

## UNDERTAKING

**The SCOP management reserves the right to add, alter or amend any of the rules and the same shall be binding on the parents, guardian and students.**

- 1. Being aware that 75% attendance in all courses is obligatory for appearing in the Internal SCOP examination, I undertake to be punctual & regular in all the theory & practical classes the SCOP reserves the right to debar me from the internal/ SCOP examination if I fall short of attendance criteria.**
2. I undertake to complete and submit all assignments in time for regular assessment by the teacher(s).
3. I also undertake to strictly follow the instructions as laid by the SCOP regarding internal tests & evaluation. It is solely my responsibility to appear in all the internal examination, in case I don't appear in these tests I shall not be allowed to take the university examination.
4. I undertake to follow and maintain proper decorum and discipline in the campus, in classrooms, laboratories/ workshops and library. Outside the campus also, I shall show dignified and exemplary behaviour in tune with civilized society that I belong to.
5. I shall extend courtesies to all the teaching and non-teaching staff of the SCOP as well as to my senior students. In case of any difficulty being faced, I shall approach for guidance of the tutor/proctor/HOD/ Dean/Principal/Director/President and shall not indulge in groupies etc. which does not fit into professional ethos of the university.
6. I undertake to pay regularly all the fees as prescribed by the Institution from time to time. I shall not claim any sort of concession in fees on whatsoever ground now or in future irrespective of terms/conditions, if any, with the Body or Agency my parents may be associated with.
7. That I will not use drugs, liquor, cigarette, tobacco, Pan Masala, Gutka and any other kind of such things in the campus and will not offer/provide/arrange the same to other students in and outside the campus.
8. I undertake to take due care of the safety & security of all the SCOP property and will not cause any damage even due to negligence.
9. I undertake to strictly adhere to dress/uniform regulations which are issued by the authority of the SCOP & understand that all the students are required to wear the prescribed uniform.
10. No refund of fees will be made on withdrawal/cancellation of admission after the commencement of the academic session. Caution Money deposit will only be refunded after successful completion of course. For any breakage or misplacement of university property, if so charges will be deducted from Caution Money Deposit.
11. I hereby declare that I was never involved or punished in any case of indiscipline and unlawful activity during my school or college career. There is no enquiry pending against me with the school/college/police/ other authorities of the state to which I belong or resided in any other state at any time.
12. I also know that in case of discontinuation of my studies or leaving the college/institute in between the duration of the course I shall have to pay the fee for the remaining duration of the course. Failing to do so the college/institute can take any legal action against me.
13. I agree that if any component of fee is revised by the competent authority, the enhanced amount if any shall be deposited within two weeks of the issue of such notification. I understand that the Tuition fee and development fee has to be paid in advance semester wise i.e. Nov. -Dec and April-May, whereas University fee/Student fund/Other Charges etc. is to be paid annually.

14. I am aware that my name will be struck off from the rolls of the college/institute if I fail to pay fee on time, remain absent continuously for a period of 10 days without any information or behave in a manner subversive to the discipline or commit grave misconduct such as ragging or indulge in any activity which may bring disrepute to the college/ institute. I understand that the student once admitted to the institute/college is not eligible for transfer to any other college and there will be no refund of fee in such cases as mentioned.
15. On cancellation of admission of 10,000/- Rs will be deducted.
16. I am aware that the use of mobile phones in the institute/college premises is banned. In case I violate this, strict action will be taken against me as per the disciplinary rules of the college/institute and University as mentioned in the college prospectus.
17. **I am aware that "Ragging" on any pretext and in any form is banned and the Hon'ble supreme court has declared it as cognizable offence punishable as per procedure as laid down by court. I shall report to the authority of the university, violation, if any, that comes to my notice, and shall never indulge in such offences.**
18. **Any student found guilty of ragging in or outside the campus will be liable to serve disciplinary action. The act of ragging is a punishable offence under Eye of Law. Under this the student is liable to be dismissed from the university without any notice and the case may be reported to the police, if necessary.**

I,.....S/o/ D/o..... of have carefully  
read  
& fully understood the undertaking and shall abide to the same.

Date:

Signature of the Student