

**Rules & Guidelines Governing admission of
individuals / sponsored candidates to
Training programs of CRISP
(For internal Circulation only)**

Centre for Research and Industrial Staff Performance (CRISP)

An Autonomous Society under the Department of Technical Education and Skill Development

(Established under Indo-German Technical Co-Operation)

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Rules & Guidelines Governing admission of individuals / sponsored candidates to training programs of CRISP and related matters like registration, course fee, refunds and concession in course fee

1. Introduction:

- 1.1 CRISP, Bhopal offers training programs for individuals, job seekers, sponsored persons (sponsored by the Government / various other employers). There has always been a well defined set of Rules that govern admissions of:-
- (i) Individual trainees willing to have benefit of training programs run at CRISP at their own with a view to avail opportunities of self-employment.
 - (ii) Sponsored trainees who are employed at a Government organization / Department, a Private / Autonomous organization / PSUs/ an Agency in whose case course fee is paid by that particular Agency / Organization / Department.
 - (iii) Jobseekers who are willing to take admission to courses run at CRISP to make them employable;
 - (iv) Students who are willing to take training in specific areas of technology / engineering with a view to strengthen their skills while undergoing a regular academic program leading to a Degree / Diploma in engineering / technology;
 - (v) These students/ trainees (shown in iv above) bear their own expenses of training (training fee).
- 1.2 These Rules and Regulations are applicable to all the above categories of trainees wishing to join training programs run at the campus of CRISP in Bhopal. It is important to note that a compact time table for programs of trainings is announced by CRISP for the whole year at the commencement of a calendar year besides the training programs coming up in the middle of the session. In both cases, specific notifications are issued in the press for wide publicity.
- 1.3 CRISP also runs specific / dedicated courses during the year on the basis of enquiries made by students / job seekers. Information of all training programs is available on the website of CRISP and also made available directly to the engineering institutions through brochures and to general public through press notifications.

2. Admission to various training programs:

2.1 Registration of candidates:

- 2.1.1 For admission to training programs announced at the beginning of the calendar year, the candidates shall get themselves registered on making payment of a sum of Rs. 1,000/- as **Registration Fee**.
- 2.1.2 Registration Fee can be deposited at any time for any training program during the year with a view to ensure unhindered entry to that particular training program.
- 2.1.3 The registration fee is adjusted against the total course fee payable for the particular course.
- 2.1.4 The training program on Entrepreneurship Development is a training program sponsored by the Department of Science and Technology, Government of India. In this case, the participants are required to pay registration fee while the course fee is paid by the sponsor.

3. Payment of Course Fee: All trainings carry a course fee which may differ from program to program depending on the duration and subject of training. Other details regarding payment of course fee are given hereunder:

- 3.1 **Mode of Payment:** Registration fee may be deposited either in **cash** at the counseling desk or **through Bank Draft** of a Nationalized Bank payable at Bhopal to CRISP Society, Bhopal or online through CRISP's website – www.crispindia.com
- 3.2 Unless, otherwise notified, **full course fee** shall be paid before commencement of the training failing which the candidate shall be put on wait list and the resultant vacant seat will be filled by admitting a candidate who has made full payment of course fee.
- 3.3 On full payment of course fee, **I-Card** will be issued to the candidate at the counselling desk. In case of **mid-term and long-term programs, I-Card shall be issued on payment of 1st instalment of notified fee**. The remaining dues of course fee shall be paid as notified in the course brochure. All enquiries shall be appropriately dealt with at the counselling desk within working hours (9:30 am to 5:30 pm) on all working days except second & third Saturdays, all Sundays and holidays. In case of any doubt, the Course Coordinator should be contacted.
- 3.4 Registration fee is **non-refundable** and is applicable to all training programs except the sponsored training programs (Exception: Rule 2.1.4).

4. Schedule of Payment of Course Fee:

4.1 Course fee is exclusive of boarding and lodging charges that are payable for all residential training programs. There are different periods of trainings as well as different schedules of payment of fee as hereunder:.

4.1.1 Short term Training Program (1 week to 12 weeks duration)

4.1.2 Medium-term Training Program (3-6 months duration)

4.1.3 Long-term Training Program (more than 6 months)

5. Payment of Course fee in respect of various trainings:

5.1 Payment of course fee and periodicity of payment shall vary with duration of trainings, as shown in the **Table** that follows:

S.No	Training program by duration	Schedule of payment	Consequences of default in payment
1.	Short - term Training		
	(a) 1 week duration:	1. Full fee shall be paid before 1 st day of start of the training	1. The candidate shall be put on the wait list. 2. No guarantee of his admission to the training.
	(b) 2 - 4 weeks (upto 1 month)	1. 1st installment equal to 50% of the course fee shall be paid on or before the 1 st day of start of the training. 2. 2nd / last installment of balance amount of course fee shall be paid within 7 days of the commencement of the training	1. The candidate shall be put on the wait list. 2. Risk of no admission if first instalment is not paid within a week of start of the course. 3. If admitted, further defaults shall attract penalty as mentioned in Rule 6.

	(c) 5 - 8 weeks (upto 2 months):	<p>1. 1st installment equal to 50% of the course fee shall be paid on or before the 1st day of start of the training.</p> <p>2. 2nd / last installment of the remaining fee 50% of course fee, shall be paid within one month of the commencement of the training.</p>	<p>1. The candidate shall be put on the wait list with no guarantee of admission.</p> <p>2. Any default in further payments shall attract penalty as per Rule 6 with risk of cancellation of admission running concurrently.</p>
2.	Mid-term Training		
	(a) upto 3 months	<p>1. 1st installment equal to 50% of the course fee shall be paid on or before the 1st day of the start of the training.</p> <p>2. 2nd / last installment of the remaining fee 50% of course fee, shall be paid within 1 month of the commencement of the training.</p>	<p>1. The candidate shall be put on the wait list with no guarantee of admission.</p> <p>2. Any default in further payments shall attract penalty as per Rule 6 with risk of cancellation of admission running concurrently.</p>
	(b) more than 3 and upto 6 months	<p>1. 1st installment equal to 50% of the course fee shall be paid on or before the 1st day of the start of the training.</p> <p>2. 2nd / last installment of course fee shall be paid within 2 months of commencement of the training.</p>	<p>1. The candidate shall be put on wait list in case of default in payment with risk of no guarantee of admission.</p> <p>2. Any default in further payments shall attract penalty as per Rule 6 with risk of cancellation of admission running concurrently.</p>

3.	Long-term Training		
	(a) more than 6 months	<p>Payment of course fee shall be made in 3 installments as mentioned hereunder</p> <p>(1) 1st installment : 40% of course fee shall be paid on or before the 1st day of the start of training;</p> <p>(2) 2nd installment : 40% of course fee shall be paid within 3 months of the commencement of the training.</p> <p>(3) 3rd / last installment: The remaining 20% of course fee shall be paid a within 6 months of commencement of the training.</p>	<p>1. The candidate shall be put on wait list in case of default in payment with risk of no guarantee of admission.</p> <p>2. Any default in further payments shall attract penalty as per Rule 6 with risk of cancellation of admission running concurrently.</p>

- 5.2 Full payment of the course fee could also be made in one installment at the commencement of training.
- 5.3 **Penalty for late payment of the course fee:** If a candidate fails to pay the instalment of fee on time, penalty @ Rs. 200/- per week shall be charged. Non-compliance in any form in the matter of payment of course fee shall attract cancellation of the training of the defaulter beyond a date announced by the Training Coordinator.
- 5.4 Any default for delay in payment of the prescribed fee, as per above rules shall make the candidate Illegible for the award of Training Certificate.
- 5.5 If any amount of fee remains unpaid at the end of the training, Certificate of Training shall not be issued.

6. Non-payment / Late Payment:

- 6.1 Admission to a course on non-payment of course fee within 7 days of the last date of payment is liable to be cancelled with all consequences of such an eventuality falling on the candidate.
- 6.2 Late payment of any amount of remaining fee **by a week** after admission shall attract a fine of Rs. 200/- per week. On expiry of the 3rd week still making default in payment of the remaining fee, admission of such a defaulter shall be cancelled.
- 6.3 The candidates shall be required to sign a document containing the terms of payment of registration fee and course fee. This formality shall be completed at the Counselling Desk in CRISP or as directed at this Desk, as part of the registration process.

7. Refund of course fee:

- 7.1 Refund of course fee is normally not permitted. However, there are certain compelling circumstances when refund of course fee deserves sympathetic consideration. Such circumstances with extent of refund thereunder have been identified hereunder:
 - 7.1.1 **Cancellation of course by CRISP:** In case, due to unavoidable circumstances a training program is cancelled by CRISP before its start, refund of full course fee including the registration fee shall be refunded.
 - 7.1.2 Withdrawal from a course by the candidate himself not more than 5 days before start of the course entitles him / her refund of the course fee after deduction of (i) full registration fee; (ii) full amount of service charge included in the course fee; and (iii) a processing fee equivalent to 10% of the course fee.
 - 7.1.3 In case a candidate has withdrawn himself / herself from a course as mentioned in Rule 7.1.2 above and the seat remains vacant, there shall not be any refund.
 - 7.1.4 If the course has already started, in that case too there shall not be refund of any amount of the course fee.
 - 7.1.5 In case a candidate asks for transfer from one course to another, and that other course has not yet commenced, the deposit of fee shall be adjusted against the newly opted course on payment of such additional amount by which the course fee of this newly course opted course falls short of.

- 7.1.6 Transfer from one course to another shall not be permitted if the new course has already started.
- 7.1.7 In case a course is cancelled by CRISP due to any reason, the candidate who has been registered for that course shall have the option to choose another course of his choice in the same financial year. His course fee shall be adjusted against this new course on the payment of such additional fee as the new course demands i.e. difference of fee between the previous and the new course.
- 7.1.8 The Counseling Desk of CRISP shall inform the candidate of cancellation of a course in good time by SMS on the **candidate's mobile number registered in CRISP**.
- 7.1.9 In the event of the candidate seeking transfer from one course to another or trying for admission to another course in place of a cancelled program, the candidate shall have to report to the course coordinator / Head of the concerned Department / Counseling Desk with all the records available with him for whatever recourse is sought.
- 7.1.10 The Training Coordinator shall report to the Accounts Department of CRISP for refunds, concession or transfer to another course.

8. Concession in payment of course fee:

- 8.1 CRISP has been liberal in the matter of allowing concession in course fee in certain well defined circumstances. These are certain legitimate considerations that CRISP Management takes into account in the matter of concession in course fee. These are:

8.1.1 Wards belonging to family of CRISP's employees:

For purposes of concession to CRISP employees, the scope of family of the employee has been defined as hereunder mentioned with the extent of concession available.

8.1.1.1 Family of an employee for purposes of concession in course fee shall be as shown in the table:

S.No.	Particulars of relation with the employee	Extent of permissible concession
1.	Employee's own family (Son/ daughter/wife/husband/father/ mother)	50%
2.	Relative of the employee (Brother / Sister / their sons / daughters)	30%
3.	Relative of a CRISP employee dependant on him as verified from the ration card of the employee	30%

8.1.2 Concession to individuals belonging to such categories as Differently abled and those having fallen under distressful circumstances:

S.No.	Particulars	Extent of Concession
(I)	Differently abled persons (Divyang) possessing certificate issued by a competent authority verifying the particular disability that makes him eligible for concession in course fee under Government rules & regulations	60%
(II)	Orphans / destitutes sponsored by an Agency approved by the Govt. otherwise qualified to participate in a particular program	60%

8.1.3 Concession to Groups of trainees / sponsored participants of CRISP's clients:

S.No.	Particulars	Extent of Concession
(I)	A group of 5-10 persons belonging to a client of CRISP recommended by the Marketing Department for one and the same course	15%
(II)	A group of 2 or more candidates recommended by an officer of CRISP not below the rank of full-fledged Head of Department (including C.O.O., C.M.O., C.P.O., AGMs)	10%
(III)	Group of atleast 10 participants reporting together for any course	10%

8.1.4 Special Concession

S.No.	Particulars	Extent of Concession
(I)	Person who has attended more than two programmes in the same financial year, shall be considered for discount in other programmes.	10%
(II)	Batches between 9.30 am – 3.30 pm from August – April and will be applicable for all Training programmes.	10%

Note:

- (i) **Availability of seats** in a course shall be limited to 2 seats of the approved strength of a training program for **each** of the first two categories referred in Rule 8.1.1 & 8.1.2.

- (ii) All such concessions shall be available with the sanction of the C.E.O or an Officer deputed by the C.E.O.

9. Course Cancellation:

9.1 CRISP reserves the right to cancel or reschedule the announced training courses under the following circumstances:

- A course shall be cancelled due to insufficient enrollment. Intimation of course cancellation shall be made approximately two days prior to the scheduled start date of the course.
- The applicant shall be notified on his / her mobile by SMS or Email.

9.2 In the event of cancellation of a course for which the candidate has already registered has been cancelled, CRISP shall offer any one of following options to the candidate:

- Choice to join another course during the same financial year; or
- Receive a refund of course fee in accordance with the Rules governing refund of course fee.

10. Transfer to another course:

10.1 Candidates will have the following options available should he / she withdraws from a course of his his/her first and changes over to another course, in the following conditions:

10.1.1 Transfer to another course shall be allowed with no change, if the candidate informs CRISP's Counselling Desk more than five (5) days prior to the start of the course.

10.1.2 In this case, the Training Fee including the Registration fee will be transferred to the opted course, the difference in the fee, If any, will be paid by the candidate, as per payment norms.

10.1.3 Transfer to another course shall be allowed only once.

10.1.4 No transfer to another course shall be allowed:

(a) once the course has started

(b) the candidate has attended a course partly (for 2 days) and withdraws without reason.

11. Completion of Training:

11.1 Certificate on completion of a training program shall be issued only if the participant has fulfilled the following conditions:

- (a) 90% attendance in the program
- (b) Payment of full course fee.

12. Carry forward of certain topics of a course program:

12.1 The option to carry forward certain topics to the next program could be materialized as hereunder mentioned:

12.1.1 In case any candidate does not complete certain topics due to unavoidable reasons, he / she shall inform the Faculty / Course Coordinator in writing 15 days in advance of taking such a decision.

12.1.2 If the candidate wishes to cover those topics in the next batch, he / she shall inform the Training Coordinator with an application explaining the details.

12.1.3 A final decision in this matter shall be subject to the approval of the HoD / COO. In that case, the candidate shall be required to pay an amount of Rs. 1000/- for a group of 2 topics.

12.1.4 The Certificate of completion in such cases shall be issued on the same conditions as mentioned above in Rule 11.1



Approved by CEO