

# PONDICHERRY UNIVERSITY COMMUNITY COLLEGE

MAHE CENTRE, MAHE - 673 310



## APPLICATION FORM FOR ADMISSION TO Diploma / B Voc Courses

Application No.....

Name of the course applied for :

Degree/ Diploma.....

Candidate applying for more than one Degree/ Diploma course must submit separate application form for each course

1 Name of the Candidate (Write in CAPITAL LETTERS as in +2 Diploma Certificate, Initials Last)


Affix recent  
Passport size  
photograph duly  
attested by a  
Gazetted Officer  
(or) Equivalent

2 Aadhaar Card No. :

3 Date of Birth :  /  /  Age as on 1<sup>st</sup> June.....  Years

4 Sex :  Male  Female      5. Nationality  Indian  Foreigner

6 Nativity :  Pondicherry  Other State      7. Religion

8 Community :  General  OBC  SC  ST      8. Physically Challenged  Yes  No

10 Visually Challenged  Yes  No      11. Mother Tongue

12 Marital Status :  Married  Unmarried      13 Residence  Rural  Urban

14 Place of Birth :  Puducherry  Other State

15 (a) Father's Name :       c) Occupation of Father

b) Father's Educational Qualification

16 (a) Mother's Name :       c) Occupation of Mother

b) Mother's Educational Qualification

17 Address for Communication : Present..... Permanent.....

.....

.....Pin Code..... Pin Code.....

Communication	Student	Parent / Guardian
Telephone / Mobile No.		
E-mail.ID		

**18 Academic Details**

Sl No.	Course Passed	Board / College / University	Year of pass & Registration No.	Main Subjects studied	Marks Secured	% of Marks
1	Matric / SSLC					
2	HSC/ +2 / Pre - University/ (Or )its equivalent					
3	Degree					
4	Any other Qualification					

Note : Self Attested copies of mark list and relevant certificates must be enclosed :

**19 Any other relevant details :**

.....

.....

**DECLARATION**

I hereby declare that the statement made by me in this application and the documents submitted in support of my application are TRUE, COMPLETE AND CORRECT to the best of my knowledge and belief. If admitted to the course, I agree to abide by all the existing rules and regulations of the college and change in the same if any in the college from time to time.

**Signature of the Candidate**

I am fully aware of the above declaration and I hereby undertake that my ward will abide by all the rules and regulations of the college and orders of the college authorities for maintenance of discipline in the college.

**Signature of the Parent / Guardian**

**Place :**

**Date :**

## **IMPORTANT INSTRUCTIONS**

- 1 Application applying for B.Voc./ Diploma course should mention only one course in the application form . If a student wishes to apply for more than one B.Voc./ Diploma course, he / she should apply for each such course in a separate application form.
- 2 All particulars in the application form must be filled in carefully and legibly in CAPITAL LETTERS by the candidate him/her self.
- 3 **Affix recent passport size colour photograph** duly attested by a Gazetted Officer or the Head of the Institution where the candidate last studied
- 4 Any sort of canvassing to influence either directly or indirectly would result in disqualification of the candidature of the student.
- 5 No individual intimation will be sent to the candidates if NOT selected and no correspondence in this regard will be entertained
- 6 Please make note of the Application Number as it would be needed in the future.
- 7 Only self attested copies of the Certificates / Testimonials should be submitted along with the application.
- 8 The Rules & Regulations are subject to change in accordance with the decision taken from time to time by the University / College.
- 9 Address, E-mail of the applicant and mobile phone Number of the student and Parent / Guardian are mandatory requirements for sending communications (Sl.No.17) and it should be neatly and legibly filled up by the applicant in small letters in the space provided.
- 10 Applicants claiming admission under various communities (Sl.No.8) should clearly mention their community by putting ✓ (tick Mark) in the appropriate Box as mentioned in their community certificate / PIC form issued by the competent authorities
- 11 **The college its right not to conduct a programme, if the response to that particular programme is not sufficient (less than the sanctioned intake) and no intimation will be sent to the individuals**
- 12 **Incomplete application forms or application forms received after the prescribed last date will be summarily rejected.**

## CHECK LIST

- |    |   |   |
|----|---|---|
| 1  | Self Attested copy of statement of marks of the qualifying examination (+2 / Diploma / Degree)                        | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |
| 2  | Self Attested copy of Transfer Certificate and Conduct Certificate  | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |
| 3  | Self Attested copy of Nationality and Nativity / Residence Certificate  | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |
| 4  | Self Attested copy of Community Certificate (SC/ST/OBC/MBC/BC)  | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |
| 5  | Self Attested copy of Birth Certificate   | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |
| 6  | Self Attested copy of Aadhaar card of the student   | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |
| 7  | Self Attested copy of Aadhaar card of the Parent / Guardian   | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |
| 8  | Self Attested copy of Physically/Visually challenged certificate (if applicable)                                      | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |
| 9  | Self Attested copy of PIC form issued by the Revenue Department, Government of Puducherry                             | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |
| 10 | Any other attested copy of relevant Certificate / Testimonial<br>Please mention name of the certificate / Testimonial | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |
|    | (a).....  | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |
|    | (b).....  | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |

### For Office use only

Received on..... by.....

Data entered on..... by.....

Data Verified on..... by.....

Remarks.....

***(Please brings this receipt at the time of submission of application)***

### ACKNOWLEDGMENT

### ***Application***

Received the filled in application from Mr./ Ms.....  
 bearing Application No..... for the course.....  
 on ..... and found it to be in order and complete

Date  
College Seal :

**Signature of the Staff incharge**  
**Pondicherry University Community College**