



APPLICATION FORM FOR ADMISSION

Important Instructions

- Please refer to the admission guidelines in the Prospectus and/or the Web portal www.klr.ac.in before filling the form and taking admission.
- No column should be left blank. Write **N.A.** if not applicable.
- All the details should be filled in **Block Letters**
- Application form must be filled in, signed by the candidate with blue/ black pen and duly countersigned by the parent/ guardian.

(To be assigned by the office)

Student File No.:- _____

University Reg.NO. _____

*** Only for candidates who have downloaded the application form from the website must attach an Demand Draft Amount of Rs. 500 with this application. Please provide the details here**

Bank Draft No. _____ Name of the Bank _____ Dated. _____

IPO No _____ Dated. _____ Amount _____

Recent Passport size
Photograph
of the applicant
(to be pasted)

Institution: _____

Programme: _____ Stream (If applicable) _____
(For details, refer to the admission prospectus or visit www.klr.ac.in)

Management Quota / Convener Quota (Please tick)

Lateral Entry (if applicable) Please tick Yes No

Entrance Test Details: Name of CET _____ H.T. No. _____ RANK. _____

TO BE FILLED ONLY FOR THOSE PROGRAMMES WHERE ADMISSION IS ON THE BASIS OF ENTRANCE TEST CONDUCTED BY KLR INSTITUTIONS:-

Entrance Test _____ Rank _____

G.D and Interview _____ Rank _____

Any Other _____

Two
Recent Passport size
Photograph
of the applicant
(to be attached)

1. Personal Details

(Please note that the name given on application form must be same as it appears on the class X certificate)

Name: _____ Gender: (Please ✓) Male Female

Date of Birth: (DD/MM/YY) _____ / _____ / _____ Age (as on 01 July 08) _____ Nationality: _____

Father's Name: _____ Mother's Name: _____

2. Educational Qualification

| Exam Passed | Stream (Arts, Comm./ Science or any other, Please specify) | Mention the subject you have studied as per the eligibility criteria (mentioned in the admission prospectus) | University/ Board/ Council | Medium of instruction | % Obtained (in all compulsory subjects) *if result awaited write R.A. | Remarks | Verification (by dealing official) (not to be filled by candidate) |
|---------------|--|--|----------------------------|-----------------------|---|---------|---|
| Matriculation | | | | | | | |
| 10+2 | | | | | | | |
| Diploma | 2 yrs | | | | | | |
| | 3 yrs | | | | | | |
| Graduation | | | | | | | |
| PG Diploma | 1 yr | | | | | | |
| | 2 yrs | | | | | | |
| P G degree | | | | | | | |
| Any other | | | | | | | |

3. Do you want to avail hostel facility? (Optional) Yes _____ No _____

If yes (P.✓) - Three Seater _____ Four Seater _____ Five Seater/Dormitory _____

4. Do you want to avail bus facility? (Optional) Yes _____ No _____

If yes (P.✓) - City _____ Boarding Point _____

5. SOCIAL BACK GROUND

Category Gen/SC/ST/OBC/Any Other : _____ (for details refer to the admission prospectus)

RELIGION: _____ (FOR ASCERTAINING MINORITY STATUS)



6. Permanent Address:

Correspondence Address (If different from permanent address)

Address _____

 Town / City _____
 District _____
 State / UT _____
 Country _____ Pin/Zip _____

Address _____

 Town / City _____
 District _____
 State / UT _____
 Country _____ Pin/Zip _____

Telephone No:

| | |
|---|---|
| FATHER Residence (with STD Code) _____ Office (with STD Code) _____ Mobile _____ E-mail ID _____ | MOTHER Residence (with STD Code) _____ Office (with STD Code) _____ Mobile _____ E-mail ID _____ |
| Self-Mobile _____ | Self-E-mail ID: _____ |

7(a). Reference (may be next door neighbour, relatives, Family friend and resident of your city) who may be contacted in case of emergency.

7(b). Particulars of Local Guardian (for out station candidates / hostellers).

Name _____
 Relationship with Student _____
 Address _____

 Town / City _____
 District _____
 State / UT _____
 Country _____ Pin/ Zip _____
 Telephone no. (STD code) _____
 Mobile no. _____

Name _____
 Relationship with Student _____
 Address _____

 Town / City _____
 District _____
 State / UT _____
 Country _____ Pin/ Zip _____
 Telephone no. (STD code) _____
 Mobile no. _____

8. Have you ever been disqualified / punished for indiscipline or for using unfair means or otherwise? Yes _____ No _____

if yes , give details:

9. Have you ever been convicted in any case by court of law or is there any criminal case pending against you? Yes _____ No _____

RAGGING IS STRICTLY PROHIBITED

As per the Supreme Court judgment in *Vishwa Jagriti Mission v. Central Government and Others* (2001) 6 SCC 577 AND as per Act of Govt. of AP w.r.t ragging, ragging is a cognizable criminal offence and is strictly prohibited. If any incident of ragging comes to the notice of the University, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the University would expel him from the University.

I _____ S/o/ D/o _____ do hereby solemnly affirm and undertake that:

1. I shall abide by all the provisions of the KLR INSTITUTIONS Rules, regulations and University Statutes, Ordinances, Regulations, Rules, Orders, Instructions, Information, Guidelines, Manuals, Code, Circulars etc. in force and as amended from time to time (hereinafter referred to as "the Provisions") of and/or framed by the KLR Institutions, its sponsoring Society and their Institutes, Schools, Departments, Divisions, Centers, other constituent units, establishments and facilities including hostels, transportation etc. and concerned authorities, officers, assigns and employees (hereinafter referred to as "the Management").
2. The Management will be at liberty to impose any penalty or any disciplinary action(s) on me being found guilty of, any sort of misconduct or indiscipline or disobedience or malpractice within or outside the precincts of the Institution, or any act which is detrimental to the interest of the Institution. The Management, in such case, may discontinue my stay in the Institution and I shall not be entitled for any refund of admission fee, hostel fee, bus fee and any other fee / charges paid to the Institution and I shall also be liable to pay the pending fee, dues, penalty, etc.
3. I submit myself to the disciplinary jurisdiction of the Institution.
4. The Management shall be at liberty to make mandatory the use of the residential accommodation, laptop and other study equipments and such other facilities/provisions at the Institution, for me as a student of the Institution, on payment of such fee and/or charges as prescribed by the Institution from time to time.
5. I shall carry the identity card all the times in the Institution as well as while going outside for any requirement of the Institution and I shall produce the identity card on demand when asked for.
6. I shall disclose my permanent address correctly, wherever asked for, and if staying as Paying Guest or at any hostel outside the Institution campus or with my relatives/friends or somewhere else during my course of study at the Institution, I shall also separately disclose the contact details of such temporary locations of my stay. In case of any change in contact details (permanent or temporary), I, myself, shall be liable to inform the details to the Institution before shifting to the new location. The Management will be at the liberty to verify the details and if found incorrect, I shall be liable to any penalty and/or any other disciplinary action(s), including rustication/expulsion, as may be decided by the Management. The Management, in such case, may discontinue my stay in the Institution and I shall not be entitled for any refund of admission fee, hostel fee, bus fee or any other charges paid to the Institution and I shall be liable to pay the pending fee, dues, penalty, etc.
7. It shall be my responsibility to keep myself well versed with the Provisions of the Institution & University; and the Institution shall not be responsible for informing me separately.
8. I am fully aware that ragging/indiscipline/misbehavior/hooliganism etc is strictly prohibited in the Institution. If I am found guilty of indulging in or abetting ragging/indiscipline/misbehavior/hooliganism etc. within or outside the precincts of the Institution, I shall be liable to face any strict disciplinary action including the expulsion/rustication from the Institution and any other legal action under the law of land.
9. I shall be liable to pay for any damage caused by me to the property of the Institution either alone or jointly with others and face disciplinary action.
10. I am medically fit and have no communicable and serious diseases like that of fits, any sort of attacks or otherwise and I shall be liable to pay for any expenditure incurred by the Institution on my treatment for any illness or disease or personal injury or otherwise due to any reason during the course of my study at the Institution.
11. I understand that all tangible and intangible things including the books, software, new technologies, formulae, study material including notes, slides, papers, CD's, Formulations, Drawings, Paintings, Photographs, Sculptures, Designs, Models, audios, videos, films and other materials developed by me (individually or jointly with others) during the course of my study at the Institution will invariably be the property of the Institution and all rights including copyrights, patents, trademarks, intellectual property rights, publishing, selling, transferring, parting with, assigning to, broadcasting, telecasting and printing, shall lie with the Institution without any compensation to me. All my audios, videos, photographs, films and like things made during my course will be the property of the Institution and the Institution can use the same for any purpose even after my leaving the Institution, for which no further consent is required.
12. I shall not possess, use or deal with any kind of intoxicating material including alcohol, drugs of any kind, gutka, tobacco, cigarettes, chew gums or any other sedative materials and on being found guilty, the Management may take any disciplinary action(s), including rustication/expulsion, against me.
13. I shall not possess, use or abet the use of any kind of weapons including sticks, rods, explosives, firework or any such material and on being found guilty, the Management may take any disciplinary action(s), including rustication/expulsion, against me.
14. I shall not keep excess cash and valuables with me and in case of any loss or damage of cash or valuables, including mobile phones, PC, laptop or any other personal belongings, the Management shall not be responsible for any kind of compensation.
15. I shall not collect any money from any student(s), employee(s) or other person(s) for any purpose including donations, contributions/gathering without the written approval of the Management.
16. I do not have the tendency, and shall not make any attempt, to commit suicide or abetting or inciting any other person to commit suicide or anything unwarranted and /or prohibited by law or otherwise and shall not give any sort of threats to commit suicide or likewise and on being found guilty of the aforesaid action, I myself shall be responsible for any consequences under law and the expulsion /rustication from the Hostel and/or the Institution and any other legal action under the law of land. The Management shall not be responsible for the same.
17. I shall be responsible to take care of my personal belongings in the Institution and in case of any loss or damage to any of such personal belongings; the Institution shall not be responsible for any kind of compensation or otherwise.
18. the Management has the full authority to call / send for official/ academic purposes any time even during holidays or for early or delayed stays even during nights.
19. It shall be my responsibility to sign and submit all the forms, affidavit(s), information and other documents, as may be required by the Institution from time to time; and I understand that any unsigned declaration(s) or affidavit(s) or undertaking(s) or indemnity bond or any other document(s) of the Institution, which otherwise is required to be signed and /or attested by me or as prescribed by the Institution, either deliberately or unintentionally, shall not relive me of, the obedience and/or compliance and/or implication of the provisions of such declaration(s) or affidavit(s) or undertaking(s) or indemnity bond or any other document(s), and/or submission to the disciplinary jurisdiction of the University. Such declaration(s) or affidavit(s) or undertaking (s) or any other document (s) as prescribed, even if unsigned by me, will be binding on me for all the matters concerned.
20. I understand that all the programmes, are purely academic programmes and are not meant for issuance of any license and/or registration for the purpose of any profession and/or its practice.
21. I understand that the international programmes like articulation, credit transfer, student exchange, twinning programmes, collaborative programmes and likewise as shown in the prospectus/website/advertisement or any other communication by The Institution are for my information and I am not seeking admission in the Institution on this basis.
 - i. I also understand that the entry requirements of these International Universities may change from time to time and when I reach at that level it can be different from what it is today and the Institution will not be liable for such changes.
 - ii. I understand that the visa requirements of the host country where the International University are situated may change from time to time and the Institution will not be liable for such changes.
 - iii. I understand that if I opt for such programmes it will be my duty to meet the entry requirements of the concerned University for the course I opt for and the visa requirements of the host country.
 - iv. I understand that it is my responsibility to check the authenticity and validity of the International Institution/University and the programme for which I opt for.
 - v. I understand that these programmes are available as of today which may or may not be available in times to come or when I reach at that level.
 - vi. I will submit an affidavit in the format as required by Institution attested by the Judicial/ Executive Magistrate at the time of opting for or/and entering myself into the international programmes.
22. It shall be my responsibility to get educational visa and fulfill other requirements, which are necessary for staying in India and getting education here. (Only for Foreign nationals, PIO's & NRI's).

23. It shall be my responsibility to go through the eligibility conditions carefully and make sure of eligibility before taking admission. I understand that my admission to the respective programme/course, as applied for, shall stand provisional unless confirmed/approved by the University and shall also be subject to cancellation as per the Provisions. If on verification at a later stage, is found incorrect or otherwise, the candidature will be cancelled and I shall not be entitled to claim whatsoever against the U Institution.
24. The Management is entitled, to make mandatory for me, as a student of the Institution, to carry out the research, training, industrial visits, seminar, study tours and other activities, in or outside the Institution, related to my course of study or otherwise and other co-curricular, extra curricular and such other cultural, developmental, training & placement and other activities, and to charge the additional fee and charges for such activities besides the transportation and other charges, as decided by the Institution.
25. I shall not visit other Departments and such places or areas declared by the Institution as "Out of Bounds" for the students.
26. I undertake that all type of charges and/or fee as charged by the Institution and the various facilities provided by the Institution are subject to revision/change from time to time(as per norms); and I understand that the semester/annual fee, as of today, is subject to increase.
27. For any unforeseen issues arising, that is not covered by this Undertaking, or in respect of all the matters, not expressly provided herein, the Institution may take an appropriate decision that shall be final and binding on me and all other concerned.
28. I have carefully read, with full understanding, the Application Form for Admission, prospectus, admission guidelines and other related information and details; and further also it shall be my responsibility to keep myself informed and updated with the related information and the Provisions given in the Prospectus, admission booklet, web portal and/or otherwise; and to abide by the same.
29. I am giving this undertaking with full understanding and state that the information given by me above is true and complete to the best of my knowledge and belief and the certificates, documents and other information submitted by me are genuine and nothing has been concealed/ suppressed. I understand that my admission is liable to be cancelled, on being found me, ineligible or unfit for admission later on, or of using fraudulent means for securing admission or otherwise, or if any of the statements made by me above is found incorrect, and I shall be liable to such other disciplinary action (s) and/or penalty as may be decided by Institution, notwithstanding legal action under the law of the land. In such case, the fee deposited by me shall also be forfeited.
30. It shall be my responsibility to submit the Indemnity Bond on Non Judicial Stamp Paper of Rs. 100/- to be attested by the Notary Public/ Executive/Judicial Magistrate in the prescribed format of the Institution.
31. The Institution reserves the right to frame, amend, revoke or repeal the Provisions and that will be effective and binding on all the concerned, as decided by the Institution from time to time.
32. The Courts in Khammam district shall have the jurisdiction over all disputes arising out of or in respect of matters relating to students including admission, academics, administration, residence, transport and all other matters.

Place:

.....
(Signature of the Student)

UNDERTAKING TO BE SIGNED BY THE PARENT / GUARDIAN

I, _____ S/o/D/o _____ do hereby
Solemnly affirm and undertake that:

1. My son/daughter/ward, _____ has submitted this Application Form for Admission with full understanding and with my express permission; and I shall hold myself responsible for his/her good conduct and behavior as a student of the KLR Institutions and adherence to the Provisions.
2. I shall hold myself responsible for payment of all his/her fees and other charges during his/her stay in the Institution and pending dues, penalty, etc.
3. I shall, myself, be responsible for any sort of liability arising and any civil or criminal case lying against my son/daughter/ward during the course of study in the Institution.
4. I endorse the undertaking given by my son/daughter/ward.

Place:

.....
(Full signature of the Parent/Guardian)

Name.....

Relationship with the Student.....

INDEMNIFICATION

I hereby indemnify KLR Institutions, against all rights and claims by myself, my dependants, next of kin or other legal representatives for compensation for damages or disability arising out of personal injury or death due to any reason during the course of my study (on campus or off campus) including during study, industrial visits, trainings, tours, conduct of practical, working in laboratories or workshops, stay in hostel, traveling in the transport or otherwise (within or outside the precincts of the Institution).

Place:

.....
(Full Signature of the Student)

(To be countersigned by the Parent/Guardian)

Place:

.....
(Full Signature of Parent/Guardian)

Name.....

Relationship with the Student.....

for office use only

For Office Use only

Student File No:- _____

University Registration No:- _____

1. Eligibility verification

Programme: _____ Stream (If applicable) _____

School/Institute/Centre _____ Programme Code: _____

Basis of Admission:

- Entrance Test _____ Rank _____
- G.D and Interview _____ Rank _____
- Any Other _____

| Exam Passed | % age obtained in all compulsory subjects | Remarks (if any) | Calculations |
|-------------------|---|------------------|--------------|
| Matriculation | | | |
| 10+2/Diploma | | | |
| Graduation | | | |
| PG Degree/Diploma | | | |
| Any other | | | |

| Exam passed | English as compulsory subject [Write Yes/No] | Science as a compulsory subject (in case of engg/medical/science) [Write Yes/No] | Calculations |
|-------------|---|--|--------------|
| Matric | | | |
| 10+2 | | | |

*Eligibility verified as per column no. 2 in the application form

Signature of dealing official _____

2. List of Documents attached as applicable (in the given order)

(Please Tick)

| NO | LIST | ATTESTED PHOTOCOPY | | | | | Signature of dealing official |
|---------------------------|---|--------------------|-----------|---------|----------------------------|--|-------------------------------|
| | | Applicable | Available | Pending | Verification from Original | | |
| FORMS | | | | | | | |
| 1 | Application Form | | | | | | |
| 2 | General Undertaking Form | | | | | | |
| 3 | Indemnity Bond | | | | | | |
| 4 | Hostel Undertaking Form | | | | | | |
| 5 | Transport Undertaking Form | | | | | | |
| 6 | Fee and document submission undertaking | | | | | | |
| CERTIFICATES | | | | | | | |
| 7 | Matriculation or DOB (Attested) | | | | | | |
| 8 | 10+2/Diploma (Attested) | | | | | | |
| 9 | Graduation Degree (Attested) | | | | | | |
| 10 | PG Degree/Diploma (Attested) | | | | | | |
| OTHER CERTIFICATES | | | | | | | |
| 11 | Gap Affidavit and Character Certificate | | | | | | |
| 12 | Domicile/Reservation Certificate | | | | | | |

3. Fee Details

Programme fee details

| Total Programme Fee (For the 1 st semester) | Fee Payable | Balance (if any) | Balance by due date (if any) | Signature of the dealing official | Fee Paid | Receipt No./ Date | Signature of Accountant |
|--|-------------|------------------|------------------------------|-----------------------------------|----------|-------------------|-------------------------|
| | | | | | | | |

- Hostel

Name of the Hostel: _____ Room Type: _____

Fee details (if applicable)

| Total Hostel Charges (Annual) | Fee Payable | Balance (if any) | Balance by due date (if any) | Signature of the dealing official | Fee Paid | Receipt No./ Date | Signature of Accountant |
|-------------------------------|-------------|------------------|------------------------------|-----------------------------------|----------|-------------------|-------------------------|
| | | | | | | | |

- Transport

Bus Route Name: _____ Location: _____ City: _____

Fee details (If applicable)

| Total Transport Charges (Annual) | Fee Payable | Balance (if any) | Balance by due date (if any) | Signature of the dealing official | Fee Paid | Receipt No./ Date | Signature of Accountant |
|----------------------------------|-------------|------------------|------------------------------|-----------------------------------|----------|-------------------|-------------------------|
| | | | | | | | |

- Remarks for Admission

| | |
|---|--|
| Status of Admission | Provisional / Confirmed / Rejected / Any Other _____ |
| Any condition applied on Admission | |
| Remarks | |

Date.....

.....
(Signature of dealing official)