

## GENERAL INSTRUCTIONS

1. Application Form may be obtained from the Institute or can be downloaded from the website [www.mindhome.org](http://www.mindhome.org). The following are required to be submitted along with filled-in Application Form duly signed by the student:
  - i) Admission Form
  - ii) Monthly Fee / Total Fee
  - iii) One passport size Photograph
  - iv) Photocopy of any one or more of the following documents in support of your Photo Identity and Address Proof (Originals may be verified) :-
    - a) Voter-ID Card
    - b) Driving Licence
    - c) Ration Card
    - d) UID (Aadhaar Card)
    - e) Caste Certificate
    - f) Last Educational Certificate
    - g) I-Card issued by Government Department/School/College
    - h) Other document which may certify you identify & address
2. Monthly Fee includes Tuition Fee, Examination Fee, Lab. Maintenance & Study Material Fee/Charges.
3. 10% discount on lump sum payment of total fee marked as (#).
4. All fees payable in advance and are non-refundable.
5. The Registration is valid for 1 year or till the course, whichever is later & only difference of Adm. Fee, if any, has to be paid for any new course. Old students, already registered for any Computer Courses in past, have to pay only 50% Adm. Fee for joining any new course.
6. One computer course may be allowed to be converted into other course subject to the specific term & conditions of the Institute.
7. All the Computer course can also be done on monthly fee basis without any specific duration or time limit.
8. Some Computer Courses can also be done **ONLINE** in batch system mode. However, every Saturday may be allotted for personal interactions and lab practice, if required.
9. Computer students are required to complete all 'Computer Assignments and Examinations' to evaluate their performances.
10. After successful completion of the course, the students may obtain their Certificates by filling a prescribed application form and depositing Certificate Processing Fee of **Rs.250/-**
11. PC/Typing/Shorthand Course student may obtain Typing/Shorthand Certificate by paying **Rs. 150/-**, subject to minimum prescribed speed.
12. The students may book time for practice on Saturdays (optional). The 2<sup>nd</sup> Saturday of every month will be **NO PRACTICE** day for all Students. However, extra classes may be held on that day to refurnish learnings, in case of Computer students.

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