

SinGem Student Code

Attendance

Certification - 90% attendance compulsory. Letter of Completion - 75% attendance compulsory.

Late comings are counted as absences and are discouraged actively as they disturb the flow of class, and students coming late may be barred from entering the class without recourse to makeup classes later.

Student Behavior

SinGem reserves the right to expel/ suspend students for unbecoming behavior.

Special Classes

Students are allowed to attend classes running concurrently to make up for absences. In case special classes need to be arranged, students need to pay separately. Instructor guided classes @ Rs.400/- per hour, lab sessions @ Rs. 200/- per hour. Students may share costs for such classes.

Breaks

Students may take breaks from running schedules. In such cases, installment payments need to run in existing slotted manner for the student to avail of remaining classes at a later date subject to availability of subject and seat.

Payments Modes

Payments may be made by Cheque / Draft should be in favour of master Franchisee (India): 'Sindhar Gems & Jewelry (India) Pvt. Ltd.' payable at Kolkata, India. Student shall be permitted to attend classes subject to clearing of cheque prior to commencement of training. Payments by International students/ remote locations may be done by via Electronic Transfer. Students may contact SinGem Admissions for details on the same.

Change of Program / Center

Student may request for enrollment in an alternative batch or center at any date in the future, subject to availability. In such cases, committed balance due to SinGem should be paid in originally slotted manner. In cases where there is a change in program fees, student shall be charged as per the new slabs only. Also, where a seat for the same program in the desired batch or location is not available within the specified time period, the entire amount shall be forfeited. Transfer charges of Rs. 3000/- shall be applicable in all cases where request for change in Training center is granted.

JSS Domjur

For programs that include training at Jewelry Service Station - Domjur, outstation students need to incur an additional cost towards cost of travel, accommodation, fooding, intra-city transit.

Damages

In case of loss or damage to any class resources by students, the same shall be reparable in full monetary terms. The amount of reparation shall be fixed by

SinGem.Examinations

Students shall receive Degree /Diploma /Certificate only on successful clearance of all requirements for the same. Unsuccessful candidates may apply for one subsequent re-examination. Students failing to clear examinations in two attempts shall be issued a letter of completion. Separate Examination fee is applicable for each attempt and is not part of the Total Charges intimated at the time of admission.

Student Fees

Total Charges intimated to the student at the time of admission includes Course Fees , Other Charges (refer specific clause) and Registration Fees. Any other charges where applied, are payable separately.

Honor

SinGem Certification shall be released subsequent to successful completion of academic requirements, receipt of all necessary documents and monetary dues by SinGem. Students may be asked to mandatorily attend a convocation ceremony. All graduating students are required to take The SinGem Jeweler's Oath.

Delayed Payments

The Total Charges become payable in full upon admission itself. Zero interest EMI scheme under Seth Indarchand Srimal Scholarships may however be availed by students subject to guidelines. Compounded Interest shall be charged on late fee payments @ Rs. 50 per day. Students may be refused entry into class till such time as the outstanding is received by SinGem. Any special classes necessitated under such circumstances shall be payable separately.

Kits, Class resources, Reference material

Students are provided with reference material where required and are generally allowed to keep them. Unless specified otherwise, kits and class resources, however, are for use in class only. Take-away home kits are available separately at special rates for students.

Curriculum

The curriculum of any program is subject to upgradation, alteration or any other form of change at any time prior to or during the running of the program and students shall be bound to adhere to such new curriculum as may be offered. SinGem reserves the right to offer upgraded curriculum only against mandatory payment of extra charges as made applicable for students at a particular center.

Job Guarantee

Placement services via SinGem Jobs are available free of cost to all SinGem Alumni. A Job guarantee where offered, should be in writing and is subject to:

- a. Student clearing all required tests and examinations during and on completion of program.
- b. Student fulfilling mandatory 1 year apprenticeship / internship requirements.
- c. Student furnishing moral character certificates or references and any other documents required by employers.
- d. Student surrendering right of refusal for any job offers extended to him.

Other Charges

Lab Charges, Network Maintenance Fee (NMF) and Center Maintenance Fee (CMF) shall be collected under the head of Other Charges and shall be part of the Total Charges intimated to the student at the time of admission.

Internship

1 year full- time mandatory internship in whatsoever profile offered by any jewelry enterprise via SinGem is compulsory for all job guarantee programs.

During internship, students shall earn stipend as fixed by employer, except in case of mandatory industrial training being part of curriculum itself.

Legal Disclaimer

Any disputes that need legal recourse from either side shall be subject to Kolkata Jurisdiction only. SinGem shall not be bound by any promises outside the scope of this code or for which written sanction is not specifically provided by our Head Office in Kolkata. Also, in case of 3rd party accredited courses, SinGem takes no burden of guaranteed voluntary performance of obligations by such institutions or universities. Any related information provided to students at the time of admission or thereafter is only a reflection of the status at the moment of reiteration. Legal recourse may be taken by the student independently against such university or institution in case of refusal of performance or unjustified delays in the same. It may be noted that SinGem is a brand identity and represents various channel partners in its franchise model.

Redressal

Students may make suggestions, complaints or report any unbecoming behavior by fellow students, staff or faculty via e-mail to

response@singem.org.

Special Provisions for Elective Specializations

Subjects though not listed under usual programs may also be pursued for elective specialization, subject to availability at respective center. **Refunds**

The institute employs a standard 'no-refunds' policy. Once a student is enrolled for a particular program he is liable to pay Total Charges for the same in full even in case of long leave or discontinuation for whatsoever reason by the student.

Accreditation

The student recognizes that in case of admission to any course wherein certification is being jointly provided by any other institute or university, SinGem shall not be held responsible in case of any non- performance of obligations by such third party.

Representation

SinGem may at its discretion, refuse to accept or abide by any promises made orally or in an unauthorized manner by any concerned person, including its own staff.

Class Schedule

SinGem follows a rotating faculty system. Duration of program in weeks or months as represented to student denotes usual span of time within which program is sought to be completed by SinGem. Under this system, various topics or modules under same specialization may be completed by multiple faculty members, each bringing his own experience and style of teaching, thereby optimizing the student's knowledge horizons. Breaks between modules are often necessitated in order to accommodate faculty requirements at various centers based upon rotational cycles and strength of admissions.

EMI Dates

Students need to pay their EMIs latest by the 5th day of every month. In case of student being absent or on leave for personal reasons or where faculty/ class scheduling necessitates a break such that there are no classes slotted during the monthly window period for EMI payment, fees can only be accepted by Center Managers alongwith applicable late fine @ Rs.50/- per day.