

REGISTRATION PROCEDURE

To get registered, you have to fill the application form provided along with this prospectus. Student can buy the prospectus from any of its authorized centre and can submit in any of our MIIT Study centers. MIIT Centre provides regular and University courses (only at selected study centre). The site description, ASC name and code are to be mentioned in the application form at the time of admission. These details can be obtained from ASC or through new paper or student prospectus for the certificate courses. The total fee has to be paid at the time of registration. The student has to mention the name of courses and its code while filling the application form. Once the student is registered at the head office only up gradation in the course shall be entertained and not otherwise.

Criteria for Registration & Examination Fee :-

For Short Term Certificate courses registration fees Rs. 150/- and Examination Fees will be charge Rs. 340/- per course, which is exclusive of Tuition Fees. Prospectus Rs. 50/-, Biometric Attendance Rs. 190/-. Project Rs. 200/- & Service Tax will be extra. (For All)

***Note:- Registration & Exam Fees, Biometric Attendance will be charged extra.**

A - Submission of application forms

- Photo copies of all the required documents (duly attested) is to be submitted with the application form.
- A Student Identification card (Electronic ID cum Attendance Card) will be issued to every registered student by the MIIT at the beginning of the course, which has to be carried along within the centre premises.
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B- Enclosures with the application form.

- Two recent passport size photos is to be pasted in the application form.
- Attested Photo copy of your last educational qualification.
- Category Certificate (ST/SC/Handicapped) to be submitted to get relaxation in the fee as per the MIIT fee structure.

COURSE STRUCTURE

Considering the requirements of the aspirants, courses can be classified into (i) Certificate courses (ii) Diploma courses. Former is basically designed for the beginners where as the diploma courses are for those who aspire to become high quality computer professionals.

Certificate Course

These courses have been specifically designed to suit the current requirements of the IT Industry. The Certificate course is basically for the beginners who desire to make their careers in computers. MIIT has presented this course at the nominal fee so that each and every section of the society can easily afford to learn the basics of computers & get benefitted without any fee barriers.

Diploma Course

To prepare a new breed of computer professionals "MIIT" has designed its diploma courses. These courses have been presented to meet the requirements of IT industry in which Internet Programming, Advanced Programming, Accountancy, Desk Top Publishing are being covered.

Students can avail benefit from a well designed course curriculum that matches the current industry needs and emerges as a well equipped IT professional.

Under Rebate From Seva Bharati social welfare organization (NGO)

(For Only Rural & semi urban Authorized Study Centers)

- **DSM (C21)**
- **DCA (C30)**
- Course (C21) is offered by MIIT& Seva Bharati for BPL/SC/ST & other whose monthly income is below than 2500/- (Course Fee Rs. 2530/.*.) Service Tax will be extra.
- Course (C30- worth Rs. 4500/-) is offered by MIIT& Seva Bharati for girls candidates (any category) on Zero (0) tuition fee.(C30- 730/+ service tax).

For all courses Registration fees Rs. 150/- and Examination Fees will be charge Rs. 340/- per course, which is exclusive of Tuition Fees. Prospectus Rs. 50/-, Electronic ID Card/Attendance card Rs. 190/-, Project Rs. 200/-* & Service Tax will be applicable extra.

*if applicable.

Course details

The MIIT courses are offered in a very easy & simple to understand manner comprising of :-

- Free of cost written course material for theory classes.
- Assignments

Examination

The examination will be held four times a year by the authorized study centre. Students will be eligible to appear for II-semester examinations only after six months of the successful completion of I-semester.

Result

Mark sheet /Certificate will be dispatched within 30-45 days of receiving answer booklet of the students at the H.O.

Certificate/ Mark sheet :-

Certificate / Diploma will be awarded by MIIT only after the successful completion of the course which will be valid for employment all over India.

Evaluation

The minimum qualifying marks for the semester examination are as follows -

Course	Semester Examination
Diploma Course	40%
Certificate Course	50%

After qualifying all the exams, the students are awarded grades as per their percentage of marks obtained.

Percentage	Grade
> = 90%	O
> = 80% to < 90%	A+
> = 70% to < 80%	A
> = 60% to < 70%	B+
> = 50% to < 60%	B
> = 40% to < 50%	C

Re Examination

A student has to secure at least 40% marks in each subject to qualify in the semester exam. A student who does not clear all the modules of semester exam. In one sitting will be allowed to re-appear in the failed module. However the student has to pay an amount of Rs 200/- for each module.

If a student fails in the final semester examination or remains absent for whatsoever reason, can appear for re-examination within the duration of diploma examination by paying a re-examination fee of Rs 200/- by Demand Draft favoring "Microsys Institutes of Information Technology ", Payable at Luknow. Students failing to appear in the re examination within the specific period of time, shall not be entitled for the certificate or for further re-examination. Such a student has to go through the complete registration procedure to get re-admission.

Examination Procedure

- Examination will be conducted four times a year at their MIIT centers.
- The pattern of exam will be objective type which has to be answered in the question paper only. (For Computer Teacher Training Course, few paper will be descriptive.)
- Details i.e. dates of examination, timings /session will be according to the annual planner sent to all the centers at the beginning of the session.
- The duration of examination will be 3 hours.
- Question paper comprises of 50 questions from each module and each question carries 2 marks eg. a students appearing for 1st Semester of ADCA course, having four modules the question paper will contain 200 objective based question.
- Practical Exam. will carry total 100 Marks, 60 Marks for Lab Practice & 40 Marks for Viva.

Transfer of Centre

A student can apply for transfer of authorized MIIT centre. The candidate has to send an application stating the place for which transfer has been asked. The application has to be sent to the Head Office duly forwarded by the centre director (for the transfer form, contact your centre director).

Course Up gradation

A student registered for any course is entitled for an up gradation to any other course but no change of course is allowed. For this, he/she has to fill a fresh application form attached with the

prospectus (the same application form is applicable for fresh/up gradation) clearly mentioning his/her previous details (Registration No., Course) and also the course they are interested for. In that case, a student is required to submit the form along with the following :-

- Photocopy of ID card
- Fee of the upgraded course in the form of demand draft drawn in favor of " Microsys Institutes of Information Technology" payable at LUCKNOW
- Original copy of certificate issued by MIIT at the completion of the course. (For students who have already received their certificate).
- For course up gradation Rs. 100/- will be charge extra as processing charge.

Library

All the registered students can avail the library facility provided at the selected authorized study centre. A student has to pay Rs. 250/- as library fee of which Rs. 150/- is refundable after successful completion of the course and, Rs. 100/- will be retained towards library development charges. The library facility will be valid for the entire duration of the course registered.

General Instruction.

- The prospectus must be read carefully and all details must be filled completely and clearly, otherwise the application will be rejected.
- Submission of application form should strictly be done before the last date. The registration is on a first -cum first-serve basis, so no candidate shall be registered after the last date.
- Fees once paid shall not be refunded / transferred under any circumstances.
- All matters concerned with examination dates, procedures and result will be decided by MIIT, Lucknow and shall be final and binding changes (if any) shall be intimated from time to time.
- If classes are not commenced within 8 days of admission and the certificate is not received within 60 days after the completion of the course, it should be immediately brought to the notice of the head office/registered office.
- To take any leave written application will have to be given before 3 days. If found absent without written application Rs. 10/- will be charged as per absent.
- Fees details can be obtained from any MIIT authorized centers. Fee should be deposited on its scheduled day. If a student fails to deposit described tuition fee in schedules. Rs. 50/- as a fine will be charge per day after due date.
- Course Extension will be consider only due to unavoidable Reason.
- It is being strictly mentioned that only placement Assistance will be given to student we are not providing any kind of job Guarantee/Claim.
- Fees being charged is subject to change without given any prior notice & will be binding by the student.
- The institute reserves the rights to claim any damages or penalty from the students in case of any damage happen either its furniture, Property, Books, Computers or any other materials.
- Institute reserve the rights to expel student without giving any prior notice if found guilty Miscellaneous or undisciplined behavior.
- Strict discipline and punctually shall be followed by the students.
- Institute reserve the right to take any action whatsoever in case of misconduct on his/her behavior or fraudulent.
- Institute reserve the right not allowing the student in the premises of the centre in case of failure of payment of dues/fees to the institute on due dates.
- Student will not be allowed to take any terms related to the timings, Faculty etc. and the institute will be having full rights to take decision on every aspect of the academics.
- There will be the compulsion of completing the Assignments, Test, and the Examination as required by the institute from time to time failing which the institute reserves the rights to take any disciplinary action.
- Faculties can be changed without giving any information to students due to any management, administration reason.
- The institute will do it's very best to deliver program in accordance with descriptions set out in the Brochure. However, the Prospectus is planned and printed at the earliest possible date to provide maximum assistance to intending applicant. The institute therefore reserves the right to make variations to the content or method of delivery or assessment of program.
- Students are contractually obliged to pay tuition fees and all other fees on the dates they fall due from the moment that an offer of a place is accepted.
- If a student or any third party who is supposed to pay tuition fees and other fees on a student's behalf, fails to pay by the due date specified by the Centre, the Centre reserves the right to charge interest and/ late fees on Define Rates.

- The Centre reserve the right to exclude from studies forthwith any student who willfully and persistently neglects his/her academic work to such an extent the there is no reason able possibility of him/her being regarded as having duly performed the work of the program or being able to proceed to the next stage of the program. The Centre also reserves the right to exclude from studies forthwith any student who does not attend classes to a satisfactory level. The attendance level must always be at a rate of least 85%.
- The Centre reserves the right to withdraw or amend its offer to any student where it is discovered that a false statement or significant omission of information has been made by the student/prospective student in their application.
- These terms and conditions shall be governed by and construed in all respects in accordance with laws.
- MIT is registered under Indian Partnership Act 1932 of India. However the institute does not in any way guarantees the acceptance of its certificates/ diploma by any government department or others and not suit can be filed against the institute for non acceptance of its certificate/diploma by any government or others.
- In case of any dispute the jurisdiction will be at Lucknow (U.P.)

Academic Rules

- Irrespective of age and position, the student is expected to maintain appropriate relation with the management & staff.
- The students when asked to meet the management with parent/Guardian should follow the instructions strictly.
- The management expects the students' cooperation while taking any step to ensure a good career path for them.
- Students should carry the identity Card endorsed by the H.O. at all times within the centre premises.
- The students must attend all the theory and lab sessions regularly.
- Proper discipline has to be maintained within the centre premises. Any student found misbehaving will be restricted from attending the class.