





## **2. NOTICE OF CANCELLATION/TERMINATION**

Notice of cancellation/termination must be made in writing to the Centre Manager. Verbal notice will not be accepted.

## **3. TRANSFERS**

Candidate is expected to complete the course along with the batch to which he/she were initially assigned. A transfer unless unavoidable, is not encouraged. However, in exceptional situations transfer may be permitted, as a facility at the discretion of the Centre Manager, on written request and on payment of the applicable fees.

## **4. METHODOLOGY AND SCHEDULE**

The medium of instruction of all courses is normally English.

Classes would be held six days a week, unless otherwise specified. Each class would be held for 90 minutes duration.

DIAMS shall fix a schedule for classes and interactive sessions, and shall endeavour to adhere to it. The venue for the classes will be announced one week in advance.

However, the management shall not be responsible for any change in schedule, postponement or cancellation of lectures, the reasons for the change being beyond their control.

## **5. IDENTITY CARD**

After admission, that is, the commencement of the batch, each candidate is issued an identity card.

An identity card is valid only if it contains the candidate's name, batch details, registration number, course details, and expiry date along with a recent passport size photograph duly stamped and signed by an authorized DIAMS official.

An identity card is valid only for the batch period stated in the identity card.

The candidate is required to carry the identity cards at all times; he/she may be asked to produce the identity card on demand by personnel authorized by DIAMS.

In case of loss of identity card, a duplicate card will be issued on written request subject to the approval of the Centre Manager and on payment of applicable fees.

Identity card must be surrendered to DIAMS at the end of course.

## **6. FACILITIES**

Facility for borrowing books from the library is provided to candidates.

Candidate is requested to abide by the rules of the library.

Any loss shall be compensated by the candidate. In case, the candidate fails to pay, the management has the rights to expel the candidate from the programme.

## **7. EXPIRY OF ADMISSION & EXPULSION**

Admission of a candidate to a programme is valid only up to the normal expiry of the admission.

Normal expiry of admission occurs on completion of delivery of the programme.

DIAMS reserves the right to expel any candidate whose conduct is unsatisfactory at the discretion of the Centre Manager, whose decision is final. No fees will be refunded in such cases.

Upon expiry of admission or expulsion, the candidate would not be eligible to attend any classes or access facilities at the centre.

## **8. RESOLUTION OF DISPUTES**

Candidate is free to approach his/her own co-ordinators or any DIAMS staff member with queries/grievances for assistance and guidance.

In exceptional cases, depending on the situation, candidate may intimate the Centre Manager for redressal of his/her grievances.

#### **9. DISCIPLINE**

Candidate is required to observe decorum while attending the course. All rules applicable to the centre, use of facilities, infrastructure and materials should be observed.

#### **10. COURSE MATERIALS**

No academic or course material may be copied. The material provided by the centre is the intellectual property of DIAMS and the same is for the exclusive use of the student only and same should not be transferred, assigned, or sold to any person. Candidate found violating this rule is liable for action under the copyright law and any other law being in force at that particular point of time.

Materials once distributed cannot be replaced. Another copy could be obtained by paying applicable fees.

#### **11. COMMUNICATION TO STUDENTS**

Any communication to the candidate will be communicated to the candidate via the notice board placed at the DIAMS education centre/s. The communications will be displayed for a minimum period of a fortnight. A candidate will be considered to have accepted the communication unless such a query is received.

It is the responsibility of the candidate to update oneself with these communications made from time to time, irrespective of whether he/she is attending or not attending the sessions.

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**The institute reserves the right to change details of its services, including courses, facilities and course dates, where circumstances beyond the institute's control necessitate such changes or where the number of enrolments is not enough to operate a course viably.**

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#### **DECLARATION/UNDERTAKING BY THE CANDIDATE**

I declare that I have read the rules and regulations and do hereby agree to abide by all the terms and conditions specified herein and as amended from time to time.

I understand that DIAMS in no way guarantees the outcome of the results of the examination for which the orientation/coaching was taken by me and that DIAMS will not be held responsible for the outcome of the result.

DATE:

APPLICANT'S SIGNATURE

PLACE: