

**IIJT Rules & Regulations & Student's Obligation****1.0 CURRICULUM**

- 1.1 In its endeavor to offer the latest curriculum to students, IIJT keeps pace with emerging technologies and changing requirements of industry, and updates its course contents from time to time.
- 1.2 Select programs are available at select centres / cities.

**2.0 ENROLLMENT**

## Enrolment Agreement:

- 2.1 The "Application for Admission" is the Enrolment Agreement (hereinafter referred to as the Agreement) between the applicant and the IIJT Centre. This Agreement constitutes and expresses the entire agreement and understanding between the IIJT Centre and the student in reference to all matters herein referred to, all previous discussions, promises, representations, and understandings relative thereto, if any, had between the parties hereto, being herein merged. All student services are being provided by the IIJT centre.
- 2.2 Before completing the enrolment process, students are required to go through and understand the contents of the program/course, IIJT's obligations as stated in the "Rules and Regulation" document, and the Student's Obligations as stated in *this* document. A student who has registered for a program is assumed to have understood these documents.

**3.0 ADMISSION**

- 3.1 Admission to programs/courses offered by the IIJT centre is governed by specified eligibility criteria and selection norms, whose details are available with the Front Office or Student Counsellor. The student is expected to participate in the selection/eligibility-assessment process, in order to ensure appropriate enrolment and ease of future learning. One step in the selection process is for the student to complete the "Admission Form" or Student Information Folder document. Fulfillment of minimum eligibility criteria is necessary but not sufficient for admission.
- 3.2 Some courses/programs assume that the student has completed some academic prerequisites. While the IIJT center will inform the candidate of these prerequisites and help to assess the student, ultimately it is the student who needs to be sure that he possesses the prior knowledge required for admission into a course/program.
- 3.3 Admission to a Program is not transferable to any other individual.  
**Validity of Admission:** Normal expiry of admission occurs upon the completion of the student's program/course, with the certificate having been awarded. Cancellation of admission can take place for disciplinary reasons, as explained below.

**4.0 PAYMENTS**

## ▲ Cash

- 4.1 All students are hereby notified that the monthly installments have to be paid on the date specified in the invoice.
- 4.2 Installment payment to be made on the date specified on invoice or before 10<sup>th</sup> of every month failing which Rs. 10/- only will be charged per day (including holidays). If installment is paid in the next calendar month, an additional late fine of Rs. 250/- only will be charged along with the daily penalty.
- 4.3 In case a student does not pay the installment for 3 months will be treated as Cancelled Registration and he has to pay a re-admission fees of Rs 562/-.
- 4.4 The students are responsible to collect the receipts from the accountant on or before 31<sup>st</sup> of every month. IIJT certificates will be issued only to students who produce all these receipts at time of issue of certificates.

## ▲ Cheques/DD

- 4.5 Any student who wishes to pay by Cheque/DD will issue it in favour of IIJT Computer Education Ltd. Payable at Kolkata only. In case of outstation cheques, an additional service charge of Rs 250/- only will be charged.
- 4.6 In case cheque are dishonored, a fine of Rs, 250/- will be charged. In addition, daily fine also be imposed and will be charged along with the final amount.

**5.0 IDENTITY CARDS**

- 5.1 Identity cards are issued to students on the first day of the class. It is the student's responsibility to collect the identity card from the Administration department.
- 5.2 An identity card is valid only if it contains the student's name and address, student code, batch code, starting date and ending date (if applicable), the course he/she is admitted, along with a recent photograph is duly stamped and signed by an authorized signatory.
- 5.3 Duplicate identity card will be issued after the student has paid a penalty of Rs, 25/- only.
- 5.4 Students have to produce the identity card during class hours and before giving the examinations. Certificates will issue to students after the student produce the identity card.
- 5.5 A student is required to renew / upgrade his/ her identity card on upgradation of every course, failing which the certificate will not be issued.

**6.0 BATCHES**

- 6.1 Each Batch is assigned a faculty who is responsible for the learning process of individual student. The faculty is expected to solve all technical problems of the students. However, if a problem remains unsolved, the student is always welcome to contact the Centre in-Charge.
- 6.2 The Student is expected to maintain a minimum 80 % attendance along with the batch allocated/admitted to get the full benefit of the course.
- 6.3 No student is to enter their classrooms without his / her identity card and without the faculty's permission.

**7.0 COURSE MATERIALS**

- 7.0 Course material is issued to the student on the submission of a valid identity card.
- 7.2 Every student is provided a set of course material during the course. In case of loss or damage of any part of the course material, a duplicate set will be issued to the student on payment of an amount as duly specified by the authorized personnel.

**8.0 LOSS OF VALUABLES**

- 8.0 Bags need to be left at the front office. Students are requested not to carry any valuables to the institute and the management bears no responsibility for loss of any valuable. In case the student is carrying any valuable, he/she may deposit it with the senior coordinator/counselor before he/she goes inside the class.

**9.0 LEAVE**

- 9.1 Students who need leave for unavoidable circumstances will have to submit an application 2 Weeks in advance to the centre - in-charge without which the classes will not be made up. In case the candidate is unwell for more than 2 days in a month a doctor's certificate should be produced for the classes to be made up.
- 9.2 A leave for over 2 weeks without a written clearance from the IIJT administration department, will lead to the cancellation of the "Job Guarantee" scheme (if applicable) and may even result in termination.

**10.0 TRANSFERS**

- 10.1 In case a student desires to seek transfer from one center to another, then he/she has to make an application to the Center head, stating reasons for the request. He/She must mark a copy of the same to the connected Regional Office for information. Transfer is subject to availability of seats and availability of the same course at the destination centre.
- 10.2 A transfer fee of Rs, 500/- shall be charged during the time of a Centre transfer. The student shall not be issued fresh course material at the destination Centre. The difference in course fee, if any, shall have to be borne by the student.
- 10.3 Transfer and difference of fees are subject to change and students are requested to adhere to the policy in existence at that point of time. Both, transfer and difference of fees are non-refundable.
- 10.4 Transfer will be granted on completion of a Modular course only. The student must join the destination centre at the beginning of the next Module/course.
- 10.5 Scholarship /Academic awards, awarded to a student are centre specific. Student applying for a transfer will have to adhere to the applicable rules regulation at the destination centre.
- 10.6 Any financial loans/commitments taken at the originating centre have to be cleared and a no-objection certificate to be obtained from the Centre Head. These cannot be transferred from one Centre to another Centre.

#### 11.0 REFUND \_\_\_\_\_

- 11.1 Fees once paid is not refundable under any circumstances.
- 11.2 No fee is refundable in case a student is deemed to have dropped out/or has taken course stop-over /transfer.

#### 12.0 METHODOLOGY \_\_\_\_\_

- 12.1 Each course is composed of different modules.
- 12.2 Each course is conducted according to predefined course targets which are communicated to the students through the notice board. These targets define the date, time and venue of all major activities during the course.
- 12.3 During the course every student is evaluated through test, projects and presentations, each of which form a part of the student final evaluation.
- 12.4 The student is expected to maintain a minimum 80% attendance along with the batch allocated/admitted to get the full benefit of the course.

#### 13.0 COURSE MATERIAL \_\_\_\_\_

- 13.1 IIJT centers provide IIJT's proprietary course material to students in original print. Normally, students do not require to consult any other text or reference book beyond this specially-designed courseware. Courseware could be in the form of books, CDs or access to websites. Courseware once issued is not returnable / replaceable. Students should check the courseware at the time of receiving it.
- 13.2 IIJT courseware is protected under copyright; and reproducing it in any form or by any means is illegal. Please ensure that you have received the original courseware.

#### 14.0 LIBRARY CARD \_\_\_\_\_

- 14.1 On Payment of admission fees a student will be issued the library card.
- 14.2 All students who are members of the library can borrow only one book at a time for a maximum duration of 7 days (inclusive of holidays). After this period, if a student has not returned the book, then he/she will be levied a daily fine of Rs-10/- .If the delay period exceeds 20 days, the student will have to reimburse the value of book.
- 14.3 A deposit of Rs-500/- will be kept which is refundable when the students no longer want to use the library.

#### 15.0 EXAMINATION \_\_\_\_\_

- 15.1 During the course, every student is evaluated through theoretical and practical examinations which form a part of the student's final evaluation. Qualifying marks of all examination is 50 % of the total stipulated marks.
- 15.2 The student will be given 3 chances if he/she fails to pass the schedule exams, unless any other specified.
- 15.3 Students have to clear the exam within 3 months after finishing their schedule course. No exam booking will be entertained after this period.

#### 16.0 CERTIFICATION \_\_\_\_\_

- 16.1 The student's overall performance in a course is based on the weighted average of his/her score in each of the schedule tests.
- 16.2 The student will not be awarded the certificate in case of any outstanding dues from the student.

#### 17.0 PLACEMENT \_\_\_\_\_

- 17.1 Placement will be given to the students as per the rules & regulation of the Company, listed in [http://www.ijit-infotech.net/placement\\_rules\\_infotech.pdf](http://www.ijit-infotech.net/placement_rules_infotech.pdf) For Personal reasons if the candidate leaves the job provided by the institute, the management is not responsible to provide them with alternative job facility.
- 17.2 Student will need to fill up a Placement Request form while submitting his CV.
- 17.3 After the student gets the job from IIJT, he/she needs to fill up the declaration form if he/she wishes to avail of future opportunities.
- 17.4 A minimum of 3 interviews is guaranteed for every student.
- 17.5 A student must qualify in his or her IIJT final exam to avail of the services of the Placement cell.
- 17.6 Please contact Placement department for detailed regulation sheet.

Students are requested to cooperate with the management as we are here to serve the students. IIJT reserves the right to formulate and modify the rules pertaining the conduct of the courses at any or all of its centres whenever it deems fit. We welcome any feedback from students. You may directly write us at [info@ijit.net](mailto:info@ijit.net)

#### **Declaration & Undertaking by Candidate**

I, \_\_\_\_\_, have applied to complete the \_\_\_\_\_ course at IIJT by providing the relevant information which are true to the best of my knowledge and belief and paying the relevant Course Fees. I hereby declare and undertake that I have read and understood the aforesaid "**Rules & Regulations**" and will strictly adhere to the same at all times. I further agree that I will fully comply with all decisions made by IIJT with regards to the above procedures and understand that the same will not be subject to any review under any circumstances. I also agree to indemnify IIJT and/or its representatives in the event of any claims and demands made or any actions or proceedings taken against IIJT by anyone in respect of the Course undertaken by me and or placement procedure or any part thereof resulting from any action (commission, omission, negligent) or any communication (statements, declarations, representations etc.) attributed or attributable to me.

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

