

ADMISSION POLICIES

ADMISSION

The goal of the Admissions Board is to select students who show intellectual capacity, demonstrate leadership ability and possess personal characteristics that best equip them for careers in HR.

ENROLLMENT

Applications received from the students are checked for the basic eligibility criteria and the eligible students are enrolled into the program. The applications received from students awaiting final year results or those who do not have the certificates readily for submission, will also be processed and enrolled into the program. However, such students will have to submit the relevant certificates of the qualifications claimed in the application as soon as they are made available to such students.

REJECTED APPLICATIONS

If the applicants do not satisfy the eligibility criteria, the applications are returned to them along with all enclosures and the payment paid after deducting Rs.500 as processing fee. Such students are, however, permitted to apply again after they satisfy the eligibility criteria. The students whose applications have been rejected may appeal to the Admissions Board, if they wish to have a review of their applications.

PAYMENT

The applicants are required to pay the basic fee for each of the PG Diploma Program as notified.

NO REFUND

The amount once paid is not refundable under any circumstance, except in the case of rejected applications.

RIGHT TO AMEND RULES

SMCT reserves the right to amend the rules and regulations wherever considered necessary and appropriate. Such amendments will be intimated to the students. Therefore, this publication and the descriptions contained herein are not to be construed as a contract binding the SMCT to any specific policies. Possible changes include, but are not limited to, passing requirements, eligibility criteria for examinations, payment schedule, refund policy, curriculum and course content, examination pattern, certifications and designation, and such other matters as may be considered relevant.

JURISDICTION

Disputes (if any) relating to the PG Diploma Programs in all courses are subject to Pune, India, court jurisdiction only.

The students are advised to read the following guidelines carefully before completing the Application Forms.

- a. The Application Forms should be filled in capital letters.
- b. Please respond to all information sought.
- c. Additional sheets may be used, if necessary.
- d. Ensure that the respective signatories sign the Application Forms.

PHOTOCOPIES OF CERTIFICATES

- a. Photocopies of certificates of all your undergraduate, graduate studies and professional qualifications shall be enclosed with Application form for Admission.
- b. Original certificates should not be sent.

MODE OF REMITTANCE

- a. The payment for the program is to be remitted along with the Registered Form for Admission at the time of enrollment should be made through A/c payee crossed demand draft of any commercial bank, drawn in favor of "Salahkaar Consultants" and payable at Pune.
 - b. Students availing the installment scheme are required to enclose the postdated cheques in favor of "Salahkaar Consultants". Only multi-city cheques will be accepted.
- PROTECTION OF COPYRIGHT OF ALL STUDY MATERIAL OF SMCT.**
Students will undertake the responsibility of ensuring that they do no violation of copyright of any of SMCT study material knowingly or unknowingly.

ENCLOSURES

Please ensure that your Application contains the following enclosures.

- a. Application Form for Admission into the program (with recent color photograph affixed).
- b. Demand Draft/Cheque towards the payment.

- c. Copies of Certificates of Date of Birth and Educational Qualifications/Marks Sheets.
- d. Students availing the Installment Facilities scheme are requested to enclose the postdated Cheques in favor of the "Salahkaar Consultants".
- e. Students have to produce photocopies of any one of the following documents as address proof at the time of admission: Latest telephone (BSNL) bill, latest electricity bill, latest property tax bill, voter ID card issued by any authorized body with seal.

The completed Application Form with the enclosures listed above may be submitted at the branch offices or can be forwarded by Speed post/Courier to:

**Salahkaar Consultants,
Second Floor,Siddhant Classic, Next to Gulmohar Royale, Plot No-25,
Viman Nagar, Pune 411 014, India,**

Phone Numbers: 9371110633, 9822198530, (020) 26633012/ 26632472.

STUDENT'S UNDERTAKING

I have read all the rules related to admission policy and agree to abide by them in letter and spirit in all future transaction with the Salahkaar Consultants and the SMTC.

Student's name, signature and address.
