

Student Regulations Book



Complete Open Source Solutions

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ADMISSION

- 1.1. Admission to any of the courses at COSS is based on candidates meeting the requisite eligibility.
- 1.2. A student can book a seat for a particular course, in a particular batch, by payment of a Registration fee.
- 1.3. Admission to a course is confirmed only on payment of the Course fee or down payment, in case an installment facility has been availed.
- 1.4. Payment of fee as in 1.3 above should necessarily be made at least 5 days (excluding the batch commencement date) before commencement of the course failing which, his/her seat in the batch stands cancelled.
- 1.5. Registration and admission is valid for the named individual and cannot be transferred to any other individual. In case a change in batch or course is desired, the student must put in an application at least 5 days before start date of the course failing which, a batch transfer fee will be charged.

2. ATTENDANCE

- 2.1. The student is expected to maintain 100% attendance for all sessions with the batch admitted to, in order to get the full benefit of the course / program.

3. BREAKS & TRANSFERS

- 3.1. A break is a prolonged absence from the course with prior permission.
- 3.2. Shifting from one batch to another is termed as transfer.
- 3.3. A break from a course is permitted only after the student pays full course fee.
- 3.4. An application for a break or transfer would have to be submitted by the student to the Counselor. Approval of a break or transfer is at Management's discretion and based on the necessity or urgency as the case may be. Based on the availability of seats, a suitable batch will be allotted for resuming the course.
- 3.5. A student joining after a break will be governed by clause no. 3.9 since breaks will lead to batch transfers.
- 3.6. The duration of a break can be for a maximum of 1 year from the course start date, and the number of breaks allowed for a course cannot be more than 2 (two).
- 3.7. In the event of a student availing a break, on re-joining, if the course fee* has been raised, the student

will have to pay the difference. However, a reduction in fee will not entitle a student to get a refund.

- 3.8. During the period when the student is on a break, changes in course structure, up gradation or dropping of a course might occur. In such a situation, the student has to either forgo his/her admission or admit into the alternative course by paying the difference in course fee. Fee refunds will not be made in such cases and COSS does not own responsibility of the same.
- 3.9. The student seeking a transfer from one batch to another will have to pay a batch transfer fee.

4. COURSE MATERIAL

- 4.1. Every student is issued one set of course material during the program at the start of a module.
- 4.2. Requests for replacements of damaged or faulty courseware should be made on the day of issuance of courseware, failing which no requests for replacements will be entertained.
- 4.3. Items like bag, pen, cap and writing pads are given only once during the course, as part of the Courseware Kit.
- 4.4. Students will not be issued another set of course material under any circumstances.

5. CANCELLATION OF ADMISSION & READMISSION

- 5.1. Admission of a student is deemed as canceled under the following circumstances:
 - 5.1.1. No refund is made if the admission is canceled due to any of the reasons mentioned in 5.1
 - 5.1.2. COSS reserves the right to cancel the admission without giving any reason.
 - 5.1.3. A student going on a break without fulfilling the requisite procedure is a dropout and his/her studentship. Such students will be allowed to continue their course only after readmission.
 - 5.1.4. Readmission of a student is at the discretion of the Knowledge Center and upon payment of any outstanding dues, Readmission Fee*, Batch Transfer Fee*, difference in course fee* applicable at the time and/or any other fee that may be applicable.

6. CERTIFICATION

- 6.1. The RHCE exam schedule will be displayed in the notice board time to time.
- 6.2. Candidates intending to appear for the exam need to register at least before 15 days in advance to the scheduled date by paying the requisite exam fee.
- 6.3. Upon payment of the exam fee, the candidate needs to book his slot on the desired exam date. Booking of slots is strictly on first-cum-first-serve basis.
- 6.4. Slots once booked, can not be altered / rescheduled / postponed at any circumstances. Failing to appear the exam in the booked slot will result in cancellation of that slot and the exam fee can not be refunded at any circumstances.
- 6.5. Exam fee once paid can not be refunded.
- 6.6. Students can attend the exam orientation sessions only after enrolling for the RHCE exam by remitting the requisite fee in full.
- 6.7. Students need to adhere to the rules set by Red Hat in the examination hall. COSS will not be liable for any kind of misconduct during the exam and he/she will be subject to the jurisdiction of Red Hat.

7. CODE OF CONDUCT

The following are deemed as acts of indiscipline and may lead to debarring a student from attending the course any further.

- 7.1. Violation of rules and regulations laid down by "Complete Open Source Solutions".
- 7.2. Use of unfair means during examination.
- 7.3. Indecent behavior or use of abusive or threatening language in the premises.

8. EXTRA PRACTICAL SESSIONS

- 8.1. Extra lab slots can be availed of by students, subject to availability of machines, at no extra cost. Students can either make a prior lab booking through their respective faculty members, or through the faculty member(s) in charge of booking such slots or avail slots falling vacant due to no shows.
- 8.2. Allotment of the extra lab slots is at the discretion of the faculty members present in the lab.
- 8.3. 10.3 If there has been a temporary disruption in the lab due to extraneous factors, extra lab bookings shall be prioritized for those students whose lab sessions were thereby affected.
- 8.4. During extra lab sessions, students are expected to work on their own with minimum or no support.

9. FEE PAYMENT

- 9.1. Any candidate registering for a course at COSS has to pay the following fees:-
- 9.2. a) Registration fee
- 9.3. b) Applicable course fee
- 9.4. Students who avail the installment facility have to pay as per their payment schedule. Student payment schedules are deemed undertakings by students to pay their fee as per time lines drawn up in the same.
- 9.5. Delayed payment of fee leads to payment of late fee as applicable at each Center. The payment of fees with late fee is allowed till a cut-off date, which is a maximum of 10 days from the schedule date including holidays, failing which the admission stands canceled.
- 9.6. Fees once paid will not be refunded.
- 9.7. Requests for change of fee payment date will not be entertained under any circumstances.
- 9.8. All fees is payable by Cash or Local Cheques or Demand Drafts. Outstation Cheques or Demand Drafts payable on outstation locations are not accepted. All payments are subject to realization.
- 9.9. The Cheque shall be issued by the student / customer. In the event cheque(s) is/are issued on behalf of the student / customer by another entity/person, the said entity/person shall be jointly and severally liable, if the cheque(s) dishonors, under the provisions of Negotiable Instruments Act, 1881 (as amended)
- 9.10. If a cheque is dishonored, a charge of Rs. 500/- will be levied. Further payments would be received in cash only.
- 9.11. COSS reserves the right to make any changes in the fee structure and payment schedules if felt necessary. These changes shall be binding on all students of "Complete Open Source Solutions".

10. GENERAL

- 10.1. COSS reserves the right to postpone / cancel the batch with due intimation to students.
- 10.2. COSS reserves the right to change the rules and regulations as and when the necessity arises.
- 10.3. These rules are currently applicable in COSS and apply to all students of COSS. These rules will remain valid till any changes are affected, upon which the new rules come into effect automatically for all students. All earlier rules will then become null and void.

- 10.4. A student is not entitled to any certificate(s) or record(s) if not collected within one year from the date of completion of the batch.
- 10.5. Students are requested not to leave their bags and other materials in the class or anywhere in the premises. COSS will not be liable for any loss.
- 10.6. Parking of vehicles of students is at their own risk. COSS does not provide for any security for the same.
- 10.7. No personal laptops, CDs, Floppy diskettes and other computer related equipment is allowed into the premises.
- 10.8. Students are not allowed to make telephone calls from the office phone; neither will they be called to attend any telephone calls.
- 10.9. Students shall switch off their mobile phone before entering a classroom
- 10.10. For any issue unspecified in 'The Students Regulation Book' the decision of the Management is final and binding.

11. IDENTITY CARD

- 11.1. Each student is issued an Identity Card upon admission.
- 11.2. An Identity Card is valid only if it contains the student's name, batch code, registration number, Statute of limitations, expiry date, and a recent photograph duly stamped and signed by an authorized signatory of COSS.
- 11.3. An Identity Card is valid as per the date mentioned therein.
- 11.4. The student will be permitted to enter the center and receive any material & service only upon producing his/her valid Identity Card.
- 11.5. There may be random check and candidates with out proper Identification/ Identity Card
- 11.6. Will be made out of the class and the security people may not allow also to inside the premises

12. VALIDITY OF ADMISSIONS

- 12.1. A student's admission is valid for a period 60 days including the duration of the course.
- 12.2. No claims to any facilities, courses, fees paid, etc. are valid after the expiry of the validity period and no requests on such accounts will be entertained.
- 12.3. If a student discontinues a course and wants to continue the same after the validity period of 1 year, he/she will be treated as a fresh admission and will be admitted upon payment of Registration fee and full course fee, as applicable. This will be treated as a case of fresh admission and not readmission.

13. Foreign Nationals

- 13.1. All students from outside India need to submit two photo copies of each of the Following Documents during the time of admission
- Visa
 - Passport
 - Rental Agreement
 - Support document to validate the rental agreement viz: Electricity bill etc

A copy each of the above documents will be submitted to the Commissioner of Police, Hyderabad as mandated by Government of India

- 13.2. Also as advised by Red Hat, we do not admit any National from T7 countries (Cuba, Iran, Iraq, Libya, North Korea, Sudan and Syria as they are embargoed as a part of trade restriction.
- 13.3. We do not provide any lodging or boarding facilities to any of our students. Students are requested to make their own lodging and boarding arrangements.
- 13.4. All legal compliance is restricted to the Hyderabad jurisdiction

Please meet /call our counselor for further details and/or clarifications.