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II. Definition of Terms

- a. PRO ED – Career Enhancement Program on Mainframe Technology (CEPMT)
- b. CoC – Code of Conduct
- c. Batch: It is a group of students registered for a specific course / semester that runs according to a specified schedule. Each batch has a batch code, specific commencement date and clear batch milestone
- d. Break: A special facility provided for a particular period to students on specific grounds after due approval by the centre head to prepare for formal academic examinations
- e. Career Program: A program intended for those who wish to develop / enhance their careers
- f. Certificate: A statement of successful completion of the program enrolled for
- g. Fee: The payment made by a student towards various applicable services for the program admitted to.
- h. Fee Defaulter: A student who has not paid his / her installments within the specified period
- i. Module: A topic or subject within the course
- j. Job Guarantee: A service provided to enable eligible students to embark on a career.
- k. Transfer: A facility for the student to enable movement from one batch / centre / city to another batch / city / centre.

III. Curriculum

- A. The curricula offered by Pro ED are as follows:
 - I. Career Curriculum
 - II. Skill Upgrade Curriculum
 - III. Modular Curriculum
- B. Career Curriculum: Programs / courses offered for those seeking to develop or enhance their skill for starting careers with an advantage.
- C. Skill Upgrade Curriculum: Programs / courses offered for those who want to enhance their existing skills to help them to perform better or professionally manage new challenges/projects.
- D. Modular Curriculum: Programs / courses offered to those who want to enhance their existing skills / seek to acquire literacy or end user skills, or for Doubt clearance.

IV. Admission Criteria

1. Admission to a course in Pro ED is based on the eligibility criteria as defined from time to time. However, the eligibility is no Guarantee for admission.
2. Admission to a course is NON-TRANSFERABLE to another individual. Exceptions are not rules out.
3. Admission to Career program is available only after successful completion of B.TECH/B.E, MCA or equivalent. A student seeking admission to the career program must be able to provide proof of completion of the same.
4. A student seeking admission to any course that has been mapped to that of the existing alliance must fulfill the criteria of formal education as specified and existing then
5. A student can seek admission by paying a booking fee as applicable. However, the admission process has to be completed at least 72 hours prior to the start of the batch. Booking is only a facility and does not reserve a seat in a particular batch and also does not offer protection against a fee increase in case of change. Booking fee is non-refundable.
6. A student who has enrolled for a program is implied to have gone through and fully understood:
 - a. The contents of the course
 - b. The obligations of the students as stated in the “Student Code of Conduct” Pro Ed staff can offer and only suggest the program / course best suited to the requirement of the candidate. However, the student is free to decide the courses as per his / her requirement and Pro ED Training Private Limited does not owe any responsibility /liability to the students on the course selected by him / her
7. Admission of a student to any course remains valid up to whichever of the following is earlier:-
 - a. Completion of course and the receipt of certificates / semester / trimester end performance statements.
 - b. Cancellation of admission on account of being an academic or financial drop out
 - c. Validity of admission will be the course duration plus 3 months from the start date unless and otherwise communicated by centre management

V. Selection Norms

1. Admission to programs / courses offered by Pro Ed Training is governed by specified eligibility criteria as and when defined from time to time.
2. Details of the selection norms and the assessment process are available with the counselors and the centre managers.
3. For admission to programs / courses which require certain pre-requisites to be fulfilled, it is the responsibility of the student to ensure that those requirements have been adequately met ICA SHINE’s responsibility is limited to informing the candidates of the applicable pre-requisites for each program / course

VI. Fees and Other Details

1. The student has the option of paying the fees either in lump sum or by installments as agreed upon at the time of enrolling.
2. All fees are due on the 1st of every month; however, a grace period till the 10th of the month is given to the student after which, a fine of Rs. 10/- per day shall be levied from 11th to 15th of the month and a fine of Rs.20/ per day shall be levied from 16th to 25th of the month.
3. If a student fails to pay his / her fees on or after the 26th day of the specific month, then he / she shall be termed as a drop out and his / her name would be automatically struck off the rolls. He / she shall not be permitted to avail of any facility at the centre thereafter. If the student wishes to join back, he / she is liable to pay all the fees that are due along with the fine and rejoining fees which is Rs.2248/(Rs.1500 for remake charges+Rs.500 for readmission charges+10.30% service tax)
4. In case a student needs extensionⁿ to pay his. / her fees then he / she has to make an application in writing for the approval of the Centre Manager, before the 10th of the month and obtain a written permission from the Centre Manager in writing. Extension cannot be demanded as a matter of right.
5. The mode of payment shall be cash, local cheques or demand drafts. Outstation cheques will not be accepted.

VII. Academics

A. Identity Cards

- i. Every student shall be issued an I card on enrolment. The student is required to carry the same at all times whilst he / she is at the centre and produce the same when requested by the personnel of the centre
- ii. The Identity Card to be valid needs to have the students full name, course name, and a passport size photograph of the student and should be duly stamped by an authorized signatory of Pro Ed.
- iii. The identity card issued to the student is centre specific and cannot be used at any other centre for availing the facilities of the centre
- iv. In case of loss of identity card, a duplicate shall be issued subject to written request from the student duly countersigned by the Centre Manager and on payment of applicable fee
- v. The identity card is valid only for the duration of the course enrolled for.

B. Attendance

1. The management shall fix a schedule for theory and practical's, and shall endeavor to maintain and adhere to the same. The student is required to adhere to the schedule. The management however is not responsible for any change in schedule, postponement or cancellation of lectures or laboratory sessions, for reasons, which are beyond their control.
2. Every student is expected to maintain a minimum 85% attendance in both theory and practical sessions in order to be eligible to work on projects, where applicable and to appear for the exams & placement assistance program.
3. In case of absence from classes for 3 days or more, the same is to be discussed with the concerned faculty well in advance and the reason for the same to be given in writing and permission be obtained from the Centre Manager
4. The student's parent / guardian may be informed in case of irregularity in attendance.
5. Any student remaining absent for more than 25 days without written notice will be considered an Academic Drop out and needs to pay Rs.2248/(Rs.1500 for remake charges+Rs.500 for readmission charges+10.30%tax) for rejoining the classes in the same batch or different batch.

C. Tests, Assignments and Projects

1. Assignments, Projects and Exercises given to the students shall be completed and submitted within the specified time period. The Management shall be under no obligation to extend the time so fixed.
2. Students must appear for all periodic tests and complete all assignments and projects given to them.

D. Upgrades and Degrades

1. A student has the facility to upgrade from a lesser duration course to a higher duration course, before the end of the final exam, otherwise the student has to enroll as a fresh admission and pay the fees accordingly
2. Once paid, the upgrade is non-refundable
3. A student once enrolled shall not be allowed to degrade to a lesser duration course, under any circumstances.

E. Final Examination

1. The management retains the right to debar any student from appearing for the final exams if his attendance or performance in the internal assessment is not satisfactory.
2. In case a student fails to clear his / her paper in the first attempt, the he / she has to pay an applicable resit fee to appear for the next immediate attempt.
3. The management reserves the right to debar any student involved in malpractice in the examination hall. The student can be allowed to resume the course, solely, at the discretion of the Management.
4. Re-evaluation is applicable at certain select centers and the student needs to pay a fees for the same. The student can do so within 2 weeks of declaration of results at these centers.

F. Break in Course

1. Students are permitted to take a break only as per the following policy:-
 - a. 5 months Course – 1 break

The break will be allowed only on a valid reason given by the student and is subject to approval of the Centre Manager. However, during the break period the student will have to continue to pay his fees installments regularly, otherwise he / she will be treated as a financial drop out. A break given is for a maximum period of 25 days only, subject to a written approval of the Centre Manager.

2. In the event of rejoining, the student will have to cover up the missed classes on his / her own and the missed practical by booking extra time in the lab subject to availability.

G. Transfers

In general way the transfer is not appreciable and accepted. In view of the exceptional circumstances, transfer may be granted only if:

From one Centre to Another Centre in Different City

1. Job transfer of parents or the student himself/herself. In that case the photocopy of the transfer letter should be enclosed along the transfer application form.
2. Shifting of home. In that case rents received or supportive documents should be enclosed along with the transfer application form.

If transfer is granted in different city then:-

- a. He /s he has to make a written request in prescribe form L2 to the Centre Manager, stating reasons for the request. Transfer is subject to the availability of seats and same course at the destination centre.
 - b. The student shall not be issued fresh course material for the portion covered at the destination centre. The difference in course fee, if any, shall have to borne by the student. In case the fee at the destination centre is lower, then the student would continue to pay the same fees as was applicable at the originating centre.
 - c. Both transfer fees and difference in fees are non-refundable
 - d. Transfers would be granted on completion of the particular module. Students have to join the destination centre at the beginning of the next module.
 - e. Scholarships / awards given to any student are centre specific and shall stand withdrawn in case of transfers
 - f. Any financial loans / commitments taken at the originating centre have to be cleared by the student and a no Objection obtained from the Centre Manager. The financial liabilities cannot be transferred to any other centre.
 - g. No intercity transfers are allowed within the municipal limits.
2. From one course cycle to another
 - a. Transfers from one time slot for course 12 months & above to another shall be allowed only once during the entire duration of the career course enrolled for and on a genuine request of the student subject to the discretion of the Centre Manager.
 - b. Student will have to pay a fee of Rs. 500/- for the same.
 3. Transfer within regional territory but in different city
 - a. Student will have to pay a fee of Rs 1000/-.
 4. Transfer in different region within National territory.
 - a. Student will have to pay a fee of Rs 1500/-
 5. Transfer within different centre in a same city is not allowed under any circumstances.

H. Certification

1. A student shall be awarded the relevant Certificate upon the successful completion of the course enrolled for and only if the complete fees has been paid
2. In the event that a student is not able to complete the course enrolled for, such a student will not be awarded any lower credential.

I. Policy on Resits

1. It is imperative that the student takes up the final examination on the scheduled exam date along with the batch.
2. Under exceptional circumstances like illness / demise in the family and after the student proves the same, the student will be allowed to take up the next immediate exam, without payment of re-sit fees.
3. A student becomes a case of resit in all other circumstance, where he / she is unable to sit for the examination on the specified date.
4. A student would be permitted a total of 3 attempts during the tenure of the course enrolled for.

VIII. Computer Laboratory

1. Entry into the Lab is permitted only of the student carries a valid Identity Card. One computer shall be allotted to two students for the purpose of practical assignments.
2. Any student arriving more than 15 minutes late for the practical sessions shall lose his / her entitlement to that particular slot.
3. Students shall not be
 - a. Permitted to carry their own laptops, PDA, Palmtops, CD/floppies or stationary
 - b. Permitted to play games in the labs
 - c. Permitted to browse internet for the contents
 - d. Permitted in involving themselves in an activity that disturbs the fellow / other students.
4. Students shall adhere to the guidelines and instructions given by the faculty in the lab.

In case a student is found in possession of material that should not be carried into the centre, the same are liable to be confiscated.

IX. Job Guarantee

1. Job guarantee will be provided to those students who fulfill the following criteria:
 - a. 85% attendance should be maintained by the candidate.
 - b. 60% marks is required by a candidate to pass in each module of the course
 - c. Student must have to pass the free International Certificate (MCSA or RHCE) as per the vendor guideline, for 100% job guarantee.

X. Discipline

1. Students are required to maintain decorum while attending the course.
2. All rules pertaining to usage of infrastructure and facilities should be observed
3. No academic or course material may be copied. The academic or course material provided to the student is for the exclusive use of the student and the same should not be transferred, assigned or sold to any person. Students found violating the same are liable for prosecution under the copyright law or any other law in force at the time of the incident.
4. Centre management reserves the right to suspend / debar / expel any student involving in unlawful or nefarious activities disturbing others.

XI. Student Complaints

1. Students can approach the following people of the concerned Centre for guidance or assistance:

a. Feedback on Lab / Class / Infrastructure	:	Centre Manager
b. Placement Related	:	Centre Manager
c. Academic – Upgrade / Course related	:	Counselors
d. Issues of course / Reference Material	:	Centre Manager
e. Centre Transfer	:	Centre Manager
f. Batch Transfer	:	Centre Manager
g. Certificate Issue	:	Centre Manager
h. Payment related	:	Counselors, Centre Manager

2. Feedback / Open Houses sessions are held for students of every batch, where they are requested to let the concerned authorities know of their concerns / grievances on a periodic basis, so that appropriate steps can be taken to solve the concerns / grievances thus expressed.

XII. Information to the students

Any changes that effect the student shall be communicated to the student by the faculty in the class through Students Notice board at the centre. It is the responsibility of the student to keep himself / herself abreast with the communications made from time to time, irrespective of whether the student is attending the classes or not.

XIII. Change of and Compliance with the Code of Conduct

The management reserves the right to change the name of the course or vary the course content based on decisions taken by Pro Ed management. The said decisions shall be final and binding on the students.

XIV. Responsibility / Liability towards Student –

- a) Completion of training program as per commitments
- b) Provide proper practical's/Lab sessions, along with proper training reference materials.
- c) Provide opportunity for interviews, internal/external opportunities.
- d) Providing pre-interview guidance.

STUDENT CODE OF CONDUCT

FORMAT S-2

XV. Acknowledgement by the student

I have received a copy of the Students Code of Conduct. I have read and understood the CoC. I was also explained the rules / policy governing academic scholarship and project, if applicable. I agree to abide by them in letter and spirit.

Name (As per Certificate): _____ Place: _____

Father's Name: _____ DOB: _____

Course Enrolled for: _____ Roll No: _____

Student Signature: _____ Counselor Signature: _____

Guardian Signature: _____