NODE Academy

10/2201, 1st Floor, Main Road, Nr. Aaryasamaj Hall, Sonifaliya, Surat, Gujarat - 395003

Mo. : +91 9737405000 , +91 9574344000

www.node.org.in | info@node.org.in

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REGISTRATION & ENROLLMEN

1. The registration for admission of students is done towards NODE Academy. Admission slip is issued to eligible candidates for respective courses and college.

2. In the college, the candidate has to fill offline admission and enrolment form. He/she has to submit all appropriate original certificates and their self-attested photocopies. The candidate has to submit photocopy of passport also.

3. The documents are verified and signed by Admission office, Admission in charge of the department, Administration office and Admission conveners.

4. If all the documents are found to be proper, admission is approved by Administer.

5. It is mandatory for all students to enroll in the course before the commencement of the regular semester / module. As per laid down policy of the Institute.

6. Students are requested to sign up on web portal www.node.org.in after successful registration.

SOP for Examinations

Notification

1. Notice is displayed on the college Notice board and website to inform the students about filling of examination form and submission of fee (along with fee amount).

Examination Fee

1. Student has to clear all monthly installments due and pay examination fees (if any).

2. In case of any pending or due fees, Administer authorized to stopping particular student to stopping enter the examination hall.

Use of NODE Properties

1. Accessories and education / study oriented materials like camera, tri pot, lights, wires, green screen, paints, brushes, computer systems and other tools are the properties of NODE and allowing students to use under the regulations of fair use.

2. **In case of any damage and/or distortion of any properties and premises of institute, that particular student/batch/group are responsible to refill the damage and share expanse.**

3. Students are strictly instructed to enter detail in property register before its use or take away in front of authority.

4. Students are allowed 2 hours to use computers for practice or work on assignment each day.

5. Institute never responsible of any work/file/date loss from any computers. There for students instructed to have portable device along with them to keep their data safe and BACK UP is regularly.

NODE Scholarship Programme (NSP)

Declaration

NSP is the initiative by the institute with aim to help skilled artist and encourage towards the bright future in field of interest and students to continue studies by reducing their financial burden, which is a major factor that leads educational backwardness and thus result is loss of opportunity for getting higher education and professional jobs in spite of the fact that many of such students are talented. The object of the scheme, therefore, is to provide financial assistance to such meritorious students, in the form of scholarship, to help them to pursue their higher studies. It is felt that this small step will go a long way in uplifting the personality of NODE.

Criteria & Eligibility

1. Only students who are interested for long terms career oriented courses are eligible for NSP.

2. Percentage and/or amount of scholarship are completely depends on the results of skill test exam.

3. Rate of scholarship will vary depending on their fee structure and amount/percentage will vary student by student.

4. The students should be studying in recognized Institution/College the Govt. of India

Fee structure and Fine

1. Fees are on refundable and can not transfer to any other student.

2. In case of upgradation in any existing running course, the total fee of that particular upgraded course will be additionally add in fees of existing course. In case of any discount or NSP (NODE Scholarship Programme) percentage or amount on total clubbed amount of combined courses is totally subject to right of Administer.

3. After the enrollment, it is required to make payment of registration and admission fee within the deadline notified by the Institute. Students required to pay Monthly installment fees by due date (i.e. 1st of each month) from the admission of respective date.

4. The first month of the EMI stat with the same month of starting teaching sessions.

5. In case any student fails to deposit the fee within due date, Authority leads the right to stopping her / him to attend regular teaching sessions and/or restricting to use institution properties and entering institution premises

6. As well as In case of late payment , he/she will be allowed to deposit fee within first two weeks after the due date along with the late payment fine as per the following schedule :-

    a. 5% fine pf installment will be charged after the expiry of one week of the due date.
    b. 10% fine will be charged after the expiry of two weeks of the due date.

As on the situation if student don't clear his/her due within a month of due date, authority leads the rights to disqualify/drop-out or temporary/permanent suspend particular student.

SOP for Industrial Visit/Field Trips/Excursion

STEP 1: Seeking Permission

1. Contact to the Industry/Company HR department by writing a letter showing interest in visiting the company and seek their permission for the visit.
2. Mentioning a tentative schedule of visit, number of visitors, advantages of the visit to the students as well as Industry.

STEP 2: Notification and Approval

1. After receiving a positive reply from the company, notice is put on the institute notice board regarding visit and interested students are asked to submit consent form (signed by parents) by stipulated date.
2. An Approval is taken from the Administrator for availing the transportation facility and refreshment of students and faculty members who are going for the trip.
3. Approval must also indicate the exact schedule of the visit.

STEP 3: Notification and Approval

1. The concerned transporter is informed by giving letter/order for hiring his services to provide transport on the stipulated date, place and time.
2. The attendance of the students is collected prior to start of travel.
3. The concerned person or organizers are contacted and necessary formalities are completed.
4. After the visit, a detailed report about the visit along with photos is submitted to the Administers office.

SOP for Arrange Seminar/Workshop/Conference/Event

STEP 1: Preparation

Preparation for the seminar /workshop/conference/Event involves a number of activities listed below:

1. Constitute Organizing Committee with the approval of the Administer.

2. Organizing Committee prepares the event schedule.

3. Determine the budget available to host event & sources to raise the funds.

4. Determine the theme / topic to be discussed at the event.

5. Identify target group and number of participants required.

6. Secure venue – (site visit of venue to ensure it is adequate).

7. Finalize event details – (breaks, resources needed).

8. Contact relevant Ministries, Departments or target group to inform them of event – (time, date, venue, duration, break information). Send email(s) to target groups for participation.

9. Follow up on to ensure the information was received.

10. Finalize list of persons attending the event.

11. Source and prepare all necessary resources needed by organizer and Presenter – (books, manuals, projectors, name tags, etc.).

12. Secure caterer to provide meals if not included in venue package.

13. Contact Accountant and request a „Local Purchase Order".

STEP 2: Implementation

BUDGET

Funding is an integral part of any event, since the amount of funding available for the hosting of the event will determine a number of factors in planning the event.

1. Venue

2. Duration

3. Number of participants

4. Equipment – (Presentation Media)

5. Informational packets / Materials/ certificates

6. Availability of

refreshments

Points to consider:

1. Expertise / strong research background

2. Ability to convey knowledge to a large audience

3. Unbiased and non-partisan (do not invite speakers that are aligned with a particular cause
/ group)

4. Honorarium

5. Travel expenses

6. Identify alternative speaker as a precaution

☐ Sponsorship is generated for the event and rests of the expenses are catered by the college.

FINALIZE DETAILS

Determine the length of the seminar, the mode(s) of deliverance, equipment needs of Presenter, handouts and other learning material for participants, breaks and refreshments, and deadlines for replying. Secure a caterer to provide refreshments if not included in venue package.

CONTACT RELEVANT DEPARTMENTS / PARTICIPANTS

Initial contact of those Departments or persons identified to attend the seminar, with the full details of the seminar included. Includes:

1. Deadline for response

2. Seminar overview / outline

3. Requirements for eligibility

4. Number of participants required

INVITATIONS/ADVERTISEMENT/REGISTRATION

1. Invitations from Administer are sent to the invited speaker(s) or resource person(s), Guest of Honor, Chief Guest, colleges etc.

2. The event is advertised on notice boards, college website, poster distributions in other colleges, social networking websites etc. for wider publicity.

3. Registration for the event.

4. A list of registered persons is prepared and intimated about event schedule.

5. On the spot registration (if available) and Attendance.

6. Event starts as per schedule on proposed date.

STEP 3: Evaluation

1. Feedback from the registered persons

2. Certificate Distribution.

Announcement

All students will be responsible to follow policy in true letter and spirit in order to avoid fine, suspension of registration or any academic loss. It hope the Implementation will help the students for timely payments of their fees and maintains towards the properties of institute.

Acknowledgement

BY USING SERVICE OR OTHER SERVICES PROVIDED BY US AND SIGNING THIS DOCUMENT, YOU ACKNOWLEDGE THAT YOU HAVE READ THESE TERMS OF SERVICE AND AGREE TO BE BOUND BY THEM.

I am_____ confirmed that I have read above rules and conditions carefully And I am agreed to follow and bounded by them with registration of course_____ .