

RULES & REGULATION AT ICAD-SL

DISCIPLINE AT ICAD :

1. All students should carry the identity Card issued to them at the time of admission, whenever they are in ICAD SL premises and should produce it whenever demanded.
2. No transaction of whatever nature will be made without I- Card a fine of Rs. 100/- will be charged.
3. Students should observe silence in the premises.
4. Students should not chew chewing gums and should not use any tobacco products in the premises.
5. Students should not carry mobile phones with them, if at all it is necessary for them to carry; it must be kept in SWITCH OFF mode & must be submitted at the HELP DESK. Any body found to be keeping/ using mobile phone during classes or in premises will be penalized and mobile phone also will be seized.
6. Students should not cause any damage or defacing to the institute's property such as the Library Books, Furniture, Equipment, Instrument, Wiring, Switch Boards, Water Cooler, Air Cooler, Fittings or any other property. If any damage/ loss are caused by any student the same should be compensated by the concerned student as per the directives of the authority.
7. Full attendance is compulsory for all Lectures Sessions & all Examinations. If a student is found to be irregular in attendance and academics activities, he/she is liable to be expelled from ICAD SL and no fees will be refundable.
8. Any student who is expelled on the ground of any indiscipline is liable for forfeiture of the earlier fees paid.
9. Students should enter the class **15 minutes** before the Lecture / Session / Test.
10. Students should not assemble around the premises either before or after their classes. They should quietly disperse immediately after their classes.
11. Students must share all information given to them (including results) with parents.
12. Students should park their vehicles as guided by the Security Staff. ICAD is not responsible for any loss or damage or theft of vehicle.
13. ICAD is not responsible for any loss theft of your belongings/ valuables from classroom.
14. I/ We understand that my/ our ward will be expelled for any of the following act:
 - a. Consistent unsatisfactory progress despite repeated reminders and counseling sessions.
 - b. Any act of Immorality
 - c. Stealing or extortion of money or any item from other students.
 - d. Contempt of authority
 - e. Damaging Institution property
 - f. Any word, statement or action likely to undermine the reputation of the institution
 - g. Bullying, assaulting and any act of ragging
 - h. Smoking, drinking alcohol and use of other psychotropic drugs & substances
 - i. Student found in gossiping, involvement in opposite gender students or into relationship
 - j. Student is found to be involved in any activity through sms or any social media platform which is maligning the image of ICAD School of Learning Pvt Ltd., or any person related ICAD then ICAD-SL reserves the right to take action against the student which may be penalty/suspension/termination or any other legal action.
15. Parent should ensure that student is abiding all the rules & regulations.

ACADEMICS AT ICAD :

1. It is presumed that students have enrolled in the course because they have seriously taken up the target and are ready to work for the same. Non-serious students will be expelled from ICAD SL and no fees will be refundable.
2. Students must follow all techniques of ICAD SL with full faith in its system. The course will appear to be very tough and frustrating, if it is not done properly.
3. Students are required to stay focused with the academic program of ICAD SL. The problem sets and tests of ICAD SL are comprehensive enough and students should not run here and there for other tuitions/ course/ material etc.
4. Students should not use calculators/ cell phones for numerical work, it is not allowed in the examinations.
5. ICAD SL takes care of Physics, Chemistry, Mathematics & Biology up to the JEE & Medical Entrances Exam including board. However, to go beyond board level, students are required to do the self-study as guided by ICAD-SL system. Students should not waste their precious time and energy for other unnecessary things.
6. In foundation course students are prepared in Physics, Chemistry, Mathematics & Biology to make them comfortable with JEE & Medical courses during their XI & XII preparation.

7. In the competitive exams, one has to seriously learn to think and apply the knowledge. Even a break of one lecture will adversely affect the performance. Students must learn these skills as guided by ICAD SL system. Whereas in the board exam, 15 days of mugging may easily produce 70%- 80% score.
 8. If a student is absent for lectures or academic sessions, he/she should cover the academic loss immediately on his own by putting extra efforts. Doubt clearing can be done, if student approaches the faculty after efforts to cover loss on his part. However, it will not be possible to teach the lost part.
 9. If a student is absent for any examination, he/she must attempt the same at home/ ICAD SL under examination conditions and submit the answer/ bubble sheet immediately for checking. In such case the score will not be added in cumulative performance but it will be helpful for self- analysis.
 10. Any personal difficulty faced by the student, at any stage, in any of the subjects of Mathematics, Physics, Chemistry & Biology, should be immediately brought to the notice/ attention of the Director (Academics) / respective Center Head personally. It should be discussed so that proper remedial measures are taken then and there.
 11. Specially prepared practice problem sheets are given for Mathematics, Physics, Chemistry & Biology; students must attempt them in time- bound manner with all sincerity and submit the same within the prescribed time. If some of the questions remain unsolved even after sincere efforts, student must take help of faculty to understand mistake in the thinking process.
 12. All students should preserve carefully the entire course material consisting of class notes, formula books, pointers, problem sheets, test papers etc. till the end of the course.
3. Parents and students must attend the Orientation Program held at the beginning of the course wherein all above points and explained.
 4. Parents should keep close watch whether their ward is strictly following the study techniques & study pattern as explained by ICAD- SL from time to time.
 5. Parents must take special interest and show special concern in first three months wherein student has to completely change their attitude and study pattern. If student not gets oriented properly in this period, the course is likely to seem tougher to them.
 6. Parents should see that student is actively participating in all academic activities such as classes, tests, home-work, doubt- clearing, solving sessions and remedial sessions etc.
 7. Parents should see that student does proper self- study for atleast six hours apart from school and classes. They should also correlate the self- study and exam score and seek counseling.
 8. Parents should not encourage and enroll student to other institute, material or classes (Personal/ corresponding/ test series). Such a thing will be merely wastage of time, energy and money. ICAD-SI's guidance and teaching is quite comprehensive and inclusive of Board pattern.
 9. Though ICAD-SL will be communicating with parents on periodic basis, it is primary responsibility of parent to take initiative and keep direct contact with Director (Academics) / respective Academic Centre Head regarding their ward's progress. Monthly meeting with Director (Academics) / respective Academic Centre Head is desirable with prior appointment.
 10. Parents should inform changes in address / phone numbers immediately.

ADMISSION RELATED

PARENTS ROLE AT ICAD:

1. Parents also play very important role in success of their wards. They should not enroll ward in this course, a) if it only parent's wish, b) if ward is not mentally prepared to do the required work c) if it is merely peer or friends' pressure.
 2. Parents and students must understand the target, its worth, its pressures and techniques to achieve the same. They should not rely on rumors. It is strongly recommended that they must seek counseling along with their ward so as to dispel all rumors.
1. Parents, kindly collect the admission offer letter and acknowledge the same for the fees/charges agreed to pay and confirmation of **Fees Offered** by ICAD-SL before or at the time of admission.
 2. All the parents will get a contact number for academic queries from your respective admission centre.
 3. The Fees mentioned in the offer letter given by ICAD-SL will be treated as final. No Verbal communication about fees relaxation or changes will be accepted.
 4. Changes in fees is not applicable once admission is confirmed.

ICAD PARENT CONNECT APP :

1. To receive updates of results, attendance, appointment & other activities from us, then kindly download **ICAD's Parent Connect App** from google playstore. The app will work only on parent / communication number registered with ICAD.
2. The app is a very useful tool to monitor student's progress; it gives real time attendance of student in class/session / test etc. It also gives performance details of every test and graphical analysis. Parents can request appointment with team ICAD for program or any other matter through App. Important notification are also pushed through App.

MANDATORY AT ICAD :

1. Students enrolled with ICAD-SL have to provide photocopy of Admit Card of various Engineering & Medical Entrance Exams as soon as soon as they receive their admit cards from the examining body. Student shall not be allowed to attend Test Series & will not be given Test papers, if they fail to submit the photo copy of Admit Card.
2. It is for the student himself/ herself to see whether he/ she is eligible for a particular examination/College Admission or not. The Institute does not hold itself responsible if a student's admission form cannot be forwarded or is rejected by the examining body / college on any ground whatsoever. Such a student cannot claim a refund of the whole or any part of the fee he/ she has paid to the Institute.
3. ICAD- SL shall use name and photograph of the student admitted for the purpose of the development of the institution and no student or his/her parents shall object to the same in any manner at any point.
4. ICAD-SL reserves its right to make any alteration in its programs venue/ timing and days of classes without any prior notice to anybody. The decision of the Director Academics / Centre Head will be final & binding on the students & the parents.

FEES/CHARGES PAYMENT AT ICAD:

1. Parents are requested to note and follow the Fees Schedule. They should note that installments of fees/ charges be paid on or before the 10th day of the month in which it falls due. Any remittance afterwards will carry a fine. However, if the installment is not paid before the end of the month in which it falls due, student is liable to be suspended from the institution and such academic loss cannot be compensated afterwards. It is mandatory to submit Post Dated Cheques (PDC) of all due installment at the time of admission.
2. If at any point of time, during the course duration the Government make changes in GST, the extra amount will be borne by the parents/ students from the date of enforcement of the act by the Govt.

3. All rights reserved to management when fees / charges not paid in time.
4. PDC's payment receipt will be issued only after the cheque clearing.
5. Fees/charges is paid by cheque & if cheque is bounced by any reason, in that case cheque bounced Charges Rs. 500/- is applicable to student / parents.

6. Charges for late payment of fees

Late Fees	Grace Period	After 15 Days	Revokal
Tuition Fees	15 Days	Rs. 100/- per day	Rs. 500/-
Hostel Fees	15 Days	Rs. 100/- per day	Rs. 500/-

7. Cheque and cash should be paid at designated collection counters at every branch receipt should be for the hole duration of the respective course / program.
8. Student can take transfer to any other existing centre of ICAD SL throughout India provided his/ her parent has been transferred or if parent had relocated/ shifted to that city. Parent/ Student has to submit the proof of transfer / relocation to the centre for approval.
9. The student needs to complete the transfer procedure by submitting photocopies of all paid receipt at the centre where he/ she had taken admission. The parent/ student agrees to pay the fees according to the centre where he/ she had taken transfer.
10. Student can take transfer from ICAD School of Learning - Head Office to any other centre of ICAD SL after paying the prescribed transfer charges of Rs. 10000/-
11. If student take transfer from any other centre to ICAD SL Head Office- Nagpur, in that case Head Office fees will be applicable to the student and he/she have to pay the difference amount of the fees.
12. After depositing fees towards registration, if a student becomes disinterested in the Institute due to any reason whatsoever and wants refund, the institute will not refund the money deposited towards Registration fee / Admission fee. The registration/ admission fee deposited towards a particular course will not be adjusted against any other course / centre or person.
13. In case if admission is cancelled before the Batch Start date, 100% of Tuition fees paid will be refunded after deduction of tax & registration/ admission fee.

14. In case if admission is cancelled within 10 days after Batch start, 50% of Tuition fees paid will be refunded after deduction of tax & registration /admission fee.
15. For any reason, no refund fees will be done, if admission is cancelled after 10 days of Batch start.
16. Any student who is expelled on the grounds of any indiscipline is liable for loss of the earlier fees paid.
17. It is presumed that students have enrolled in the course because they have seriously taken up the target and are ready to work for the same. Non-serious students will be expelled from ICAD SL and no fees/charges will be refundable.
18. Payment of first installment at the time of admission can be paid by Demand Draft/ Cheque/ Cash/ NEFT.
19. ICAD- SL reserve right to change batch/ time table and /or faculty and /or location.
20. ICAD -SL reserve right to change batch/ course of student depending on his / her performances.
21. We take utmost care of student's well- being & safety, if in case any type of mishap occurs in the premises of ICAD-SL because of situations beyond control or any natural calamity of any type such as earthquake, floods, fire, electric short circuit etc., the institute shall not be responsible in any manner whatsoever.
22. All the legal proceedings are subjected to Nagpur jurisdiction only.

POLICY FOR REFUND SETTLEMENT :

1. All refund of amount cases will be settled strictly as per the rules & regulation of the ICAD-SL which is clearly accepted and agreed by the student/ parent / care taker of the student at the time of confirmation admission in the ICAD-SL.
2. All original receipts of the amount paid is required to be submitted at the time of refund settlement process.
3. Refund, if any, will be paid by cheque only in favor of parent. It will be handed over to parent /student only.
4. All refund cases will be settled in the month of September and October.

5. Any verbal / telephonic communication regarding cancellation or discontinuation of admission will not be considered as valid. Cancellation or discontinuation will be considered only when it is submitted in written format as provided by the institution. And only after duly acknowledged by the ICAD-SL.
6. Date of application for refund will be considered / treated as the first date of cancellation.

UNDERTAKING:

We are under the oath that, we have fully read and understood the Rules & Regulation contained in this Annexure to Admission Form and we agree to abide by the same. We further promise to work hard as per the guidance provided by ICAD-SL to achieve the success. We will remain focused with full faith in ICAD-SL system.

DECLARATION:

I assure that my son / daughter / ward is emotionally, mentally and physically fit to undergo the course. I am enrolling him/her in this course on his / her own will and I shall take proper steps as per ICAD SL guide lines to keep his / her determination, motivation and interest during the course.

We have fully read and understood the Rules and Regulation contained in this Annexure of Admission Form. We agree that the Rules and Regulation are binding on me through my son / daughter/ ward. We further assure that we shall abide by the same.

Date : _____

Place: _____

Father's Signature

Mother's Signature

Student's Signature