



Fax: 080-26603326, 26677123

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E-Mail: nationalbgudiautonomous@gmail.com

☎ 080-26674441

**THE NATIONAL COLLEGE BASAVANAGUDI, BENGALURU- 560 004**

**[AUTONOMOUS]**

Website: www.ncbgudi.com

NAAC Accredited 'B++' Grade

## Admission Procedure & Policy

The institution follows a transparent system of first come, first serve basis. The Principal, Secretary, College Council, Heads of the Department are members of the admission committee. Aspiring students can meet faculty members and clarify their doubts. Merit students who belong to the economically backward community are given possible financial support. Students could avail the on-line application option and Fee payment.

### Procedure:

1. Application for admission in the prescribed form should reach the Principal on or before the due date specified on the College notice board.
2. All the benefits and privileges extended by the Govt. to SC/ST/ Cat-I and OBC students are made available to them in this College in respect of each course.
3. Application should be accompanied by attested copies of:
  - a) Transfer Certificate from the Institution last attended.
  - b) Marks Card of the previous Examination
  - c) Latest certificates in the case of students belonging to SC/ST/ CAT-1, 2A, 2B, 3A, 3B, Group. OBC students should submit Income Certificate along with Caste Certificate.
4. Only attested copies of the certificates should be enclosed. The originals should be produced at the time of admission.
5. Students coming from other states must submit Migration and Eligibility Certificates.
6. Change of Optional subjects from Science to Humanities is permitted. However, no such change is permitted from the Humanities to Science subjects.
7. First year Degree applicants must choose the same language that they have studied in the previous class.
8. Admission fee paid will on no account be refunded. The fee receipt should be preserved and produced on demand.
9. Names of students provisionally selected for admission will be notified on the College Notice Board and the Principal reserves the right of admission.
10. All admissions are provisional and are subject to the approval by the Bangalore University
11. Incomplete applications will not be accepted.
12. Students who have arrears of fees and shortage of attendance will not be permitted to submit their application forms to any of the qualifying examinations.
13. Students selected for admission should affix a passport size photograph in their application and produce 2 extra copies at the time of admission.

## **Code of Conduct for Students**

1. Students must attend classes regularly.
2. 75% attendance is compulsory for all the subjects (Both Theory & Practicals) Students with less than 75% attendance will not be eligible to appear for the End Semester Examination. If a candidate represents PROSPECTUS the institution / State / Nation in Sports/ NCC / NSS / Cultural or any officially sponsored activities he /she may be permitted to claim attendance for actual number of days participated, based on the authentic certificate of participation and recommendation of the Principal.
3. During free time, they are advised to make use of the facilities like library, indoor games, or seek academic assistance from the teachers.
4. No student should be found loitering in the College premises.
5. Wearing I.D. Card is a must inside the College.
6. Visitors (parents, friends, etc) may contact the College Office for any assistance. Such visitors shall not go to the classrooms for any purpose or be found in the quadrangle unauthorized. The authorities reserve the right of interrogating or taking suitable action against them.
7. Students should take their work seriously and respect fellow classmates and teachers and maintain utmost discipline to keep up the dignity and fair name of the institution.
8. No student is permitted to act indecently or involve in any unruly activity with his or her fellow students.
9. If a student is found indulging in any act of indifference he/she may be terminated from the College.
10. Students are allowed to meet the Principal between 3 and 5 p.m.
11. Ragging is strictly prohibited, if any Student/s indulging in ragging will be expelled from the College.
12. In case there are occasions for any complaint students may feel free to express the same with the authorities directly in person. They are not to seek help on such matters from their fellow classmates or senior students.
13. Students are strictly warned not to meddle with electrical installations or carelessly handle instruments supplied for work. Life is precious and so must be guarded.
14. Scribbling on walls, desks, or defacing the building is reprehensible and will attract punishment.
15. Vehicle parking in front of the main gate is prohibited. The Scooter stand must be used to park vehicles to avoid unnecessary problems.
16. Students should attend the College prayer everyday without fail.
17. Students are advised to look into the notice board regularly for important announcements.
18. Use of Mobile Phone in the College is strictly prohibited. It will be confiscated by the college authorities.
19. Attending functions like Independence Day, Republic Day, Gandhi Jayanthi, College Day,etc.,and lectures of the Bangalore Science Forum, Bangalore Social Sciences Forum, Sahitya Vedike and other functions of the College is mandatory.
20. In all matters the decision of the Principal is final & binding.