



RULES & REGULATIONS FOR MCA STUDENTS

The new admissions of MCA student's w.e.f Batch (2025-27) will be governed by the following rules:-

1. At the time of admission, a student will have to pay Rs. 10,000/- as admission fee & Rs. 35,000/- of 1st installment fee to be paid within one month from the date of admission, totaling to Rs. 45,000/- (If the admission is delay i.e., after the month of 31ST July 2025 for MCA then a student will have to pay full amount i.e., Rs. 45,000/- at the time of admission.)
2. The payment has to be made through Demand Draft drawn on Netaji Subhas University, payable at Jamshedpur or in cash – Rs. 45,000/- being the 1st installment of the total amount of Rs. 1.8 lacs and rest of Rs. 1.35 lacs will be paid in another three installments of Rs. 45,000/- (In case, the student wants to drop out of his/her own, the total amount paid to the institute stands forfeited.)
3. **College Uniform cost is Rs. 7100/- will be paid by student separately after the admission.**
4. A student who is desirous to stay in the hostel will have to book seat in advance at the time of admission. The hostel charges will paid separately i.e., Rs. 80,000/- yearly and he/she has to provide the **name, address and photograph of the local guardian, along with a medical fitness certificate to be produced by the student which is must and to be authenticated by a registered Medical Practitioner (i.e., Allopathic Doctor only).**
5. If a student desirous to leave hostel, he/she has to give application for vacating hostel before 06 months of leaving and no claim for refund of the 1st year hostel fee shall be entertained.
6. If a student fails to pay the **INSTALLMENTS/HOSTEL FEES** on due date as per the schedule, then there will be a **Late Fine**, which he/she has to pay along with Fees.
7. Strict punctuality in **attending classes is a MUST. 75% attendance is compulsory.** To take a leave because of any unavoidable reasons, a student has to apply leave application in advance. If a student is found absent from the class in an unauthorized manner, an **Absenteeism Fine** will be imposed on the student.
8. Students are not supposed to leave the campus during the institute hours without prior permission.
9. All application has to be addressed to the Director and the same should be recommended by Dean-Administration.
10. A student has to appear in the campus in **COLLEGE UNIFORM (MONDAY TO FRIDAY), NO CAUSAL, JEANS, LEGGIES, FANCY SHOES ARE NOT ALLOWED.** Pin drop silence has to be maintained on the campus of the institute and all **Cell Phone** have to be either in **switched off or in silent mode.**
11. In the premises of the Institute, a student is required to conduct himself/herself with **Exemplary Discipline and Modest Conduct**, and every student is also directed to speak in **ENGLISH LANGUAGE** while on the premises of the institute.
12. On the days of the **Class Test**, the student has to be present in the class test otherwise a fine of Rs. 500/- will be imposed on the student.
13. Ragging is strictly prohibited in the campus as well as in the college bus. Anybody found guilty of ragging, his/her admission may be cancelled through rustication from the institute's roll.
14. A student is required to obey the instructions of the faculties and other staff of the institute.
15. **Registration Fee (once) and Examination fees (semester-wise)** will have to pay separately as declared by the University. Also, a student has to pay separately for **"Outbound Leadership Program"** which organizes by other corporate body for overall development of the student.
16. A student uses the library shall identify him/her on request to library staff and allowed to borrow book (minimum two books at a time) for 14 days only. Late submission fine is Rs. 2/- Per day.
17. Student who is booking the hostel has to stay minimum period of one year.
18. **RULES AND REGULATIONS** might be modified or added, **subject to conditions.**

(Registrar/NSU)

I, do hereby agree to abide by the above rules and regulations.

Date: -

.....
(Signature of Guardian)

.....
(Signature of Student)



Fee Structure for MCA

For the Academic Session 2025-27

Fees for the programme is payable in six installments over the three years and payable at the scheduled date. The approximate amount of fee and deposits for the programme is given in the tables below. When deemed necessary, the institute may revise the fees.

INSTALLMENT OF FEES				
	First (Rs)	Second (Rs)	Third (Rs)	Fourth (Rs)
FEES	45,000.00	45,000.00	45,000.00	45,000.00
DATE	At the Time of Admission	15-11-2025	10-05-2026	15-11-2026

Note: Admission Fee, Tuition Fee, Library Fee and Computer Fee included

HOSTEL FEES		
	1 st Year (Rs)	2 nd year (Rs)
FEES	90,000.00	90,000.00
DATE	Latest by 15-06-2025	Latest by 30-06-2026

Refundable Caution Money Rs 5000/- During admission to Hostel.

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Date: -

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(Signature of Guardian)

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