

Professional Certification Programme

Registration Details

1. Availability of seats is limited for all the courses. Registration will take place on first-come-first-serve basis.
2. Attendance is compulsory. Certificates will be withheld if students do not have 80% attendance. If a student is denied Hall ticket, he/she is not eligible to sit for the final exam of the Certificate course and is not entitled to get the Certificate.
3. Registrations are open from 22 June to 27 June, 2015.
4. Students are requested to register with Ms. Omeshwari (Accounts Department).
5. Registration Guidelines:
 - a) Collect Challan and the Registration form from Ms. Omeshwari (Accounts Department)
 - b) Fill the registration form with relevant details.
 - c) Affix Passport size photograph on the Registration Form.
 - d) Pay the fees and submit the office copy of the challan and the filled registration form to Ms. Omeshwari (Accounts Department)

- e) Retain the Student Copy of the Challan until the completion of the course.
6. Classes will commence from July. Check the notice board (ground floor) for the class timings, class-room and lab details.
 7. Students will not be transferred from one course to another and refund of fees is not permitted.
 8. Onetime payment for a course is mandatory. If a student is denied Hall ticket, he/she has to register for the course in the next academic year by repaying the fees.
 9. Credit Details:

Course duration: 60 hours

45 hours of lecture hours and 15 hours of practical work

Number of credits: 2