Name of Brother(s)	Occupation/Designation

**Aptitude Test Details**

Test	Test Month & Date	Roll No/Registration No	Form No	Composite/Total Score	Percentage or Percentile Below
CAT					
CMAT					
KMAT					
MAT					

**Academic Record****SSLC or Equivalent**

Name of Exam \_\_\_\_\_ Name of School \_\_\_\_\_

Board /University \_\_\_\_\_ Year of passing \_\_\_\_\_ % of Marks obtained \_\_\_\_\_

**Plus-2 or Equivalent**

Name of Exam \_\_\_\_\_ Name of School \_\_\_\_\_

Board /University \_\_\_\_\_ Year of passing \_\_\_\_\_ % of Marks obtained \_\_\_\_\_

**Graduation or Equivalent**

Course : \_\_\_\_\_ College \_\_\_\_\_ Location \_\_\_\_\_

University \_\_\_\_\_ Year of Passing \_\_\_\_\_ Overall Aggregate % of Marks (if already passed out) : \_\_\_\_\_

If you are in final year, give overall % of marks so far \_\_\_\_\_

Semester Marks	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Sem 7	Sem 8	Overall % (so far)

**Work Experience** (mention full time/part time paid employment after graduation only, Do not include training/ project work/work done as integral part of curricular requirements)

Organization	Designation	Duration		Nature of Work	Monthly Remuneration
		From	To		

**Your source of information about DC SMAT Institutions** (eg. Friends / relatives / web site advertisement etc)

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Why you want to pursue MBA programme at DCSMAT – Explain in 100 words

**Declaration By candidate**

I \_\_\_\_\_ hereby declare that if I am admitted to the college, I will abide by the rules and regulations of the college and will do nothing wrong, either inside or outside the college that will interfere with its administration, discipline and reputation.

I understand that :- (a) Any admission granted on the basis of false/wrong information provided by student is liable to be cancelled and the fee paid will be forfeited. (b) Those students who were in the final year of degree at the time of Entrance Test/admission and fail to present proof of graduation with requisite percentage of marks within a date fixed by university will automatically cease to be a student of DCSMAT and the fee paid will be forfeited. (c) A student expelled on disciplinary grounds will not be eligible for refund of any fee. (d) Student is obliged to pay the fee revised by DCSMAT Institutions from time to time and the fee once paid is not refundable under any circumstances. (e) Student will keep the DCSMAT Institutions informed of any change of his/her residential or official address

I do affirm that I have read and understood the terms & conditions and instructions for the students as given above. All information furnished in this application by me are true to the best of my knowledge and belief.

Place:

Date:

Signature of the Candidate

**Declaration By Parent/Guardian**

I, **Mr/Mrs** \_\_\_\_\_, father/mother/guardian of **Mr/Ms/Mrs** \_\_\_\_\_, the candidate who has applied for \_\_\_\_\_ course hereby declare that if he/she is admitted to the course, I shall make myself conversant with the rules and regulations of the college and take responsibility of his/her good conduct and discipline inside and outside the institution.

Place :

Date :

Signature of the Guardian

**UNDERTAKING BY DEGREE FINAL YEAR STUDENTS**

I, \_\_\_\_\_, am presently studying in \_\_\_\_\_ final year at \_\_\_\_\_

\_\_\_\_\_ (name of college) under \_\_\_\_\_ (name of university). My final year exams are scheduled in the month of \_\_\_\_\_ 2017 only. I hereby undertake to submit my final year degree mark list, eligibility certificate and original degree certificate with minimum prescribed marks to DCSMAT before 30 June 2017. I am fully aware that, my application and provisional admission shall automatically stands cancelled, if I fail to submit above documents before 30 June 2017 or fail to secure minimum requisite marks in final year.

Place :

Signature of the Student

Date :

(FOR OFFICE USE ONLY)

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**DC School of Management and Technology**

KINFRA Film and Video Park, Sainik School PO

Kazhakootam, Trivandrum, Kerala

PIN – 695 585

Phone : 0471 3242103

**DC School of Management and Technology**

One School Avenue

Pullikkanam, Vagamon, Kerala

PIN – 685 503

Phone : 04869 202110

**Admissions Office**

**DCSMAT Institutions,**

DC Kizhakemuri Edam, Good Shepherd Street, Kottayam, Kerala. PIN - 686001

Phone : 0481 - 2563114, 9846869231, 97450607093, 9846133338

e-mail : [dcsmat@dcbooks.com](mailto:dcsmat@dcbooks.com)

Web : [www.dcsmat.com](http://www.dcsmat.com), Portal : [www.dcsmat.ac.in](http://www.dcsmat.ac.in)



**DC SMAT**  
NAAC Accredited  
( 'A' Grade)

# DC SCHOOL OF MANAGEMENT AND TECHNOLOGY

(Promoted by DC Kizhakemuri Foundation and co-promoted by DC Books)

DC County, Pullikkanam, Vagamon, Idukki Dist Phone :04869 202109  
web: www.dcsmat.ac.in, E-mail : dcsmat@dcbooks.com



Form No \_\_\_\_\_

## Application for Admission to Undergraduate Programme

Course Applied for (Please ✓)

Name of Course		Campus
BBA <input type="checkbox"/>	B.Com <input type="checkbox"/>	Vagamon <input type="checkbox"/>

Name (in block letters as given in your certificate)

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Age	Date of Birth	Sex	Nationality	Religion	Caste/Community

\* SC/ST, OEC & OBC students to attach caste certificate

Land Line Number	Mobile Number	Mother Tongue
E-mail		

Address for Communication				Permanent Address			
PIN				PIN			

Name of Father/Guardian	Occupation/Designation	Mobile Number	E-mail ID
Name of Mother	Occupation/Designation	Mobile Number	E-mail ID
Name of Sister(s)	Occupation/Designation	Name of Brother(s)	Occupation/Designation

### Academic Record

Qualification	Name of Exam Passed	Name of School/ College with location	University/ Board	Year of passing	Main Subjects	Qualifying Marks		
						Marks obtained	Max Marks	Percentage
10th or equivalent								
12th or equivalent								

Source of Information about DCSMAT Institutions(eg. Friends / relatives / web site advertisement etc)

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### Declaration By Candidate

I \_\_\_\_\_ hereby declare that if I am admitted to the college, I will abide by the rules and regulations of the college and will do nothing wrong, either inside or outside the college that will interfere with its administration, discipline and reputation. I understand that :-

- (a) Any admission granted on the basis of false/wrong information provided by student, is liable to be cancelled and the fee paid will be forfeited
  - (b) Students expelled on disciplinary grounds will not be eligible for refund of any fee
  - (c) A student is obliged to pay the fee revised by DCSSMAT Institutions from time to time and the fee once paid is not refundable under any circumstances
  - (d) Students will keep the DCSSMAT Institutions informed of any change of his/her residential or official address
- I do affirm that all information furnished in this application are true to the best of my knowledge and belief.

Place:

Date:

Signature of the Candidate

### Declaration By Parent/Guardian

I, Mr/Mrs \_\_\_\_\_, father/mother/guardian of Mr/Ms/Mrs \_\_\_\_\_, the candidate who has applied for \_\_\_\_\_ course hereby declare that if he/she is admitted to the course, I shall make myself conversant with the rules and regulations of the college and take responsibility of his/her good conduct and discipline inside and outside the institution.

Place :

Date :

Signature of the Guardian

### Instructions for the Student

1. Application form is to be completed in block letters and to be filled in its entirety.
2. The information you provide are very important part of admission process; hence please provide accurate and complete information.
3. SC/ST/OEC/OBC candidates to attach caste certificate from competent authority
4. Application fee is Rs 300/-. In case of downloaded application, Demand Draft favouring DC Kizhakemuri Foundation, payable at Kottayam to be attached. Name of the student is to be written on the back side of Demand Draft.
5. The filled application form is to be forwarded to **The Director, Admissions Office, DC Kizhakemuri Edam, Good Shepherd Street, Kottayam, Kerala, PIN-686001**

(FOR OFFICE USE ONLY)

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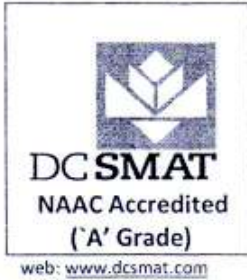
Admissions Office



DCSSMAT Group of Institutions, DC Kizhakemuri Edam,  
Good Shepherd Street, Kottayam - 686001 Phone : 0481 - 2563114,  
9846869231, 9745067093, 09846133338

# DC SCHOOL OF MANAGEMENT AND TECHNOLOGY

(Promoted by DC Kizhakkemuri Foundation and co-promoted by DC Books)



Affix your latest  
passport size  
photograph

Form No \_\_\_\_\_

## Terms, Conditions & Instructions to the applicant

1. The information you provide here are very important part of admission process; hence write accurate and complete information. Application form is to be filled in entirety. SC/ST/OEC/OBC students to attach certificate from competent authority if claiming exemptions as applicable.
2. Submission of application form in management or Govt merit quota and/or remitting the advance fee/payment does not mean confirmation of an admission. Confirmation of admission shall be subject to seat availability and full filling the criteria specified by AICTE/University or other statutory bodies. Confirmation of an admission shall only take effect upon submission of original certificates, mark lists and meeting the prescribed eligibility criteria as per AICTE/ university norms and also after meeting eligibility through the prescribed admission process laid down by the institution.
3. Application fee is Rs 500/-. In case of downloaded application, Demand Draft for Rs 500/- drawn from any nationalized bank favouring DC Kizhakkemuri Foundation, payable at Kottayam is to be attached. Name & address of the student is to be written on back side of Demand Draft.
4. The filled application form is to be forwarded to The Director, Admissions Office, DC Kizhakkemuri Edam, Good Shepherd Street, Kottayam, Kerala, PIN-686001

## Application for Admission to B.A Visual Arts ( Interior Design) Programme

Course Applied for (Please tick mark)

Name of Course	Campus
B.A. Visual Arts(Interior Design) <input type="checkbox"/>	Vagamom <input type="checkbox"/>

Name (in block letters as given in your certificate)

Age	Date of Birth	Sex	Nationality	Caste/Sub-Caste	Gen/SC/ST/OEC/OBC	Marital Status

\* SC/ST, OEC students to attach caste certificate

Mother Tongue	Mobile Number	Land Line Number

E-mail of Student :



Source of Information about DCSMAT Institutions(eg. Friends / relatives / web site advertisement etc)

**Declaration By Student**

I \_\_\_\_\_ hereby declare that if I am admitted to the college, I will abide by the rules and regulations of the college and will do nothing wrong, either inside or outside the college that will interfere with its administration, discipline and reputation. I understand that :-

(a) Any admission granted on the basis of false/wrong information provided by student, is liable to be cancelled and the fee paid will be forfeited

(b) Those students who were in the final year of degree at the time of admission and fail to present proof of graduation with requisite percentage of marks within date stipulated by the university will cease to be the student and the fee paid will be forfeited.

(c) A student expelled on disciplinary grounds will not be eligible for refund of any fee

(d) A student is obliged to pay the fee revised by DCSMAT Institutions from time to time and the fee once paid is not refundable under any circumstances

(e) I am liable to keep the DCSMAT Institutions informed of any change in my residential or official address.

I do affirm that all information furnished in this application by me are true to the best of my knowledge and belief.

Place:

Date:

Signature of the Student

**Declaration By Parent/Guardian**

I, Mr/Mrs \_\_\_\_\_, father/mother/guardian of Mr/Ms/Mrs \_\_\_\_\_, the candidate who has applied for **B.A. Visual Arts (Interior Design) programme** at DCSMAT do hereby declare that if my son/daughter is admitted to the course, I shall make myself conversant with the rules and regulations of the college and take responsibility of his/her good conduct and discipline both inside and outside the institution.

Place :

Date :

Signature of the Guardian



(FOR OFFICE USE ONLY)

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**Admissions Office**

DCSMAT Group of Institutions, DC Kizhakemuri Edam, Good Shepherd Street, Kottayam - 686001

Phone : 0481 - 2563114, Mobile: 9846869231, 9745607093

E-mail : [dcsmat@dcbooks.com](mailto:dcsmat@dcbooks.com) | Web : [www.dcsmat.com](http://www.dcsmat.com)