

email: info@jkics.in

Signature of Student

CONSENT OF PARENT / GUARDIAN

I, _____, hereby give my full consent for the above-mentioned training of my son/ward, _____ . I undertake the responsibility for the timely payment of all fees, dues, fines for damages (if any), and other applicable charges. I also take full responsibility for the conduct and behavior of my ward during the course of the training. I agree to abide by and accept the decision of the management as final in all related matters.

Date: ____/____/____

Signature of Parent

RULES AND REGULATIONS

To maintain a disciplined, safe, and productive learning environment, all students enrolled at JKICS Anantnag are expected to abide by the following rules and regulations:

1. General Conduct

Students must maintain discipline and behave respectfully with staff, faculty, and fellow students. Any form of misconduct, misbehavior, or use of offensive language is strictly prohibited. Students are required to maintain personal hygiene and wear decent clothing appropriate for the classroom environment.

2. Attendance and Punctuality

Minimum 75% attendance is compulsory for appearing in internal assessments and final examinations. Students must report to class on time. Latecomers may not be allowed to enter the classroom. Repeated absenteeism without valid reason may lead to suspension or cancellation of admission.

3. Use of Electronic Devices

Mobile phones must be kept on silent mode or switched off during classes. Use of phones or any electronic devices during lectures without permission is not allowed.

4. Fees and Payments

Fees must be paid on or before the 10th of each month unless otherwise instructed. Late payment of fees will attract a fine as per institute policy. No refunds will be issued once the admission is confirmed.

5. Discipline and Decorum

Damage to institute property (furniture, equipment, etc.) will be charged to the student responsible. Any form of cheating, plagiarism, or malpractice during assessments will result in strict disciplinary action. Loitering in corridors or disturbing ongoing classes is strictly prohibited.

6. Leave Policy

Students must submit a written leave application in advance for planned absences. In case of emergency leave, a written explanation must be submitted upon return.

7. Identity Card

Students must carry their Identity Card at all times within the campus. The ID card must be shown when asked by faculty or administrative staff.

8. Institute Property

Students are responsible for handling computers and lab equipment with care. Unauthorized use of institute resources is not permitted.

9. Certification

Certificates will only be issued after successful completion of the course, attendance compliance, and clearance of all dues.

10. Disciplinary Action

Any violation of the above rules may result in verbal/written warnings, suspension, or termination from the course, depending on the severity of the offense. The decision of the institute management shall be final and binding in all disciplinary matters.

Declaration by Student:

I have read and understood all the rules and regulations mentioned above and I agree to abide by them throughout my course duration at JKICS Anantnag.

Date: ____/____/20__

Signature of Student

DOCUMENTS TO BE ENCLOSED

1. Self-attested photocopy of 10th/12th Marksheet or Date of Birth certificate.
2. Self-attested photocopy of Aadhaar card.
3. Self-attested photocopy of the latest examination passed certificate.
4. Two recent passport-size photographs.

COURSE LIST

S.NO	Course Code	Course Name	Duration
01	JKICS-110	Advanced Diploma in Computer Applications (ADCA)	12 Months
02	JKICS-111	O Level (Direct)	12 Months
03	JKICS-112	Postgraduate Diploma in Computer Applications (PGDCA)	12 Months
04	JKICS-113	Advanced Diploma in Hardware and Networking (ADHN)	12 Months
05	JKICS-114	Full Stack Development	12 Months
06	JKICS-115	Diploma in Software Development	12 Months
07	JKICS-116	Cisco Certified Network Associate (CCNA)	06 Months
08	JKICS-117	Data Entry Operator (DEO)	06 Months
09	JKICS-118	Certificate Course in Computer Programming (CCCP)	06 Months
10	JKICS-119	Course on Computer Concepts Plus (CCC Plus)	06 Months
11	JKICS-120	Diploma in Computer Applications (DCA)	06 Months
12	JKICS-121	Diploma in Graphic Designing	06 Months
13	JKICS-122	Web Development (Front-End)	06 Months
14	JKICS-123	Web Development (Back-End)	6 Months
15	JKICS-124	Ethical Hacking	06 Months
16	JKICS-125	AutoCAD	03/06 Months
17	JKICS-126	Course on Computer Concepts (CCC)	03 Months
18	JKICS-127	Diploma in Financial Accounting (Marg/Tally)	03 Months
19	JKICS-128	Certificate Course in Web Design	03 Months
20	JKICS-129	Certificate Course in Cloud Computing	03 Months
21	JKICS-130	Basic Computer Fundamentals	03 Months
22	JKICS-131	Python Programming	06 Months
23	JKICS-132	Digital Marketing	03 Months
24	JKICS-133	Social Media Marketing	03 Months
25	JKICS-134	Video Editing	03 Months
26	JKICS-135	Basic Typing-writing Course	03 Months
27	JKICS-136	Advanced Typing-Writing Course	06 Months
28	JKICS-137	Stenography (Short Hand)	03/06 Months