Rules & Regulations - ITVE

Rules and Regulations for Computer Institute

1. General Conduct

- Students and staff must adhere to the institute's policies and maintain a respectful environment.
- Any form of discrimination, harassment, or bullying will not be tolerated.
- Eating, drinking, or smoking is strictly prohibited in classrooms and computer labs.
- All individuals must wear appropriate attire while on the premises.

2. Attendance and Punctuality

- Students must attend at least 75% of classes to be eligible for examinations or certifications.
- Late entry beyond 10 minutes may result in denied entry.
- Attendance must be marked daily through biometric or register systems.

3. Fees and Payment

- Course fees must be paid as per the admission schedule.
- Late payments will attract penalties.
- Fees once paid are non-refundable unless specified.

4. Lab Usage

- Students must log in and out when using lab computers.
- Damaging or tampering with hardware/software is prohibited.
- Unauthorized software installations are not allowed.
- USB drives must be virus scanned before use.

5. Internet and Resources Usage

- Internet use is limited to academic purposes.

- Accessing inappropriate content is strictly prohibited.
- Printing is allowed only for approved academic work.

6. Safety and Security

- Students must safeguard personal belongings.
- Follow safety instructions in case of emergencies.
- Report any incidents immediately to administration.

7. Examination and Certification

- Students must fulfill all course requirements for certification.
- Plagiarism or cheating leads to disqualification.
- Certificates issued only upon successful completion.

8. Disciplinary Actions

- Violations may result in suspension or expulsion.
- Legal action may be taken for property damage or misconduct.

9. Complaints and Grievances

- Students can file formal complaints for grievances.
- All grievances will be addressed promptly.

10. Amendments to Rules

- The institute reserves the right to modify rules as needed.
- Students will be informed of any updates in advance.

Rules and Regulations for Training Partner Franchise

1. Franchise Agreement and Adherence

- Franchisees must sign a formal agreement outlining rights and terms.
- All franchises must follow the institute's policies and guidelines.
- Agreements are subject to periodic review and renewal.

2. Branding and Identity

- Use official logos and branding provided by the parent institute.
- Unauthorized brand alterations are prohibited.
- Marketing materials must be approved before use.

3. Course Delivery and Quality Standards

- Deliver courses per the parent institute's curriculum.
- Faculty must meet qualification standards.
- Regular audits ensure teaching quality.

4. Financial Obligations

- Pay franchise fees and royalties as scheduled.
- Maintain accurate financial records.
- Failure to comply may result in penalties or termination.

5. Infrastructure Requirements

- Maintain adequate labs, classrooms, and student facilities.
- Use updated software and equipment.
- Periodic inspections will ensure compliance.

6. Student Enrollment and Fees

- Follow official admission and fee policies.
- Seek written approval for any deviations.
- Refund policies must align with parent institute rules.

7. Marketing and Promotion

- Franchisees handle local marketing under brand rules.
- Online promotions must align with institute standards.
- Misrepresentation of services is strictly prohibited.

8. Reporting and Communication

- Submit regular reports on enrollment, faculty, and finance.

- Maintain continuous communication with headquarters.

- Report legal or operational issues immediately.

9. Legal and Ethical Compliance

- Comply with local laws and ethical practices.

- Report legal disputes promptly to the parent institute.

10. Termination and Dispute Resolution

- Serious violations may lead to termination.

- Disputes resolved through mediation or legal terms.

- After termination, stop using the brand immediately.

11. Feedback and Support

- Provide regular feedback to improve operations.

- Receive training and support from the parent institute.

- Unresolved issues can be escalated to the support team.

12. Amendments

- Parent institute may update rules as needed.

- All changes must be followed upon official notice.