

Maa Narmada Professional Education Services Pvt. Ltd.

Office : 1st Floor, Samdariya Abhinav Complex, Damoh Road, Shiv Nagar, JABALPUR (M.P.)

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Ph. - 0761- 4084528, 4007445

Session. 200_-_-

REGISTRATION FORM

Registration No.

Enquiry Form No.....

Fill in the following table

Programming Applied for	Fees Details		
	Receipt No.	Date	Amount

All entries are to be made in BLOCK LETTERS

Name																					
Father's Name/Guardian																					
Address																					
																			Pin		
City																			Sex (M/F)		
Phone with STD Code																			Age (in yrs.)		
E-mail																					
Date of Birth						Mobile															
Occupation																					

ACADEMIC QUALIFICATION

(Must attach attested certificates copies)

Examination	Board/University	Yr. of Passing	Marks Obt.	% age of Marks
(a) Matric				
(b) 10+2 or its equivalent				
(c) Graduation				
(d) Any other Exam/Course				

EMPLOYMENT DETAILS

(If Employed / Self Employed)

Name of Organization			
Department	Designation	Experience in Years	
Monthly Salary	Job Profile		

TERMS & CONDITIONS / RULES AND REGULATIONS

(A) APPLICATION

1. The Terms MNPE Means Maa Narmada Professional Education Services Pvt. Ltd.
2. Application for admission into the MNPE course must be made on the prescribed application form.
3. The prospectus along with application form is provided to the candidate on payment of Rs. 300/- only.
4. Application form fees is not a part of course fee or registration fee or any other fee.

(B) REGISTRATION

1. The registration fee is not a part of the course fee.
2. Registration fee is non refundable / non transferable under my circumstances & registration is valid for 18 monthsh

(C) IDENTITY CARD

1. Identity cards are issued to students. A registration code is allotted which is entered on the identity card.
2. The student must affix the required sized photograph and get the identity card duly signed, stamped and validated by the Centre Director/ Manager.
3. For security reasons, it is imperative for a student to carry his/her identity card to the MNPE Centre, otherwise he/she may not be admitted in the MNPE premises.
4. It is mandatory to present the ID-card to the cashier/counselor while paying the fee.
5. If the Id-Card is lost, the student has to pay a find of Rs. 50/- and get a duplicate card.

(D) FEE

1. The Course fee must be paid prior to commencement of the course.
2. The installment facility cannot be demanded as a matter of right.
3. The installment plan will be finalised by the centre manager at the time of registration. The student shall then pay the fee according to the invoice raised.
4. The total fee paid by installment may be more than the course fee, as the cost of payment by installment will be borne by the students.
5. Installment fee must be paid on or before the due date of the calendar month in which the installment falls due. In case if the students fails to pay in time, a penalty of Rs. 25/- per day, will have to be paid along with the fee. No reduction/rebate will be allowed, if the student pays the installment prior to the due date. In case of a default in payment of fee installment for more than 5 days, the student will be stopped from attending classes. If the due fee is not deposited within 15 days, the centre director/manager has the right to cancel the registration of the student concerned.
6. Students pursuing course semester wise will have to deposit the semester fee in advance prior to commencement of the batch.
7. For all course fee payments, the centre issues a receipt only on SVMT corporate office* Preprinted format. No other receipt, on plain-paper, letter-head, or any other pre-printed format should be accepted.
8. The MNPE will not be responsible for any payment made to any unauthorized persons.

(E) FEE PAYMENT

1. Stipulated fee for the course could be paid by cash, cheque or demand draft subject to realisation. The cheque or draft should be in favour of MAA NARMADA PROFESSIONAL EDUCATION SERVICES PVT. LTD. payable at Jabalpur. Payment made by the student in any other name is not acceptable and it would not be considered as fee for the course.
2. In case cheque bounces the student will have to pay Rs. 300/- and Bank charges along with that installment which is to be paid in cash.
3. Fee Payment once made is neither refundable, nor transferable under any circumstances.
4. Change in fee plan will not be permitted during the course.

(F) DISCIPLINE

1. The students of the ACC centre is expected to maintain a high standard of discipline and decorum, during and within the conduct of the course.
2. A student found misbehaving, using abusive or arrogant tone in and around the MNPE Centre premises, is liable to be terminated without any refund of fee.
3. A student found misusing or removing any equipment, book, component, instrument or any other such items which he/she is not supposed to remove from the MNPE premises/lab be liable to be terminated, without any refund of fee.
4. The MNPE Centre reserve the right to demand compensation, equivalent to the original price of the equipment, component or instrument deliberately damaged by a students.

(G) TRAINING

1. Any student looking for centre help can request in advance by submitting the prescribed form.
2. After completion of the internship training student has to submit copy of certificate at centre.

(H) LEAVE / BREAK

1. The students will have to submit a written application to the Centre Director/Manager for any Leave/Break. Fresh batch / class will be provided to such students but as per the availability.
2. No fresh batch / class will be provided if no pre information in writing is received and acknowledge by the Centre Director / Manager. Such students will have to cover up the backlog on their own efforts.
3. Once the name of a student is entered into the attendance register, it will be taken as granted that a batch has been allotted to him /her and the student is attending classes regularly.
4. If student is absent without approval, Centre is not liable to cover up that class / course.
5. Centre Cannot be made liable for delay in completing the course due to leave/break/absent or any other reason by student.

(I) TRANSFER

1. No transfer will be given in same city.
2. In the state/Dist./Country where MNPE has the centres student can apply for the transfer with the fee Rs. 1000/- (one thousand) at centre, subject to availability of the course and the seat.
3. Centre will forward that application with Demand Draft Rs. 500/- to Corp. Office and request for the transfer with complete student history of fees and course status Balance Rs. 500/- centre share
4. Corp. office will try to manage with required centre and after written confirmation and modification in fee will issue transfer. Before that (old) centre has to send student's balance fee to corp. office that will be forwarded to new centre.
5. Student will get transfer with written approval. The fees and instalment facility will be applicable as per origin centre or new location centre whichever is higher and batch will be given only on availability of the seat.
6. New ID card will be issued to the student. Old card will be sent back to corp. Office.

(J) MEMBERSHIP CARD

1. Membership card can be obtained by the student after completion of the course by paying prescribed fees at that time.
2. All benefits of membership will be valid at MNPE centre.

(K) GENERAL

1. All the students related information, reports, notices, modifications and other activity circulars will be put on the Students Notice Board students & will not be informed personally on phone or through mailers.
2. The directors of the MNPE reserve the right to formulate and modify the rules pertaining to the conduct of the courses at any or all of its Centre.
3. The student may seek clarifications and redressal, make suggestion and complaints, and provide authentic feedback to the MNPE management on any issue that affects his/her education/training with the MNPE Centre.
4. Suggestion/Feed back to centre director, box will be available at every centre.
5. For successful completion of the course in time it is mandatory for students to attend all lectures, program as per schedule of the centre.
6. Batch timing can not be the matter of right. It will depend upon the availability of the centre and final decision of the centre director/manager.
7. MNPE Management reserve the rights to use your photographs, name & company's name where you are working or were working for the awareness of course or promotion of MNPE Institute. No objection should be claimed.

(L) EXAMINATION

1. Student should plan their examination in accordance with University schedules.
2. Students should submit the examination form alongwith Rs. 150/- per paper before the cut off date declared by the centre.
3. Any student who fails in the Exam has to reappear in examination and will have to pay Rs. 150 per paper as the re-examination charges.
4. Any student looking for improvement has to re-appear in exam and submit the form along with Rs. 150 per paper.
5. To Re-appear/improve student has to submit the form along with the fee within a month of result declared.

(M) FORCE MAJEURE

1. The MNPE shall not be liable for delay or failure in performance of any of its obligations under the Agreement when such delay or failure arises from events or circumstances beyond the reasonable control of the MNPE (including, without limitation, acts of God, fire, flood, war, explosion, sabotage, terrorism, embargo, civil commotion, acts or omissions of any government entity, supplier delays communications or power failure, equipment or software malfunction, or labor dispute) Judicial proceeding regarding any matter arising under the terms of the Agreement shall be brought in the relevant courts of Jabalpur in the state of Madhya Pradesh, India.

DECLARATION

I have carefully read the academic and administrative rules and regulations of the MNPE as given in this Prospectus and Application Material and agree to abide by the same. I hereby apply for the course/module enrolment and declare that the answer and statements made by me in this proposal Form have been made by me after understanding the questions and the said answers and statements are true and complete in every particulars and that I have not withheld any information. I understand that in case/withdraw from the program I will not be entitled to claim any refund of amount paid to MNPE. I do hereby agree and declare that these statements and the answers and this declaration shall be the basis of the Contract of Assurance between me and the MNPE, that the information given by me in application is true & correct and have gone through the above Terms & Conditions. My signature below certifies that I have read, understood and agree to the rules regulations of the MNPE including "Disclosure", "Legal Aspects", and my financial responsibilities.

Date at on day of 200

Student's Signature