



Fine payable by students for late submitting their documents/papers to the Institute for registration of their training in records of the Institute

The Council of Institute has decided that w.e f 1st July 2016 following amount of fine shall be charged from students who will submit their documents/papers to the Institute after prescribed time limit of 60 days for registering their training in record of the Institute:

Sl No. a) b)	Delay of number of days from date of commencement of training for submitting documents at the Institute	Fine to be charged from student
1	Up to 60 days	Nil
2	From 61 days up to 180 days	Rs 1000/- per application
3	From 181 days up to 365 days	Rs 2,000/- per application
4	More than 365 days	Rs 5,000/- per application

The concerned students shall be required to pay above fine in addition to all other desired supporting papers as already prescribed under the existing guidelines for the same.

The Institute reserves the right to treat the training undergone by the student invalid or refuse to register the same in records of the institute, even if student has paid the fine for the same, in case it comes to notice of the Institute by any means that the completion certificate or any other supporting documents submitted to the Institute is not genuine or not up to satisfaction of the Institute or in case of contravention of the prescribed guidelines in any manner.

The above fine shall be applicable on all applications received at Institute on or after 1st July 2016 for registering their training in records of the Institute.

In view of the above, all concerned students are hereby advised to submit their documents at Institute within 60 days from the date of commencement of their training to avoid any such fine in future.