

**TRIVEDI COLLEGE OF IT & MANAGEMENT**  
**Rules & Regulation**

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## **1. INTRODUCTION:**

AN ACADEMIC SESSION represents the period commencing from the first scheduled class attended by a student to the specified time of completion of the specific course for which the student has been admitted.

Every course leads to the award of a **CERTIFICATE** subject to the fulfillment of all the requirements.

**INSTALMENT PAYMENT PALN** is a facility that is provided to a student whereby he/she can make a part of the payment for the course admitted to, in monthly instalments.

## **2. ADMISSION:**

Admission to any course is based on the institute's eligibility norms as defined from time to time and the institute reserves the right to refuse admission to any applicant without assigning any reason whatsoever.

An applicant's admission to a course is confirmed for a particular batch only on payment of the admission fee. In the case of a course up gradation. The admission is confirmed on payment of the admission fee as duly specified.

An admission to a course is not transferable to any other individual.

Application for admission into TCIM's course must be made on the prescribed application form.

## **3. RE-ADMISSION**

The registration of the student stands cancelled if he/she remains absent for two weeks or more consecutively without any written permission from the centre in-charge. However, the permission of leave is at the sole discretion of the Centre-in-charge. The fees will not be refunded under any circumstances even if otherwise applicable, if the registration of the student is cancelled due to absence.

A student remaining absent for more than two weeks without prior written permission, wishes to continue with the institute, thereafter, will have to take re-admission by paying Rs-1000/- as re-admission fee.

Re-admission of the student is at the sole discretion of the management of TCIM. No explanations thereto will be entertained.

## **4- FEE:**

- 4.1 A registered student must pay the entire course fee prior to the commencement of the course. However for some of its courses TCIM offers payment by **INSTALLMENT**.
- 4.2 An installment Fee Card is issued to the student on registration, which carries all the details of Installment Fee Payment. The rules pertaining to the Installment Fee card are printed on the reverse side of the card, which will be binding on the student. The total fee paid by installments may be more than the course fee.
- 4.3 Only those money receipts will be valid which carry the TCIM corporate office hologram. Money receipts not carrying the mentioned hologram will be considered as fake and invalid.
- 4.4 Installment Fee must be paid on or before the 8<sup>th</sup> day of the calendar month in which the Installment falls due. In case the student fails to pay in time, a penalty of **Rs. 10/-** per day or more, of the delay period must be paid along with the fee. The student may be debarred from attending the classes after the expiry of the grace period even if it ends on a holiday. All payments must be made by the previous working day.
- 4.5 The name of a student is automatically struck off the rolls and the student is not permitted to attend classes if he/she fails the installment(s) within the grace period.
- 4.6 All courses fee payments are acknowledged by the centre on a pre-printed receipt.
- 4.7 Student will also be liable to pay applicable tax as per Govt. Law.

## **5 IDENTITY CARD:**

- 5.1 Identity Cards are issued to the students on registration.
- 5.2 An Identity Card is valid only if it contains the student's name and address. Starting date and ending date (if applicable) the course he/she is admitted to alongwith a recent specified photograph and is duly stamped and signed by an authorized signatory.
- 5.3 A student will not be allowed to appear in an examination if he/she is unable to produce his/her identity card.
- 5.4 In case of loss of Identity Card, a duplicate Identity Card will issued on a written application and against a payment of **Rs. 50/-**.

5.5 A student is required to renew his/her Identity Card on upgradation of every course.

## **6. METHODOLOGY:**

Each course is composed of different Modules.

Each course is conducted according to pre-defined 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.

These targets may be subsequently altered at the discretion of the centre-in-charge and communicated to the students through the notice board.

During the course every student is evaluated through tests, projects and presentations, each of which forms a part of the students' final evaluation.

Each batch is assigned a faculty who is responsible for the learning process of each 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.

The student is expected to maintain 100% attendance in the allocated batch to get the full benefit of the course.

The Institute reserves the right to make any upgradation in the course through changes in methodology and content.

Any upgradation made in the course is binding on all the students.

## **7. ACADEMIC ACTIVITIES:**

The course academic activities are of two types:

- (a) Lectures and practicals
- (b) Tests, Examinations and Evaluations

Lectures and practicals are conducted in the class room & Labs by a team of qualified faculty members as per-predefined schedule. The academic schedule is decided.

Into sessions of 2 hours each unless specified otherwise. The Module with a detailed session-wise breakup is informed to the student upon commencement of the Module. The tests and examinations are conducted periodically as follows:-

- D Final Examinations at the end of the course.
- D Module Examination at the end of every Module.

**Note:-** The Module Examination is always conducted within **30 calender days** of the completion of the last session or extended period.

Result of the final evaluation will be available to students in a minimum of 30 calender days after the date of the examinations and the certificates will be issued subsequently after the end of the course. No additional payment is to be made for receiving a certificate from the Institute. Appropriate Certificates are awarded to the students who secure above or equal to 40% aggregate marks in the Final Examinations or on the average of the Module Examinations. Students who fail to secure the required marks are not issued a certificate, but can apply for a re-examination.

The students are allowed to take up practice classes by prior reservation subject to availability of machines. No Reservations over phones/fax/email etc. is encouraged and TCIM does not take any liability to provide practice classes as a compulsion (unless specified otherwise).

#### **8. COURSE MATERIAL:**

Every student is provided a set of course Material & Tool Kit during the course free of cost. In case of loss, damage or consumption of any part of the course Material a duplicate set will be issued to the students on payment of an amount as dully specified by the authorized personal.

Course Material is issued to the student on production of a valid identity card.

#### **9. LIBRARY:**

In order to become a member of the Library a students is required to pay a refundable caution deposit of Rs.500/- The membership of the library is not transferable to any other individual.

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 students has not returned the book then he/she will be levied a fine of Rs. 5/- per day after due date. If this time period is more than 21 days. The caution deposit will be impounded alongwith the total amount.

In case the library card is misplaced/lost, a duplicate card is issued only against a payment of Rs.50/-.

In case of a damage or loss of a book issued to a student, he/she will be required to pay the difference if the price of the book is above Rs. 500/- This caution deposit will be adjusted with the price of the book.

The student is required to abide by the rules of the library.

In case of a student transferring from one centre to another. The library account in the current centre must be cleared before such transfer.

## 10. EXAMINATIONS:

10.1 During the course, every student is evaluated through theoretical and practical examinations which form a part of the student's final evaluation.

10.2 Marking system is as follows:

<b>Written Exam</b>	<b>:</b>	<b>100</b>	<b>viva</b>	<b>:</b>	<b>5</b>
<b>Practical</b>	<b>:</b>	<b>15</b>	<b>Project</b>	<b>:</b>	<b>10</b>
<b>Seminar</b>	<b>:</b>	<b>10</b>	<b>Internal assessment</b>	<b>:</b>	<b>10</b>

10.3 A student must clear all dues, monetary or outstanding, prior to the Final Examination, otherwise he/she may be debarred from appearing for the same and will be treated as a re-examination case and will be required to pay the requisite re-examination fee.

10.4 A centralized Examinations fee will be charged from the students for every Module @ **Rs. 400/-**. This fee will not be included in regular course fee.

10.5 Any student, who wishes to improve his/her Final Examination performance can do so by

applying for a re-examination for a maximum of two times after the Final Examinations with a non-refundable fee of **Rs.400/-** in each case.

10.6 In the case of a re-examined student, the last Final Examination marks will be held valid, even if the marks drop in comparison to any earlier examination. No re-examination or re-evaluation of other final evaluation is permitted.

10.7 In case of absence, a student is allowed to appear for the examination by paying an absentee fee of **Rs. 400/-** only, provided the reason for absence is supported by relevant documents and the centre-in-charge is completely satisfied with the reason for such absence.

10.8 If a student is found using unfair methods during the exam then his/her registration will be permanently cancelled or a penalty of **Rs.1000/-** will be levied on him/her. TCIM HP reserves the right to decide this penalty.

10.9 A student will be given 2 more chances if he/she fails to pass the scheduled exams, unless specified otherwise.

10.10 A student must clear the previous semester Exam otherwise he/she will not be allowed to

step into the next semester. A student must complete the 10 point modular programme before appearing for the final examinations.

10.11 The TCIM HO will keep answer sheets upto 3 months (three months) from the date of the

examinations. No application for scrutinizing of answer sheets will be entertained after 3 months (Three Months). In case of the final examinations the application for scrutiny of the answer sheets is to be submitted within 30 days after declaration of the result.

## 11. CERTIFICATION:

11.1 The student's overall performance in a course is based on the weightage average of his/her

score in each of the scheduled tests.

11.2 Students will be given three attempts to qualify each module/Final Exam. If student will not

able Qualify his/her respective exam then he/she will not eligible for final Certification/Diploma. In this particular this will be description power TCIM HO, to provides last chance to re-appear of the same.

11.3 if any student not able to qualify his/her module/Final Exam in number of given attempts.

He/she will not be rewarded certificate/diploma of the institute. Only course participation certificate will ce issue from TCIM HO.

11.4 In case pf printing mistake in mark sheets & final certificate due to wrong detail provided by the Franchisee. **Rs.100/- & Rs. 200/-** respectively will be charged for re-production of the same document.

11.5 Certificates will be dispatched within 30 days of receving certificate requisition forms from the respective centers.

Final certification grading is as blow:

<b>Percentage of marks</b>	<b>final grade</b>
<b>90% or above</b>	<b>distinction</b>
<b>75% to 89.9%</b>	<b>A+</b>
<b>60% to 74.9%</b>	<b>A</b>
<b>50% to 59.9%</b>	<b>B</b>
<b>40% to 49.9%</b>	<b>C</b>

## 12 CANCELLATION OF REGISTRATION :

12.1 A student is expected to maintain proper discipline and decorum, during the conduct of the course.

12.2 Any student found misbehaving in the institute premises or examination hall etc. using abusing or arrogant tone in and around the center premises is liable to have his/her registration terminated, without any refund of fee, even if otherwise applicable.

12.3 Any student found misusing or removing any equipment, book, component, instrument or any other such item which he/she is not supposed to removing from institute premises will be liable to have his/her registration terminated, without any refund of fee, even if otherwise applicable.

12.4 TCIM reserves the right to demand compensation, equivalent to the original price for equipment, components, instruments, book, diskettes, furniture, and fixtures that is found have been deliberately damaged by a student.

### **13. STUDENT TRANSFER**

A student is eligible to seek a transfer from:

- a) One batch to another
- b) One Centre to another

The Management of TCIM has the sole authority to accept or reject a transfer application. Transfer cannot be applied for as a matter of right and is discouraged by TCIM as it hinders the learning process of the student.

Any student seeking a transfer, must submit an application with the required documents to the centre-in-charge along with the deposit of transfer fees which are as follows:

<b>D Centre Transfer (not attended any classes)</b>	<b>Rs.200/-</b>
<b>D Centre Transfer (attended classes)</b>	<b>Rs.400/-</b>

Centre/Batch Transfers will not be permitted under any circumstances:

- D during the last module of a course.
- D if less than 30 days are left for the course to be completed
- D in between the on-going Module.

13.4 In case a student wishes his/her transfer to a higher grade centre, he/she is liable to pay the difference in the fee structure. The Institute is not under any circumstances. Liable to refund the difference between high grade and low grade centre, In case the student seeks such transfer. High grade fee will always be applicable.



Transfers from one centre to another will be applicable only if the student has taken admission in a course the period of which is one year and above.

#### **14. MERGERS:**

The Management of TCIM has the sole discretionary power to merge centres as and when they deem fit for the total betterment of the centres, course & students or to avail benefit of specialized manpower. The students of the so called merged Centres will have to continue as per the terms set by the Management and can not change the Centres or ask for refund under any circumstances.

#### **15. PLACEMENT & JOB GUARANTEE CRITERIA:**

TCIM's guarantees job service attempts to place every student under its preview. This guarantee is available to students of specific "job Guarantee Courses" only. However, other students may also apply for the job.

The students:

- a) should have successfully completed XII/ INTER and be able to produce proof of the same.
- b) Should have registered for placement by filling the placement registration form.

The students may register for placement any time during the continuation of the course.

- a) The student pursuing "Job Guarantee" courses should fill up and submit the "Placement Request Form" latest by a month from the very date of course completion.
- b) A student failing to fill up the respective form will be treated as "non-interested candidate" and thus, no placement service will be provided by TCIM under any circumstances thereafter.

**JOB WILL BE PROVIDED TO THE STUDENTS WITHIN 3 CALENDER MONTHS FROM THE MONTH OF SUBMISSION OF THE "PLACEMENT REQUEST FORM" IN ANY PART OF THE COUNTRY. HOWEVER THE MANAGEMENT WILL TRY TO PROVIDE THE SAME IN THE HOME STATE.**

Complete co-operation with Industries offering placement with placement official of TCIM and continuing and participative interest on the part of the student, are essential for job to be guaranteed.

The students are requires to exhibit the commitment and discipline as appropriate for a professional work place. As such, students are expected to maintain high standards of attendance, punctuality, regularity, etc. failing which enrollment with the job Guarantee scheme may be cancelled on disciplinary grounds

A student wishing to defer the job Guarantee scheme must apply in writing to the Centre-in-charge before the completion of the course.

Students are expected to follow the rules of TCIM as well as the rules of the organization where sent during the scheduled period.

The dropout rules stand modified during “Job Guarantee” scheme. A student may be classified as a dropout whenever continued absence exceeds 2 weeks without prior permission.

Re-introduction including the dropouts as above is at the sole discretion of the Management of the Institute.

For physically handicapped persons TCIM does not take any responsibility of placement.

TCIM will call the students for interview through phone, letter, fax, courier, email etc. if the student fails to attend the same within 48 hours TCIM will not take any liability in future for their placement.

If the student does not present himself for the interview on the date of appointment. TCIM will not provide any other option under any circumstances nor can the candidate ask for the same. The student should inform the placement division the result of the interview falling which his candidature stands cancelled.

After filling the placement Request Form. If a student is found to reject the opportunity offered by the Placement Division due to personal reasons or any other whatsoever. TCIM will not take any liability to provide the same again.

TCIM does not take any liability to get JOB for a student who does not qualify in the scheduled examination.

#### MACHINE TESTS & PRESENTATION

D Machine test and self presentation will be conducted before sending a candidate for an interview.

D Candidate has to score minimum 40% marks in machine tests and present himself/herself to the complete satisfaction of the placement officer.

D candidate will be given 3 consecutive chances for the same.

D if the student/candidate fails to qualify 3 times. Consecutively, the job Guarantee will stand cancelled.

D 90% attendance is compulsory for job-guarantee.

**16. REFUND:**

Course Fee is not refundable under any circumstances.

Library Deposit is refundable on completion of the course after clearance is received from the relevant authority.

In the event TCIM is unable to provide a job to a student, who has complied with all the terms and conditions of the Agreement, within a period of 3 months after completion of the course. TCIM will refund half of the total fees paid by the student within Three months in Three equal installments.

**17. OTHER MATTERS:**

TCIM reserves the right to formulate and modify the rules pertaining to the conduct of the courses at any or all of its Centres whenever it deems fit.

The contents of this booklet are provided to the students as necessary/guidelines for their reference, and do not reflect or disclose the internal procedures followed by the INSTITUTE and its AUTHORISED TRAINING CENTRES. TCIM reserves the right to maintain complete secrecy of its procedures and is not bound to disclose the same, even on demand.

DATE:

SIGNATURE

PLACE:

SEAL

DESIGNATION