

# Admission Guideline 2018 for ATTC

1. Admission is open for first year seats and Lateral entry seats from 16/03/2018 and will continue till 15/08/2018 as prescribed by AICTE.
2. Admission is being provided on First Come First Serve basis to all institutional seats. There will be two category of admission:
  - A. **Those who already have valid Pass Certificates on the date of admission i.e. Class X passed, Class XII Science passed, Class XII Vocational passed and 2 years ITI passed after Class X**
  - B. **Those who are appearing for Class X, XII Science, 2 years ITI during the year 2018**
3. Students may fill in online application from [www.attc.skmpoly.edu.in](http://www.attc.skmpoly.edu.in) or offline at ATTC Bardang.
4. Students must choose the course interested in. A cutoff mark is applied.
5. Students must pay Advance of min. Rs.25,000/- online through payment gateway or at Banks A/C No. **35307763513** - (ATTC), IFS Code **SBIN0009034** of SBI Majhitar or transfer the payment online through SBI collect vide <https://www.onlinesbi.com/prelogin/collecthome.htm?corpID> & cash payment at Institute.
6. Booking of seats shall be confirmed by SMS, emails to the candidates.
7. **For booking of seat under category A above-** Within 15 days from the date of receipt of SMS, emails, the students along with parents must visit ATTC and provide all documents as required along with proof of advance payment. On verification, a provisional Admission letter will be issued. Those who have paid full fee, Final Admission letter will be issued.
8. **For booking of seat under category B above-** Within 5 days from the date of declaration of board examination results, the students along with parents must visit ATTC and provide all documents as required for confirmation of seats. Cut off marks is applied. Failure to report within 5 days, the advance payment may be forfeited and booking cancelled.
9. Within 15 days from date of issue of provisional letter, balance fee must be paid for confirmation of seat .If the balance fee is not paid within the prescribed date, the advance fee is liable to be forfeited and seat booking made null and void and will be issued to the next eligible candidate.
10. Students will have to purchase uniform from the vendor prescribed by ATTC for reporting to classes. The approximate cost of uniforms will be **Rs. 5000/-**
11. Classes will begin from 5<sup>th</sup> July 2018.
12. All admissions will have to as per norms as prescribed by AICTE.
13. ATTC reserves all rights to accept or reject any application without citing reasons thereof. The Principal will be the final authority for arbitrating any issues and his decision will be final.
14. **Refund criterial for the provisional admission fee**

**Case I** – If the candidate obtained the required cut off % of marks for the particular trade booked and wants to withdrawal his/her provisional admission within 5 days from the date of deceleration of result, **Rs. 5000/-** will be deducted as administrative charges and the balance amounts will be refunded within 15 days from the date of application.

**Case II** – If the candidate does not obtain the required cut off % of marks for the particular trade booked, then the candidates may chose other trade as per vacancy available. In case of withdrawal his/her provisional admission within 5 days from the date of deceleration of result, **Rs. 2000/-** will be deducted as administrative charges and the balance amounts will be refunded with 15 days from the date of application.

**Case III** – If the candidate does not obtain the required marks as prescribed by the AICTE norms, the entire advance amounts will be refunded within 15 days from the date of receipt of application.

Authorization List and Contacts:

- A. Principal - Mr. Sonam Palden Barfungpa: 94340-35381, 7865980405
- B. Admission Booking – Mr. Lochan Adhikari, Admission Coordinator: 9933938043
- C. Fee receipt and payment – Mr. Yogendra Sharma, Asstt, Manager, Finance 9609865689
- D. Issue of Provisional/ Admission letter- Mr.Thendup Tshering Bhutia. PA to Principal

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