

# Student Orientation

## Coaching & Practice

1. 3 days classroom coaching and 3 days lab practice is mandatory for every student
2. The batch timing may change with new software
3. If you have given commitment for special batch timing, plz do mention here \_\_\_\_\_
4. The software practice is necessary in lab to complete assignments, for any reason if you are unable to come for practice at lab then mention here \_\_\_\_\_
5. For any course the, the ratio for coaching and practice is 1:2, it means every classroom lecture you will have to make 2 hours minimum practice and hence minimum 25 hours practice is compulsory at lab. For the best career monthly 50 hours practice is highly recommended.
6. Student may bring their own laptop is desirable and if he/she couldn't arrange laptop then he/she may book the practice slot accordingly. Practice lab is open 9:00 am to 7:00 pm from Monday to Saturday. Faculty will guide during practice as per their availability

## Portfolio & Placement

7. During the study of software, the faculty will guide for portfolio (assignments) and such assignment will have to get approved by faculty at end of each software.
8. The placement call will sole depend on the portfolio work and practice hours. The student without approved portfolio is not eligible for placement

## Fees payment & monthly EMIs

9. The student who enrolled on EMI payment term has to deposits all PDCs (postdated cheques) and such cheques will be deposited in bank latest by 10<sup>th</sup> of every month OR he has to pay monthly EMI between 1<sup>st</sup> to 10<sup>th</sup> day of every month. Any payment after 10<sup>th</sup> day will be liable to late payment charges Rs. 50/- per day. Student will get GST paid receipt from A/C dept between 15<sup>th</sup> to 20<sup>th</sup> day of every month. If any student get any exemption in payment date, plz mention here \_\_\_\_\_. All fees payment are including GST and non-refundable
10. Each course and its payment is non-transferable. No course can be down-graded in value or duration but it can be up-graded to bigger course value/duration. Any up gradation is subject to approval and for that student needs to pay difference amount in advance
11. The course progress will sole depend on the grasping ability of student, leaves, absenteeism and circumstances and it is no way related to payment made for the course. The payment made is no way connected and co-related with the course completion which please be noted
12. Cheques bounce charges Rs. 350/-
13. After the completion of 6 month only, if any student is not able to pay fees for any month then he has to pay Rs. 1200/- as penalty and it is not part of total payment. Student can be considered as dropped out in system in case of fail to payment and study will be paused till clearance of all due with activation charge
14. Student will have to pay their monthly EMI during the long leave for whatever reason.

# Student Orientation

## Technical Help

15. Student will get backup for the lectures/study he/she missed during the approved leaves and there is no backup for leave without approval.
16. If any student face any difficulty in understanding of any software then on special recommendation of faculty the entire software will get repeated without any extra cost
17. Once you enrolled with us you are our lifetime member and as privilege you may visit us for any technical assistance or job placement in future and all such services are FREE FOREVER

If you have given any special commitment by counselor then do mention here/ or leave blank

---

---

---

Student Name: \_\_\_\_\_ Course \_\_\_\_\_

I, hereby confirm that I got detailed understanding for all above rule & regulation of institute and I assure to follow the same.

-----  
Student Sign / Date