

Admission Procedure

Student should carefully check their eligibility, qualifications while taking admission in a course of their choice offered by the Centre. In case of non-eligibility, institute will not be responsible for the cancellation of admission and in no case fees will be refunded whatsoever in any circumstances and no request will be entertained in this regard.

Prospectus can be availed by paying Rs.200/-* from centre includes Application Form, Identity Card, Fees Structure, Paper of Exam Rules & Regulations etc.

Student should submit the Admission Form along with necessary documents & Photograph within stipulated time. Institute will not be responsible for cancellation of admission in case the form along with necessary documents is not submitted by the due date. Admission to the concerned Student shall be forwarded only after the fee as per schedule is deposited.

Enclosures at the time of Admission

- i) Self attested two stamp size recent photograph
- ii) Xerox copy of last qualification with self attested

ABBSOFT can alter or change any of the conditions/courses etc. at its sole discretion which will be binding on all the students and the Institute shall not be responsible in any manner whatsoever.

Upgrade / Downgrade

A student enrolled for a shorter duration course may upgrade his / her course as long as he / she is on the enrolment free of cost. Similarly, a student can downgrade his/her course from higher module/semester to lower module/semester, the excess amount paid by the student is not refundable under any circumstances. In case of a downgrade, a fees of Rs. 200/-* is payable by the student.

Study Material

ABBSOFT has developed its own study material on various subjects. Study Material combines Vast contents, Usable example & Questions, Computer Dictionary and Word Book & Note Pad are also provided to the students.

Faculty Members

ABBSOFT faculty members are highly qualified and experienced in their respective fields for various courses. The faculty uses modern trick & techniques for the students according to their courses as per the requirement. Project, Case study, Seminars, Personality Development and Debates on various topics related to course develop analytical and decision making skills of the students.

Faculty makes learning a joyful experience by teaching the course through innovative means. Complicated topics are explained in simple and easy language with examples .Students are given individual attention and their psychological needs are well attended to.

Highly motivated, dedicated and energetic faculty. Deep knowledge of all the aspects of the subject, clarity of concepts, Love for the students, Passion for teaching, Positive attitude towards the Institute, Management and Students.

Course Fees

ABBSOFT includes Study material, Examination, Certificate etc. with its course fee. Partly payment procedure is available to the students without any extra charge. This facility is not available anywhere except ABBSOFT. So students should avail this opportunity.

“Fees Structure” is provided, produce it at the time of fees payment. Fees can be paid through Cash / Local Cheque / D.D. .

The course fee must be paid on or before the due date of each month as specified on “Fees Structure”. If the student fails to pay in time, Rs. 2/-* per day will be charged along with fees.

Scholarship / Fees Concession

The meritorious students are awarded by scholarship. Student securing good Marks & Grade in exams are given scholarship in form of fees concession. SC / ST Section students are given fees concession from their respective fees of their course.

Fees once paid are non-refundable. Only Regd. Fee is refundable within 24 hours after making necessary adjustments as required from the date of Registration (if a student is not started class). However the fees paid can be transferred to another course.

Institute reserves the right to cancel the admission if the fees are not deposited by the stipulated date, non-submission of eligibility proof, indiscipline etc..

Identity Card

After admission, a student is issued an Identity Card. An ID Card is valid when it contains “Students Name”, ”Course Name”, ”Course Duration”, Admission Date”, “Recent Photograph” & “Sign. of Issuing Authority” etc.

ID card is valid up to specified end of course date. For security reasons it is imperative for student to carry their ID card to centre, otherwise they are not allowed inside class room, lab room & exam room.

At the time of Examination, it is compulsory to produce ID card to examiner. For more details check the “Rules of Examination” on Notice Board.

In case of ID card loss, the student should inform immediately through an application. Duplicate ID card will be issued after fulfilling the formalities.

Examination & Certification

There will have a final examination at the end of a particular course. Exam may consist of Theory & Practical. If a student fails to attend, then he/ she is declared as unsuccessful. However he / she is eligible for appearing re-exam by paying extra applicable fee.

But before the final exam a student must clear all the dues. After examination the marks & grades are displayed on the Notice Board.

After completion of the “Final Examination”, student has to apply for getting Mark sheet & Certificate. No additional payment is to be made towards mark sheet & certificate. The certificate with mark sheet will be issued within 30 days from the date of apply.

Pass Percentage & Grades

In order to qualify for Mark sheet & Certificate, a student is required to secure at least 45% of marks in each individual paper. The result will be declared on the basis of the following chart, which would be described on the front side of Provisional Certificate-cum-Mark sheet.

Legends

%Marks	Description	Grade
<45	Fail	Nil
45 54.9	Satisfactory	D
55 74.9	Fair	C
75 84.9	Good	B
85 100	Excellent	A

The student's overall performance in a program is evaluated by taking a weighted average of his / her overall performance in each semester and is recorded in the Certificate.

In case of loss of a Certificate, a duplicate can be issued on written request, subject to the Centre Head's approval and fulfilling other formalities.

Infrastructure

ABBSOFT Training Institute is having well furnished infrastructure to support all students to shape their career. The Institutes is strategically located at prominent locations well connected with all modes of transport. We facilitate each student with modern facilities and amenities to make them feel comfortable while learning at our campus.

ABBSOFT ensures that there is no compromise on quality norms with regards to not only level of Faculty Team but centre's infrastructure too.

Our centre ensures the large number of computers in the labs to allow the students for their practice. All the Practical & Theory rooms have been provided latest PC's. In case of any break down, it ensured that the service personnel attend and rectify the problems within 24 hours of reporting.

At ABBSOFT software applications are updated from time to time to ensure that the students are familiar with the latest versions of the software they are learning.

Notice Board

All the important & necessary information required will be displayed on the Notice Board. It shall be the responsibility of the student to obtain all the essential information regarding study material, examinations, certificates, application form, results, holidays, fees or any other information on regular basis. Institute will not be responsible for any lack of communication. In case of any clarification student should submit his/her request in writing to the Institute rather than verbal communication.

Study Centre Transfer

Change of Study Centre is permitted till the completion of the course depends on the circumstances. A student should submit his/her request in writing. However if a student requires to change the centre from among the ABBSOFT centres, the request could be considered depending upon the availability of the particular course at the particular centre.

ADVISOR

ABBSOFT appoint Advisors to promote self employment & independent income for the students. This is called "Earn while Learn". That means, while a student Join & Learn in ABBSOFT can be a member of "Advisor" & starts income without any Investment. This is the platform where people can income lot without any investment. For further details, please feel free to contact the In-charge of "Advisor".

Job Placement Service (JPS)

The Institute has own a Job Placement Service (JPS). Students may use the services of the institute's placement orientation program. These services include counseling, job seeking, skill workshops which includes resume writing & interview handling, job search handbook, on & off campus recruiting. Students should contact the Placement Division as soon as they register for a course to receive information concerning job opportunities.

Its efforts and contacts with various Companies, Domestic Companies and other Institutions which will go a long way in providing real help to the students. ABBSOFT is committed to provide 100% Job Placement Assistance to the students after the completion of their course.

Library Facility

ABBSOFT store sufficient IT books for the reference. To avail this facility, a student has to make a deposit of Rs.200/- towards "Library Caution Money", which is refundable after successful completion of the course as well as with the clearance Library-in-Charge. Money receipt should be obtained and preserved carefully for obtaining refund.

A student is allowed to draw books for 7 days (including holidays) without any charge. If a student keeps the book in excess of 7 days then he/she has to pay a fine amount Rs.5/- per day.

If the cost of the book is more than the caution deposit, then the student will be required to pay the balance amount.

In case of Book loss or any damage, the student would be responsible for replacing the book or reimburse the cost of the book.

Leave Rules

A student would be granted for leave during College / University examination to enable them to do their computer course at ABBSOFT.

The student should submit an application pertaining to his/her break by giving details of examination schedule and the date of re-joining.

A Student who wishes to take longer breaks would be transferred to other batches, subject to availability of seats / batches.

A leave will be considered as a break leave if it is for a minimum period of 4 weeks to maximum period of 8 weeks (depends on circumstances).

Students remaining absent or on leave for one year will be considered dropouts. If they wish to continue, they have to re-register by paying a fee of Rs. 200/-* only.

General Instructions

Students are required to maintain discipline within ABBSOFT Campus and also at other places where ABBSOFT holds its classes/functions/training programmes etc. and follow the instructions and guidelines of the ABBSOFT Management. Students are advised not to indulge in any kind of disputes with other students, not to cause any damage to the property, fixtures, computers etc. of ABBSOFT and to take care of their belongings. Fine will be imposed in case of any damage caused by the student. ABBSOFT shall not be liable or responsible for any mis-happening on the Institute's campus/premises arising out of the acts and deeds of the student, misbehaviour, mischief and indiscipline of students and ABBSOFT shall have full rights to terminate/cancel the enrolment of the student during the tenure of the course for acts as above said without refund of fees.