

### **Declaration by the Applicant**

I, \_\_\_\_\_, do hereby declare that the information provided in the Application Form are complete and true to the best of my knowledge and belief. I further undertake as under:-

1. I have not been disqualified by any University or other Institution from appearing for any examination or from seeking admission for any course of study.
2. I agree that the Institute has the right to cancel my admission and/or withdraw the Certification awarded to me if it finds that the information provided is incorrect and/or misleading at any point of time.
3. I agree that I shall abide by the rules of discipline and code of conduct of the Institute and any modification to the rules, as made from time to time.
4. I state that the Institute has the right to verify the certificates and information provided by me. In any case, if any certificate provided is declared invalid upon verification then the Institute shall have the right to cancel my admission forthwith
5. I understand that 75% attendance is mandatory in each subject of the course, including classroom sessions and practical in each semester. I also understand that non-compliance to the attendance requirement will lead to ineligibility for the end-semester examination/assessment and end-course certification.
6. I admit that I am a student of TISS-SVE and intern with a company/organization as a part of my course curriculum for Applied Programme. I am aware that, I may not get any stipend during this course.
7. I confirm that under no circumstances shall I claim employment with a company/organization where I shall be placed for internship. I am aware that, I may not be insured by the Knowledge Provider for Skill Training (KPST) /Service Provider (SP)/TISS-SVE or any other related agency during this course.
8. I hereby confirm acceptance of admission by immediate payment of the First installment of 'Course Fees' & 'Caution Deposit' (refundable on submission of No Dues Certificate).
9. I undertake that I will not be involved in any unfair practices, misconduct, illegal activities or any act during the course.
10. I understand that I am solely responsible for paying fees as per the timelines/due-date.
11. I am aware that the application fees paid at the time of registration is non-refundable

12. I understand that the Institute has the right not to permit me to appear for examination or keep my results withheld if I have not paid my fees.

I understand that in the event of any discrepancy and non-compliance to the above-mentioned, the institute has the right to cancel my admission. In this case, I will not get the fee refund (as per the fee refund policy).

### **FEE REFUND POLICY**

1. Application Fees of Rs.200/- is non-refundable.
2. If a student/candidate withdraws the admission before the commencement of the course, the entire fees collected from the student/candidate shall be refunded, after deducting the processing fees of Rs. 1,000 /- (One Thousand only).
3. If a student/candidate withdraws soon after the commencement of the course, not exceeding a month after the commencement of the course, then such student/candidate should submit a written application to the respective Service Provider for which he/she must obtain an acknowledgement. On receipt of communication / acknowledgement from Service provider, the Institute will refund 50% of the tuition fees paid by the student.
4. Withdrawal of admission after one month of the commencement of the course, no refund of fees will be applicable (except for refundable caution deposit).
5. Receipt for fees should be carefully preserved and returned at the time of withdrawing admission from the Institute, for initiating refund (wherever applicable)
6. Caution Deposit of Rs. 5000/- will be refunded on submission of 'No Dues Certificate' at the time of leaving the programme. Dues to the Institute, if any, will be recovered from the 'Caution Deposit'.
7. In case if the university is not able to start a batch in a particular location for a particular program for which student has applied for, in such cases student will be given an option to opt for same program in another location or to choose another program in the same location. If student does not agree to opt for another program/opt for another location, in such case the full fees paid at the time of admission to be refunded to candidate/student. Processing Fees of Rs. 1,000/- will not be deducted in this case.

### **LETTER OF AUTHORIZATION (INFORMATION RELEASE FORM)**

I hereby authorize TISS-SVE and /or any of its subsidiaries or affiliates and any person authorized by TISS-SVE, to contact the concerned authorities and all such sources required to verify information, educational

qualification provided in my application for the above-said course as may be deemed appropriate by TISS-SVE.

I hereby authorize the concerned authorities who may have information relevant to the enquiry to release the information to TISS-SVE. I release all persons from liability on account of such disclosure. I willingly confirm that photocopy of this authorization be accepted with the same authority as the original.

### **CONDITIONS FOR ADMISSION**

1. Admissions subject to availability of KPST in chosen OJT location (since on the job training is a mandatory component of the programme).
2. The programmes offered by SVE are work-integrated and undergoing OJT in every semester is mandatory. During the programme, if in any condition KPST are not offering OJT at the given location, the student might be relocated to a new location to complete the programme, as recommended by the Institute.
3. Normal batch size for B.Voc. & Diploma programme is 80. However, with a minimum strength of 40 students, the programme can be offered. But under any circumstances, if the batch size reduces to 10 or less than 10 at any point of time, the sessions will be conducted in self-study mode. However, 5% to 10% of doubt-clearing sessions can be conducted in contact mode or online mode or student can be relocated wherever the corresponding batch is available.
4. Normal batch size for Post Graduate Diploma programme is 60. However, with a minimum strength of 30 students, the programme can be offered. But under any circumstances, if the batch size reduces to 10 or less than 10 at any point of time, the sessions will be conducted in self-study mode. However, 5% to 10% of doubt-clearing sessions can be conducted in contact mode or online mode or student can be relocated wherever the corresponding batch is available.
5. The student shall be responsible for and abide by all institute norms while on campus or off-campus. In case of any deviation or inappropriate behaviour or misconduct, the Institute has the right to take strict disciplinary action against him/ her.
6. The student will have to pay a caution deposit of Rs. 5000/- as a one-time fee, which is a refundable deposit paid against any damages to infrastructure at the location of KPST and at the neutral venue. In case of no pending dues, the same will be refunded towards the end of the programme by submitting the 'No Dues Certificate'.
7. Towards the end of 3rd year of B.Voc. programme or at the end of each year (in certain sectors) , the student may get an opportunity for dual certification (given the opportunity, this will be mandatory for the entire batch). Besides the degree from the university, there may be a domain assessment of the student by the relevant sector skill council (which is applicable for certain sectors). The dual certification is expected to enhance the scope of employability, increase career prospects and professional growth. However, the relevant assessment fees for the same will have to be borne by the student, which is currently ranging from Rs. 800/- to Rs. 1500/- for a particular job role. The exact fees for

the same will be communicated to the student as and when applicable. Some Sector Skill Council might conduct the assessment in each year.

**NOTE:** For B.Voc programmes, if the student has just appeared for the 12th or equivalent examinations and awaiting results, admissions will be granted on a provisional basis. Student needs to submit his / her passing marksheet before 1st semester examination. In case of failure to do so, admission may stand cancelled. Similarly for Post graduate programs, submission of graduation certificate is mandatory.

- o I have read and accepted the terms and conditions stated above.