



## Rules & Regulations:

1. Students have to observe strict discipline and decorum at the centre. In case of any indiscipline or misconduct, student will be liable to be expelled from the centre without any notice. No fee ( wherever applicable ) will be refunded in such cases.
2. Scholarship (wherever applicable) will be provided for students who achieves minimum 85 % attendance. It can be taken back if he found guilty of indiscipline.
3. Student has to take written permission for any kind of leave.
4. Every Student is required minimum 80 % of attendance in class failing which he may not be allowed to appear in examination.
5. All Course books will be supplied free of cost (wherever applicable) to students. It will be done at the beginning of each module.
6. Every student of the centre will be required to secure minimum 50 % marks in the module and final examination for the award of Diploma or Certificate.
7. Every student will be provided adequate hours for practical training in Lab in addition to theory classes.
8. Monthly fee (wherever applicable) is payable in advance before 10 of every month & it is not refundable. Delay in fee may attract penalty of Rs 10 per day for delay period. Students on leave or absent due to any reason will not be provided any waiver in monthly fee and delay penalty.
9. Repeated delays in monthly fee (wherever applicable ) payments may force centre management to strike off student's name from rolls.
10. Management decision will be final in any dispute and in choice of legal jurisdiction location.

Parents Signature

Signature of Applicant

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### **For Office Use Only**

Status: Selected  Rejected  Hold

Programme & Centre:.....

Remarks: .....

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Counsellor

Coordinator

Centre Head