

PROCEDURES, TERMS AND CONDITIONS

Sl No.

ANNEXURE- A
PARENTS COPY

Name of the student..... S/o / D/o.....

Class..... Batch.....

Registration process

- Registration form is to be filled in and submitted to the campus before the end of registration period.
- Incomplete or illegible registration forms, without photograph & aadhar card will not be proceed/accepted.
- Dates for midterm test & semester exam will be given at the time of admission.
- The institute authority reserves the right to change the date and time of the midterm test and semester exam.
- Once admission is done for the particular batch (either X, Y, Z) then the batch change will not be permissible.

Admission formality

- Candidates whose admission form is filled they must pay there fees by the date indicated on the list.
- Parents are requested to fill the admission form properly.
- Parents are requested to attend all the parent teachers meeting, otherwise management are liable to suspend their ward.

Mode of payment

- It can be cash, card or cheque. If cheque get dishonoured then a penalty of Rs 1100/- will be imposed along with the legal action.

Non-Refundable of fee

- Fee once paid neither refundable nor adjustable in any cases.

Fine for late fee

- If parents failed to submit their fees on time, after that they have to pay the fine of Rs 100/- per day to avoid the financial hardship of the organization.

Cancellation of admission

- Those students who will failed to deposit the fee by four weeks of last date of second/third/four instalment, the management are liable to cancel the admission. Re-admission fee will be 5000/- (five thousand) and it is mandatory.
- Those students who will continuously absent for more than 15 working days without any prior or written message to the management, their admission will be cancelled. Re-admission fee will be 5000/- (five thousand) and it is mandatory.
- A student who is involved in indisciplinary, unconstitutional, illegal activity, their admission will be cancelled, and there will no any scope for re-admission of such student.

Medical facility

- The institute provides facility of first-aid only.
- The institute can not be responsible for injury suffered by student. No reimbursement of charge would be toward any medical treatment.

Disclaimer

- All the above terms and conditions are subject to amendment form time to time as per decision of the management. The decision of management shall be final in all matters pertaining to the admission process and policy matter to institute.
- In case of any dispute the jurisdiction of Bhagalpur (Bihar) shall be applicable.
- I (Mother/Father/Guardian) hereby fully endore that I completely read & understand the annexure-A

Authority Sign.

Candidate's Sign.

Parent's/Guardian's Sign.

PROCEDURES, TERMS AND CONDITIONS

Sl No.

ANNEXURE- B
OFFICE COPY

Name of the student..... S/o / D/o.....

Class..... Batch.....

Registration process

- Registration form is to be filled in and submitted to the campus before the end of registration period.
- Incomplete or illegible registration forms, without photograph & aadhar card will not be proceed/accepted.
- Dates for midterm test & semester exam will be given at the time of admission.
- The institute authority reserves the right to change the date and time of the midterm test and semester exam.
- Once admission is done for the particular batch (either X, Y, Z) then the batch change will not be permissible.

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- In case of any dispute the jurisdiction of Bhagalpur (Bihar) shall be applicable.
- I (Mother/Father/Guardian) hereby fully endore that I completely read & understand the annexure-B

Authority Sign.

Candidate's Sign.

Parent's/Guardian's Sign.