



SYNERGEM CONSULTANCY PVT LTD

(Centre of Excellence (COE) in Welding & NDT Technologies)

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Admission No: Date (D/M/Y):

Student Name:

Email id : Phone No :

Student Handbook of Norms & Code of Conduct

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1. Definitions:

Admission Change Status: The admission status of a student can change because of following reasons:

- Defaulting in fee payment
- Dropping out of course
- Break
- Transfers (From one batch to another batch)
- Upgrading to higher program or downgrading to lower program, if applicable

Admission Number/ Registration Number: A unique- identification number generated once student confirms his/ her enrollment. **Students must quote this number in all correspondence with Synergem to avail services.**

Break: A privilege given to students in case of unforeseen circumstances. In such situation, student can temporarily discontinue from the program, subject to written approval from Centre Head and Faculty. It is important that student returns back from break within approved break period. Centre Head's decision shall be final and binding.

Certificate: Program title provided to student on successful completion of program includes passing the said exam, completing and depositing assignment (if any).

Compartmental Examination: A privilege given to students to reappear for an additional exam in case they have failed in previous attempt.

Course: Course comprises subjects or modules, a program can have an option for multiple courses. A course is a predefined list of objectives to be covered and completed according to predefined schedule and time frame to help student in achieving certain set of skills.

Drop out: A student who is fee defaulter or who is absent for 5 consecutive training, without taking permission from Centre Head and Faculty (also see definition of break)

Ex-Student of Synergem: A student who has completed the program he/she was registered for and has been issued the certificate for same.

Fast Track Mode: An opportunity to complete a module/ course/ program earlier than what it takes in the normal mode. This is subject to availability of batch and permission from Head Office.

Fee: Payment made by student for services being rendered by Synergem for course he/she has enrolled for.

Fee Defaulter: If a student is not able to pay the fees as per due date and expiry of grace period (if any) will be considered as fee defaulter.

Final Grade Score: Tool of measurement of student performance in various assessments, assignments, viva voce, written exam, projects undertaken, feedback on internship undertaken/ submitted by student during entire program in different modules and courses.

Identity Card: Medium of identification for a student for entering in the center where the student has enrolled for program, need to be produce on demand by authorize Synergem staff. Ensure your photograph, admission number, name, address; contact details, emergency number and blood group are correctly printed.

Module: A topic or subject within a course

Milestone: Day wise and date wise schedule

Program: A combination of one or more courses for which a student can take admission in order to obtain a certificate/ diploma or title.

Re-instatement: A privilege to re-enroll in the program after the student has drop out.

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2. Student Checklist:

This is a list of documents/ details that a student have too deposit at the learning center along with application form.

It is student's responsibility to ensure that he/she fills correct name, address, contact number, emergency number, blood group, details of his marks obtained in X, XII & Graduation on the application form.

Photograph: Please provide 5 copies of your recent passport size photograph (not older than 6 months) with red background.

Name: For all official purposes the name mentioned in the admission form will be considered final. Please do check upon name in Identity Card or any other document you receive from Synergem.

Address: For all official purposes the address mentioned in the admission form will be considered final. Please do check upon address in Identity Card or any other document you receive from Synergem.

Admission Number: You will be provided a unique admission number at the time of admission.

Identity Card: You will be provided with an Identity Card after taking admission.

Courseware: You will be provided with courseware for program you have enrolled for.

3. Admission Procedure:

Students are expected to completely understand the eligibility criteria of the program at time of counseling. This will be helpful in better learning and performance outcome at time of pursuing the program that the student has opted for.

Program fees paid by candidate are non-transferable to any other individual.

A student at the time of admission in a program is assumed to have understood the content and aim of that program and their obligations as stated in this handbook.

In a situation when facility for some particular course or module within a course is not available in a particular city/ center the same will be intimated to the student at time of admission.

Amount mentioned in the fee schedule will be the final and binding fees for the program the student has enrolled for, admission fees paid are non-refundable, Synergem center reserves the final right to allocate different batch than the earlier one booked for and not mandated to provide reasons for such cancellation/ transfers.

In case of inability of a program to start on scheduled timings but on scheduled date students can be requested to join the program with timing different from the one they have enrolled for student have a choice of not to accept the same and wait for next scheduled batch with same timings.

Documents to be submitted,

- | | |
|---|--|
| <input type="checkbox"/> All Educational Documents Xerox | <input type="checkbox"/> Five latest passport size photographs |
| <input type="checkbox"/> Eye Vision Certificate | <input type="checkbox"/> Valid Identity Proof (With address) |
| <input type="checkbox"/> Updated Resume | <input type="checkbox"/> Police Clearance Certificate (optional) |
| <input type="checkbox"/> Work Experience Certificate (If Any) | <input type="checkbox"/> Any other Trained / Course Certificates |

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4. Student Code of Conduct & Obligation:

- Operating our business to highest standards of ethical conduct is crucial for the preservation and enhancement of our reputation. Our students are going to be our future ambassadors, hence they have to respect and get accommodated to discipline and comply with standards set by us. We expect our students to understand the fairness and uniformity of our processes across all the levels.
- Students are expected to be punctual with respect to allotted batch timings. Indiscipline in context to batch timings, misbehavior, foul language, act of union will be dealt strictly by Learning Centre. Candidate can be expelled from the program.
- Students shall abide by the academic milestones and all other guidelines governing the execution and completion of the program chosen.
- Students should display willingness and eagerness to learn and must demonstrate desired professional integrity.
- Students must adhere to discipline and other norms as prescribed by Synergem from time to time at its sole discretion.
- Synergem does not permit missing class without the prior permission of the Centre Head and Faculty and it shall be solely the decision of the Centre Head and Faculty to allow any student in the premises or to attend any class if the said student has missed more than the mandated training days in any program without prior approval. Student with less than 90% attendance shall not be provided with placement support.
- Synergem reserves rights of admission. Any misconduct by student, noticed by Synergem Centre Head or management, would call for termination of admission. In such scenario, student shall not be entitled for any refund and placement guarantee.
- Synergem do not guarantee success of any student in any exam/tests/placement process for such candidates. Synergem shall endeavor to provide only quality education and results depend entirely on such students' individual potential and efforts.
- It is recommended that students read all the rules carefully prior to joining.
- Students shall strictly comply with the schedule of payment of fees as mentioned by Synergem.
- Student shall abide by the academic milestones and all other guidelines governing the execution and completion of the chosen program.
- Students agree that any Publication/Material/course content is provided "As Is" basis without warranty of any kind, expressed or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose or Non-infringement as the current publication is only for educational purposes. Synergem assume no responsibility for errors or omissions in this publication or other documents which are referenced by or linked to this program. All references are provided "As Is" without warranty of any kind. In no event shall Synergem be liable for any special, incidental, indirect or consequential damages of any kind, or any damages whatsoever, regardless of the form of action or theory of liability including, without limitation, those resulting from loss of use, data or profits, whether or not advised of the possibility of damage, arising out of or in connection with this publication or the use of the information contained therein. This publication could include technical or other inaccuracies or typographical errors.
- Changes are periodically added to the information herein; these changes will be incorporated in new editions of the publication. Synergem may make improvements and/or changes in the Product(s) and/or the Program(s) described in this publication at any time.
- Should you or any viewer of this publication respond with information, feedback, data, questions, comments, suggestions or the like regarding the content of any Synergem, with the exception of personally identifiable information which is protected by our online privacy policy, any such response shall be deemed not to be confidential and Synergem shall be free to reproduce, use, disclose and distribute the response to others without limitation. You agree that Synergem shall be free to use any ideas, concepts or techniques contained in your response for any purpose whatsoever including, but not limited to, developing, manufacturing and marketing products incorporating such ideas, concepts or techniques.
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- Synergem’s decision will be final and binding in all the matters and disputes. Synergem reserve the right to cancel the admission in these above cases. Student will not be entitled for any refund and applicable Internship/ Placement guarantee services (If any) may be withdrawn in case of misconduct and indiscipline.
- Synergem in its absolute discretion, reserves the right to change any policy, program details and flow, content, student code of conduct, any terms and conditions, processes, etc. which are directly or indirectly benefitting the candidates without any notice and prior consent of any student or any related party.
- Student shall strictly observe the rules placed under discipline & decorum, any student found in breach of such rules shall be terminated from the course and admission (irrespective of the duration completed) shall stand cancelled without any refund/ credit and placement guarantee support. The decision of the center head in such cases shall be final & binding.

5. Admission Validity

- Students are supposed to complete their course in the batch they have enrolled for.
- Batches are supposed to commence and end on prescribed dates but under unforeseen circumstance can get delayed, it’s not binding on part of Synergem center to provide reasons for such delays and under no circumstance a student can ask for refund in such situation.
- The admission shall be valid for a period of one year from the start date of the program. Teaching, examination, result, assignment are expected to be completed within this period.

6. About Post Graduate Diploma in Quality & Industrial Engineering Skills

- Our approved skill qualifications are industry-driven and focused on an outcome-based learning methodology, with an emphasis on practical application over theoretical knowledge.
- These certifications are nationally recognized and issued by MSU/NCVET, the regulatory body.
- Credit-based, stackable programs designed as per Industry requirement of Industries Post Graduate Diploma in Quality & Industrial Engineering Skills (long-term, 01 Year, 1200 Hours and 40 UGC Credits).
- This program can seamlessly integrate into regular academic degrees under the Choice Based Credit System (CBCS), including VAC (Value Added Courses), AECC (Ability Enhancement Career Courses), and SEC (Skill Enhancement Courses), as mandated by UGC (40 credits).
- Under the National Credit Framework (NCrF), these courses offer academic credits.
- These credits are transferable and can be used when obtaining AICTE/UGC degrees from any recognized university or higher education institution.
- Credits are verifiable through the Academic Bank of Credits (Government Repository) and DigiLocker.
- Most importantly, these programs are flexible in design and delivery, cost-effective, and intended to offer highly specialized mass education.
- Diplomas from UGC-recognized universities upon successful course completion.
- Joint certifications from industry bodies, NSDC, and SSCs.
- Theoretical learning at the campus or Synergem COE, with practical skills developed through on-the-job training at industry partners.
- The opportunity to learn while earning (monthly stipend), making education more affordable and inclusive.
- Flexible delivery modes: Face-to-face, online, on-site, or on-the-job.
- Students receive a recognized degree along with work experience – a highly sought-after combination for career growth.
- Industry benefits from reduced attrition rates, and lower recruitment and onboarding costs.
- On-the-job training (OJT) enhances engagement and productivity by aligning learning with real-world work contexts.
- OJT experience serves as a platform and pathway for assured employment.
- Opportunities for career progression and upward mobility.

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7. Fees Details

- Program fees may have both the options of payment –one time complete payment or installment plan depending upon the program and payment option selected by the student.
- The fees structure and payment schedule as detailed in the student fee structure issued to student at time of admission will be full and binding
- All fees payments should be made within a week of due date, a penalty per day will be charged thereafter. Nonpayment of fees within 21 days from due date will lead to termination of admission; reinstatement will be subject to payment of all pending dues and payment of subsequent reinstatement fees. In case if the student is unable to join the same batch he was registered for, he may also have to pay differential amount because of change in program fees in the batch the student is joining, this will be discussed with student in detail at time of such a request from the student and only after written approval from the center head. If the student does not make the payment within 30 days of the due date of last fees payment his admission will be cancelled and then he/she cannot reinstate his existing admission and has to take admission afresh.
- Fees can be paid through cash/ pay order/ draft/ same city cheque only. Payment through Credit cards and electronic fund transfer facility may be accepted at some centers. Fees have to be paid at the center where the student is pursuing his/her course.
- Student is supposed to ask for, collect and retain computerized / manual receipts of any payment made at the center. Student need to check for correct admission number on their receipts.
- Student need to pay differential amount in case of any course upgrade and an admission status change fees will also be charged, student will get additional receipts for any such additional fees being charged because of course upgrade.
- Synergem will provide 100% Guarantee in placements, but student should be ready to move anywhere in India for Placement. If student fails to go to placement, SYN will not take responsibility for placements.

8. Fees for specific service:

The following table provides detail of the fees payable for Post Graduate Diploma in Quality & Industrial Engineering Skills program,

Component	Amount	Description	Payment Method	Due Date / Frequency
Total Fee	₹87,000/-	Complete Training Program Cost	—	Total Fee
Fees to be Paid (During 2 Months Foundation Training)	₹30,000/-	₹500 for admission booking and ₹29,500 during the 2-month's Foundation Training period	<ul style="list-style-type: none"> • ₹500 to confirm admission • ₹15,000 on 3rd day of training • ₹14,500 on 33rd day of training 	Fees Paid (During 2 Months Foundation Training)
Fees to be Paid Pay After Placement Plan (PAPP)	₹57,000/-	Fees paid through monthly EMIs during On-the-Job Training period	<ul style="list-style-type: none"> • ₹4,750 per month × 12 instalments. • Due on 8th of each month 	Fees Paid (Pay After Placement Plan (PAPP))

Non-Refundable Clause:

- All fees paid towards the PG Diploma Program are strictly non-refundable under any circumstances, including withdrawal, termination, or non-completion.
- Other Payment Terms: A late payment fee of ₹100 per day will be applicable for any delay in payments. A reinstatement fee of ₹5,000 will be charged in case of reactivation after discontinuation. Cheque return charges will be ₹1,000. A break fee of ₹5,000 will apply for any interruption or discontinuation of the course. Charges for duplicate or reissued certificates will be ₹10,000, while duplicate ID cards will be issued at a cost of ₹500. Reissue of course material will incur a fee of ₹2,000.

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9. Terms & Conditions for Enrollment in the ECS Monthly EMI System

Eligibility Criteria:

- Student must have a valid bank account linked to ECS for monthly deductions.
- Active email and phone number are required for communication.

Payment Terms:

- Program fee, including taxes and charges, will be clearly stated.
- Fees are paid in monthly installments via ECS.
- Installment details, amounts, and duration will be provided.
- EMI deductions will be automatically debited monthly on the agreed date.

Authorization for ECS:

- Student authorizes monthly ECS payments from their bank account.
- Bank details and signed ECS mandate form are required for authorization.

Installment Due Dates:

- Payments are due on the 8th of every month.
- Ensure sufficient balance for ECS debits.
- If the due date is a non-business day, payment will be processed on the next business day.

Late Payment and Penalties:

- Late fees may apply for missed payments due to insufficient funds.
- Inform the organization promptly of payment issues to avoid program disruptions.
- Repeated late payments may lead to suspension or termination of access.

Student's Responsibility:

- The student must track payments and ensure ECS authorization remains active.
- Notify the organization of any bank account changes and provide updated ECS authorization.

Privacy and Data Security:

- All personal and banking details will remain confidential and used only for payment processing and communication.
- Review the privacy policy for data protection details.

10. Program Methodology Schedule and Attendance

- The course modules that are delivered and completed at intervals as per the learning stages envisaged for the participants will be shared by the faculty during the orientation.
- The course delivery scheduled should be followed as mandated.
- The program aims to mirror the discipline that the corporate life demands, at the training stage itself and equip the participants better. Therefore, the participants are required to ensure attendance as mandated for the specific program.

11. Student Appraisal (Placement Oriented)

Synergem ensures a comprehensive process introduced especially for preparing students to become industry employable. A few of the unending advantages of this process to the student are enumerated below:

Enhanced Knowledge Quotient

- Domain knowledge gained.
- Soft skills built.
- Gaps identified and plugged.

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Incremental Employability Quotient

- Intensive interview preparation.
- Confidence building for facing the interview.
- Grooming, Communication, Etiquettes.
- Mock interviews, CV preparation, Group Discussions.

12. Student Appraisal (Academic):

The appraisal process is designed to test the students on:

- Examination (General, Specific & Practical)
- Recall of knowledge
- Application of knowledge
- Demonstration of skills and behaviors

The assessments will be conducted at the end of each module (mid-term for long duration modules) as well as ‘‘at-the- moment’’ during specific parts of the sessions. Besides this mock tests will also be administered at regular intervals. This method of assessing student learning on a longer-term basis and ‘‘at-the-moment’’ will ensure a regular feedback to the faculty.

Faculty would ensure students come up the learning curve and excel, by regularly using the information available from the student performance scores, and taking corrective action wherever and whenever required.

Evaluation Details:

- Post Graduate Diploma in Quality & Industrial Engineering Skills, UGC Recognized certification
 - ✓ PG Diploma will have 08 subjects and student should secure min 60% in examination conducted by university.
- ASNT Level II certifications as per ASNT-SNT-TC-1A Standards & Norms
 - ✓ Examination will be conducted in 03 modes and student should secure min 80%. General Examination, Specific Examination and Practical Examination
- The final grade card of a student thus will not have failure in any of the modules but no of attempts may be mentioned.
- Final Grade Contains individual scores achieved across courses / modules.

13. Student Certification:

The flowing certificates will be provided to the students, on successful completion, at the end of the course,

- i. Post Graduate Diploma in Quality & Industrial Engineering Skills
- ii. Certificate in Quality Assurance & Quality Control (QA/QC) in Fabrication
- iii. Certificate in Quality Assurance & Quality Control (QA/QC) in Piping
- iv. Certificate in Welding Technology (TIG/MIG/ARC)
- v. ASNT Level II in Liquid Penetrant Testing (LPT)
- vi. ASNT Level II in Magnetic Particle Testing (MPT)
- vii. ASNT Level II in Radiography Testing (RT)
- viii. ASNT Level II in Radiography Test Film Interpretation (RTFI)
- ix. ASNT Level II in Ultrasonic Testing (UT & UTT)
- x. ASNT Level II in Visual Testing (VT)
- xi. ASNT Level II in Eddy Current Testing (ECT)
- xii. ASNT Level II in TKY Joints using Ultrasonic Testing (TKY-UT)
- xiii. ASNT Level II in Phased Array Ultrasonic Testing (PAUT)
- xiv. Certificate in Isometric & Industry Drawings
- xv. Certificate in Destructive Testing (DT)
- xvi. Certificate in Industrial Metallurgy
- xvii. Certificate in Industrial Safety

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14. Placement Guarantee & Commitment

Commitment from Synergem:

- 100% Placement Guarantee will be given to all the Candidates
- Candidates will be offered additional placement opportunities, either within the same company or with different companies, provided they have at least 1 year of experience.
- Career & Abroad placement support will be available to help candidate's secure better positions and salary growth.

Commitment from Candidates:

- Candidates should be open to working anywhere in India for Placement.
- Candidates are required to complete at least 1 year of work with the placed company.
- Candidate should complete Post Graduate Diploma in Quality & Industrial Engineering Skills (WISE Model: On-The-Job Training) and clear all EMI's in time.

ELIGIBILITY

- The student should have completed his graduation with at least 40% or above marks. The graduation degree should be after completing a full time regular 4 years program or Diploma with 03 years program plus one year experience. Distant Learning/Correspondence/Foreign Degree/ Certificate are NOT valid to avail placement.
- The student should not have any break/gap in his education in between Class X, XII & graduation.
- The student should have completed the minimum of 90% attendance.
- Student should score 60% and above in student appraisal at Synergem and examination conducted as per Synergem written practice and international standards.
- The student must be equal to or less than 28 years of age at the time of completing the program or at the time of interview.
- The student should be physically fit and able to produce the proof of the same, on demand
- The student should be able to produce the proof of eligibility (marks/age/etc.) at the time of applying to avail this facility.

PLACEMENT

- The placement Guarantee will be offered for the students who meet above mentioned eligibility criteria. But first priority may be given to students who performed well in academics during the training.
- The student should match the eligibility criteria/pre-requisites on age/education/any employment condition as defined by the Partner Organization participating in placement, in addition to the criterion defined by Synergem.
- A registered student will be offered a maximum of three opportunities of interviews with the partner organizations.
 - ✓ Student's absence in each interview will be treated as one opportunity lost and will be deducted from their stipulated opportunities.
- The student has to attend each opportunity extended to him/her in good faith.
 - ✓ A student who applies and gets short listed is bound to go through the entire selection process unless rejected midway by the recruiter.
 - ✓ Any deliberate act of non-cooperation found during the placement process may lead to withdrawal of the placement assistance facility, at Synergem's sole and absolute discretion. In such a case the student will only be issued with a course completion certificate and a term performance report.
 - ✓ Maximum 3 opportunities shall be provided to individual candidate, failing to which shall result in course fee refund as agreed upon.

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- Once a student is selected by the placement partner, the student will be earmarked for that organization and no further opportunity will be extended.
 - ✓ In case, a student appears for an interview for two partner organizations simultaneously, he/she will have to accept the offer from the company which comes out with an offer first. The other company will then be informed that the student is placed, and he/she should not be considered further.
 - ✓ In the event of student not joining after getting selected he/she will be considered as placed and not eligible for any further opportunity.
 - ✓ A student who is selected but not joined/on the grounds of misconduct/indiscipline will be debarred.
- The student will be provided three interview opportunities within three months after successful completion of the Synergem course.
- A Pre-placement offer from any partner organization mandates that the student has to work up to the performance levels prescribed and display willingness and eagerness to learn.
 - ✓ The student compulsorily has to clear the course even if earmarked earlier by the partner organization for placement
- The student must be formally dressed to attend any Interview or placement partner presentation and also has to follow the discipline.
 - ✓ Synergem have the right to stop/decline participation, in case student is found not properly dressed or not maintaining the disciplinary norms.
- The placement offered under this understanding can be anywhere in India
- The student may require travelling to the Interview location in the same or other city. The cost of travel/stay/local expenses will be paid by student.
- The designation, compensation, roles, terms & conditions, future job transfers, job appraisals of the employment are the prerogative of the placement partner.
- The student is not authorized to communicate with the placement partner on an individual level or in any individual capacity during the placement process.
- Students are encouraged to clarify their queries regarding salary break-up, job profile, place of work, bond details, medical fitness requirements, etc. with the company officials. However, there shall be no question about the pay package offered by the partner organization.
 - ✓ Students shall not question the policy of the company. All interaction with the representatives of the partner organization should be in a very dignified manner
- Synergem have no role to play post-employment in the day to day work of the student.
- Synergem partner organization reserves the right to defer or withhold or terminate the students placement offer at any time due to inappropriate behavior, non-cooperation with specified guidelines, non-performance in assignment/training, acts of frauds, embezzlement etc.
 - ✓ Synergem does not hold any obligation of reallocation of placement assistance facility. Any unruly behavior compromising the reputation of the institute shall deem the student ineligible for future placement opportunities.

15. Terms & Conditions Applicable Post Foundation Training and During On-the-Job Training

POST-PLACEMENT RESPONSIBILITIES & LIMITATIONS

✓ Completion of Synergem's Role:

SYNERGEM's role shall be limited to providing training, assessment, and placement facilitation. Once the Student joins the assigned employer, SYNERGEM's obligations shall be deemed fully discharged.

✓ No Involvement in Employment Administration:

After joining, all employment-related matters (salary, leave, accommodation, food, transfers, grievances, etc.) shall be between the Student and Employer.

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- ✓ **No Role in Company Policy Enforcement:**
SYNERGEM shall have no authority to interfere with the employer's internal policies or actions.
- ✓ **Bond or Notice Period Issues:**
Any bond or agreement signed with the employer is binding solely between the Student and the employer. SYNERGEM will not mediate in bond breaking, resignation, or document release matters.
- ✓ **Original Documents:**
SYNERGEM shall not be responsible for retrieval or management of original documents submitted to the employer.
- ✓ **Post-Joining Grievances:**
Grievances related to food, accommodation, salary, or work conditions must be addressed directly to the employer.
- ✓ **Liability Disclaimer:**
SYNERGEM shall not be liable for any loss, injury, or dissatisfaction arising after placement.
- ✓ **Independent Relationship:**
After placement, SYNERGEM acts only as a facilitator with no continuing obligations.
- ✓ **No Mediation or Representation:**
SYNERGEM shall not represent or mediate in any employment-related disputes or claims.

CONTINUATION OF PG DIPLOMA PROGRAM

- ✓ The Student agrees to continue the **Post Graduate Diploma in Quality & Industrial Engineering Skills** program simultaneously while working in the industry as part of the **On-the-Job Training (OJT)** component.
- ✓ SYNERGEM shall provide academic guidance, assignments, and evaluations during this period.

Student Undertaking:

- ✓ I will join the company as part of my 01-Year OJT, which forms an integral part of the PG Diploma program.
- ✓ I understand the company may assign me to any department within the Inspection/Quality domain.
- ✓ I will complete all 8 subjects (1200 hours of training) through OJT and LMS learning.
- ✓ I agree to self-learn and complete practical tasks as required.
- ✓ I confirm my willingness to work anywhere in India during the OJT period.

Disciplinary & Misconduct Clause:

- ✓ **Non-Payment of Fees:** Joining OJT or placement without clearing dues violates institute policy.
 - SYNERGEM may suspend training, placement, or certification until dues are cleared.
- ✓ **Misconduct:** Knowingly joining while having unpaid fees constitutes misconduct and may lead to termination from OJT and cancellation of admission.
- ✓ **Institute Rights:** SYNERGEM reserves the right to blacklist such students and initiate legal recovery if required.

LMS ACCESS & VIDEO RECORDINGS

- ✓ Access to SYNERGEM's LMS (recorded lectures & study materials) will be activated only after:
 - The Student joins the industry, and
 - A minimum of 3 EMIs are successfully paid.
- ✓ The Student shall not copy, share, or distribute LMS content without written permission.

SUBMISSION OF ORIGINAL EDUCATIONAL DOCUMENTS

- ✓ The Student shall submit all original educational documents (degree certificates, mark sheets, etc.) to SYNERGEM at the time of joining for On-The-Job Training.

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- ✓ SYNERGEM shall submit the student's original educational certificates to the company at the time of joining the On-the-Job Training (OJT), in cases where the company requires an agreement or bond. SYNERGEM will inform the student in advance about any such bond or agreement before the commencement of OJT. Upon successful completion of the agreed job period, the company shall return the original certificates to SYNERGEM, who will then hand them over to the student.

RETURN OF ORIGINAL DOCUMENTS

- ✓ Original documents will be returned to the student only after successful completion of the agreement or bond with the company where the student has joined for On-the-Job Training (OJT), and after full payment and clearance of all program fees.
- ✓ In case of early exit or fee default, the Student forfeits the right to immediate return until dues are cleared.

Note: Students who opt for the Pay After Placement Plan (PAPP) are required to submit their original educational documents only to SYNERGEM. Students who choose to pay the complete course fees before joining the On-the-Job Training (OJT) are not required to submit their documents to SYNERGEM. However, in certain cases, they may need to submit them to the company if an agreement or bond is applicable for OJT placement.

16. Cancellation of Admission:

- Under any situation/circumstance of cancellation of admission, entire fees paid by the student till that day will be forfeited and the student cannot claim any refund. Under no situation the student admission can be reinstated on cancellation of admission.
- Students enrolling for program offered by Synergem are mature individuals looking forward to upgrade their skills and gaining required professional knowledge and certification that is desired by recruiters. Students are expected to conduct themselves in way that are expected and appropriate for audiences like them. Students engaging themselves in threatening, aggressive and punitive language or behavior will be debarred from Synergem, student defaulting any of the conditions prescribed under student Code of Conduct, Discipline & Decorum will have their admissions cancelled and the entire fees paid by them forfeited.
- If the student does not make the payment within 30 days of the due date of last fees payment his admission will be cancelled and then he cannot reinstate his existing admission and has to take admission afresh.

17. Policy for Breaks & Upgrades:

- Breaks cannot be sanctioned under any situation except for written approval from Centre Head only under exceptional situations subject to consideration of Centre Head.
- Student has to pay the fees as prescribed in the fees schedule even during time of break period
- No breaks will be approved even in dual qualification course format including examination break, students need to pre-plan their schedules at time of joining.
- The student may also have to pay differential amount because of change in government tax in the time line of the batch which student is joining; this will be discussed with student in detail at time of such a request from the student and only after written approval from the center head.
- Program upgrade facility can be applicable based on academic performance, selection criteria availability of programs/ courses/ modules.

18. Discipline & Decorum:

Misconduct without limitation shall mean the following:

- Without prejudice to the generality of power to enforce discipline under this code of conduct the following shall amount to the act of misconduct-
- Involvement in any criminal activity or with any suspected criminal Bias, racism and discrimination
- Use, threat to use and possession of arms and weapons.

Student's Signature

SYN Authorized Signature & Seal

- Any act on the part of the student(s) which disrupts the functioning of this institution.
- Formation and Activation of social network with objective of negative propaganda and spoiling the resources and academic milieu of the institute.
- Cyber offences like creating/participating in websites/blogs condemning Institute, hacking of any server, anybody's privacy or writing and letting loose any virus, worm, Trojan etc., intrusion in protected servers, bypassing of Institute, security frameworks, any unethical discrimination/ activity on the internet in Synergem domain and its computer resources.
- Any act on the part of the student(s) which violates the code of conduct of this institution such as use of abusive language, act of ragging, eve teasing, creating nuisance, or bullying students: abetment of ragging.
- (Any act on the part of the student(s) which endangers the health, safety and/or property of the institute; damage or deface any property of the institute or do any act reasonably likely to cause such damage or defacing.
- Threat, injury, assault or intimidation or its attempt to any fellow student, faculty or staff;
- Using unfair means (cheating) in examination, Involvement in supplying of false documents or information in order to seek any consideration or favor or facility from the institution
- Smoking of cigarette, uses of other tobacco products, and uses, distribution, possession or consumption of intoxicating beverages or drugs and its various forms within the premises of this institution, all Synergem centers are non - smoking, drug free zones.
- Students are expected to handle equipment provided to them (Lab Equipment's, Machinery, Specimens etc.) with care. Negligent use will be penalized and all repairs charged for and the same can be recovered from the fees paid towards these charges. Student should further top up the fees which falls short post the recovery of such penalty/repair charges.
- Use of offensive language while in conversation with faculty, staff and fellow students; Any student who is found using rude and abusive language with any other student or staff member or engaging in any misconduct as assessed by Synergem is liable to have one or more of all his/her student assessment scores nullified.
- Any conduct of obscenity in the Institute at any time violation of Information Technology Act, Copyright Act; and other laws of the land. It is vital to ensure that internet is used only for official purposes. All students are encouraged to avoid downloading files/music/videos/software or access any unauthorized content like porn sites/phishing sites. Immoral activities such as being in possession of pornographic material and its use and circulation
- Any attempt at bribing or corruption in any manner Defamation or scandalous statements against fellow student(s); or faculty (ies) or institute authorities or staff. While being associated with Synergem, student will not take part in any demonstration/agitation against Synergem and its officials for/on behalf of any external bodies/political outfits-either as a member or a sympathizer.
- No student should reproduce, stored in retrieval system or transmit in any form, or by any means, electronic, mechanical, photocopying, recording or otherwise, any books/publication/study material without prior written permission of Synergem. Any student who commits such kind of unauthorized act in relation to such activities can be liable to criminal prosecution and civil claims for damages.

19. Student Feedback & Grievance Redressal

Mechanism has been designed to help the faculty and the center maintain high quality learning experiences. The student feedback form provides responses to faculty on course presentation, interaction and usage of assessment.

In case of any grievance students are supposed to meet the Director and place their grievance in writing, the same will be acknowledged by the Director. Student will receive written reply within 7 working days either on closure or apt reply of the same.

Student's Signature

SYN Authorized Signature & Seal

DECLARATION

I have gone through SYNERGEM Information, procedures, received and understood code of conduct, regulations, student handbook of norms and current admission guidelines to the various programs offered by SYNERGEM. I have clearly understood the eligibility criteria/course regulations for the programs offered and agree to abide by SYNERGEM norms for the same. I declare that all information given and statements made in this application and also its accompanying attachments and enclosures are true to the best of my knowledge. I agree that if any information is found incorrect, my application and subsequent admission will automatically be cancelled and no money will be refunded. I am also aware that SYNERGEM may reject my application without assigning any reason.

I _____, enrolling for Post Graduate Diploma in Quality & Industrial Engineering Skills program of SYNERGEM declare that I shall abide by all the rules and regulations enforced by SYNERGEM at any time of this course or later and upon any breach of the same, SYNERGEM shall have the right in its absolute discretion to terminate my enrolment/admission without any refund. In case of any violation of Intellectual Property Rights of SYNERGEM, Criminal intimidation or any offence, SYNERGEM reserves the right to initiate any legal action against me, the costs of which solely shall be to my account.

INDEMNITY

You agree to indemnify, defend and hold SYNERGEM and its affiliates, and their respective officers, directors, owners, agents, information providers and licensors harmless from and against any and all claims, liability, losses, costs and expenses (including attorneys' fees) incurred by SYNERGEM and/or its affiliates, and their respective officers, directors, owners, agents, information providers and licensors in connection with any use or alleged use of the Service availed by you from SYNERGEM. SYNERGEM reserves the right, at its own expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by you, and in such case, you agree to cooperate with SYNERGEM's defense of such claim.

I, _____ (name), hereby acknowledge that, SYNERGEM has brought to my attention the details of all the terms and conditions of SYNERGEM and I fully understand the same and expressly provide my agreement.

Date:

Date:

Student's Signature

Thumb Impression
(Left Hand)

Authorized Signature along with seal
SYNERGEM CONSULTANCY PVT LTD

Any Remarks (Only for Office Use):