



STUDENTS HANDBOOK

1. The institute will duly instruct and train the student in the course / courses opted for so as to enable the student to gain knowledge and expertise in the field relevant to the course / courses selected by the student
2. The curriculum and materials for all the enrolled courses as well as infrastructure will be provided by the Institute to the Student.
3. The institute reserves the right to revise the curriculum from time to time at its sole discretion. The changes in curriculum may occur either before or after course commencement.
4. Fees paid at admission are valid for a maximum period of 12 months from the student's date of joining, after which the admission will be deemed to have lapsed if not availed of.
5. The Institute will have the right to refuse Certification at the end of the course, if the student does not have adequate attendance / and or does not submit the requisite Projects and / or does not clear the examinations at regular intervals and / or has not submitted the requisite fee in full before the completion of the program.
6. The minimum attendance required by a student is 60% in each module of the program.
7. The Institute reserves the right to rusticate a student from attending the course in case of gross misbehaviour including but not limited to theft / vandalism / plagiarism, etc. by the student.
8. The Institute reserves the right to reschedule the course timings, duration, and commencement date with due notification to the respective students.
9. All intellectual property arising out of the work done during training of the student will be a Co-property of the Student and the Institute. Such property right shall continue even after the program finish.
10. Course Certificate will be issued only on successful completion of the Course, requisite hours of training attended, submission of all projects as per the stipulations of the course and payment of the full course fees.
11. Student agrees to receive communication from Institute via mail, electronic mail, telephone, mobile and text messaging (i.e., SMS), instant messaging and any other form of communication that may arise in the future and that their entry into the DND list does not apply to Institute.
12. The Institute may Debar the student from attending the course lectures / training sessions in case of non-payment of fees beyond the stipulated time period.
13. The student hereby covenants with the institute as follows:
 - a. that he / she will attend the course sincerely at the stipulated timings during the day / week / month at the institute's office regularly.
 - b. that he / she will maintain discipline and will carry out all the instructions of the teaching faculty/ trainer and Academic Director of the Institute.
 - c. that he / she will learn conscientiously and diligently and endeavour to qualify himself / herself in his / her chosen course on or before the expiry of the period of the course.
 - d. that he/ she will attend practical and instructional classes regularly.
14. The institute may update the terms & conditions of this handbook from time to time; Student agrees to abide by the latest terms a copy of which will be available to him / her upon request.