



PRESCRIBED SESSIONS SYSTEM

For Admission, Exam & Certification

(Download & Take Print out of Session System & paste the same in your centre's notice board)



Session System For 12 Months Courses

| Sessions Sr. No. | Duration of Sessions (12 Months courses) | Last date/Month For Admission Form Submission (By Centre to head Office) | Exam. Date (Exam conducted By Centre on prescribed date below) | Last Date/Month for Applying Certificate (Apply Certificate within 30 days after exam) | Diploma/certificate issued by head Office |
|--------------------------|---|--|--|--|---|
| 1 st Session | 1 st January to 31 th December | 30 th November | 31 th December | 31 th January | Within 20 days |
| 2 nd Session | 1 st February to 31 th January | 31 th December | 31 th January | 28 th February | Within 20 days |
| 3 rd Session | 1 st March to 28 th February | 31 th January | 28 th February | 31 th March | Within 20 days |
| 4 th Session | 1 st April to 31 th March | 28 th February | 31 th March | 30 th April | Within 20 days |
| 5 th Session | 1 st May to 30 th April | 31 th March | 30 th April | 31 th May | Within 20 days |
| 6 th Session | 1 st June to 31 th May | 30 th April | 31 th May | 30 th June | Within 20 days |
| 7 th Session | 1 st July to 30 th June | 31 th May | 30 th June | 31 th July | Within 20 days |
| 8 th Session | 1 st August to 31 th July | 30 th June | 31 th July | 31 th August | Within 20 days |
| 9 th Session | 1 st September to 31 th August | 31 th July | 31 th August | 30 th September | Within 20 days |
| 10 th Session | 1 st October to 30 th September | 31 th August | 30 th September | 31 th October | Within 20 days |
| 11 th Session | 1 st November to 31 th October | 30 th September | 31 th October | 30 th November | Within 20 days |
| 12 th Session | 1 st December to 30 th November | 31 th October | 30 th November | 31 th December | Within 20 days |

Session System For 6 Months Course

| Sessions Sr. No. | Duration of Sessions (6 Months courses) | Last date/Month For Admission Form Submission (By Centre to head Office) | Exam. Date (Exam conducted By Centre on prescribed date below) | Last Date/Month for Applying Certificate (Apply Certificate within 30 days after exam) | Diploma/certificate issued by head Office |
|--------------------------|--|--|--|--|---|
| 1 st Session | 1 st January to 30 th June | 31 th May | 30 th June | 31 th July | Within 20 days |
| 2 nd Session | 1 st February to 31 th July | 30 th June | 31 th July | 31 th August | Within 20 days |
| 3 rd Session | 1 st March to 31 th August | 31 th July | 31 th August | 30 th September | Within 20 days |
| 4 th Session | 1 st April to 30 th September | 31 th August | 30 th September | 31 th October | Within 20 days |
| 5 th Session | 1 st May to 31 th October | 30 th September | 31 th October | 30 th November | Within 20 days |
| 6 th Session | 1 st June to 30 th November | 31 th October | 30 th November | 31 th December | Within 20 days |
| 7 th Session | 1 st July to 31 th December | 30 th November | 31 th December | 31 th January | Within 20 days |
| 8 th Session | 1 st August to 31 th January | 31 th December | 31 th January | 28 th February | Within 20 days |
| 9 th Session | 1 st September to 28 th February | 31 th January | 28 th February | 31 th March | Within 20 days |
| 10 th Session | 1 st October to 31 th March | 28 th February | 31 th March | 30 th April | Within 20 days |
| 11 th Session | 1 st November to 30 th April | 31 th March | 30 th April | 31 th May | Within 20 days |
| 12 th Session | 1 st December to 31 th May | 30 th April | 31 th May | 30 th June | Within 20 days |

Session System For 3 Months Course

| Sessions Sr. No. | Duration of Sessions (3 Months courses) | Last date/Month For Admission Form Submission (By Centre to head Office) | Exam. Date (Exam conducted By Centre on prescribed date below) | Last Date/Month for Applying Certificate (Apply Certificate within 30 days after exam) | Diploma/certificate issued by head Office |
|--------------------------|--|--|--|--|---|
| 1 st Session | 1 st January to 31 th March | 28 th February | 31 th March | 30 th April | Within 20 days |
| 2 nd Session | 1 st February to 30 th April | 31 th March | 30 th April | 31 th May | Within 20 days |
| 3 rd Session | 1 st March to 31 th May | 30 th April | 31 th May | 30 th June | Within 20 days |
| 4 th Session | 1 st April to 30 th June | 31 th May | 30 th June | 31 th July | Within 20 days |
| 5 th Session | 1 st May to 31 th July | 30 th June | 31 th July | 31 th August | Within 20 days |
| 6 th Session | 1 st June to 31 th August | 31 th July | 31 th August | 30 th September | Within 20 days |
| 7 th Session | 1 st July to 30 th September | 31 th August | 30 th September | 31 th October | Within 20 days |
| 8 th Session | 1 st August to 31 th October | 30 th September | 31 th October | 30 th November | Within 20 days |
| 9 th Session | 1 st September to 30 th November | 31 th October | 30 th November | 31 th December | Within 20 days |
| 10 th Session | 1 st October to 31 th December | 30 th November | 31 th December | 31 th January | Within 20 days |
| 11 th Session | 1 st November to 31 th January | 31 th December | 31 th January | 28 th February | Within 20 days |
| 12 th Session | 1 st December to 28 th February | 31 th January | 28 th February | 31 th March | Within 20 days |

Session System For 2 Months Course

| Sessions Sr. No. | Duration of Sessions (2 Months courses) | Last date/Month For Admission Form Submission (By Centre to head Office) | Exam. Date (Exam conducted By Centre on prescribed date below) | Last Date/Month for Applying Certificate (Apply Certificate within 30 days after exam) | Diploma/certificate issued by head Office |
|--------------------------|---|---|---|---|---|
| 1 st Session | 1 st January to 28 th February | 31 th January | 28 th February | 31 th March | Within 20 days |
| 2 nd Session | 1 st February to 31 th March | 28 th February | 31 th March | 30 th April | Within 20 days |
| 3 rd Session | 1 st March to 30 th April | 31 th March | 30 th April | 31 th May | Within 20 days |
| 4 th Session | 1 st April to 31 th May | 30 th April | 31 th May | 30 th June | Within 20 days |
| 5 th Session | 1 st May to 30 th June | 31 th May | 30 th June | 31 th July | Within 20 days |
| 6 th Session | 1 st June to 31 th July | 30 th June | 31 th July | 31 th August | Within 20 days |
| 7 th Session | 1 st July to 31 th August | 31 th July | 31 th August | 30 th September | Within 20 days |
| 8 th Session | 1 st August to 30 th September | 31 th August | 30 th September | 31 th October | Within 20 days |
| 9 th Session | 1 st September to 31 th October | 30 th September | 31 th October | 30 th November | Within 20 days |
| 10 th Session | 1 st October to 30 th November | 31 th October | 30 th November | 31 th December | Within 20 days |
| 11 th Session | 1 st November to 31 th December | 30 th November | 31 th December | 31 th January | Within 20 days |
| 12 th Session | 1 st December to 31 th January | 31 th December | 31 th January | 28 th February | Within 20 days |

Session System For 45 Days Course

| Sessions Sr. No. | Duration of Sessions (45 Days courses) | Last date For Admission Form Submission (By Centre to head Office) | Exam. Date (Exam conducted By Centre on prescribed date below) | Last Date for Applying Certificate (Apply Certificate within 30 days after exam) | Diploma/certificate issued by head Office |
|--------------------------|---|---|---|---|---|
| 1 st Session | 1 st January to 14 th February | 23 th January | 14 th February | 17 th March | Within 20 days |
| 2 nd Session | 1 st February to 17 th March | 23 th February | 17 th March | 16 th April | Within 20 days |
| 3 rd Session | 1 st March to 14 th April | 23 th March | 14 th April | 14 th May | Within 20 days |
| 4 th Session | 1 st April to 15 th May | 23 th April | 15 th May | 14 th June | Within 20 days |
| 5 th Session | 1 st May to 14 th June | 23 th May | 14 th June | 14 th July | Within 20 days |
| 6 th Session | 1 st June to 15 th July | 23 th June | 15 th July | 14 th August | Within 20 days |
| 7 th Session | 1 st July to 14 th August | 23 th July | 14 th August | 13 th September | Within 20 days |
| 8 th Session | 1 st August to 14 th September | 23 th August | 14 th September | 14 th October | Within 20 days |
| 9 th Session | 1 st September to 15 th October | 23 th September | 15 th October | 14 th November | Within 20 days |
| 10 th Session | 1 st October to 14 th November | 23 th October | 14 th November | 14 th December | Within 20 days |
| 11 th Session | 1 st November to 15 th December | 23 th November | 15 th December | 14 th January | Within 20 days |
| 12 th Session | 1 st December to 14 th January | 23 th December | 14 th January | 13 th February | Within 20 days |

Session System For 1 Months Course

| Sessions Sr. No. | Duration of Sessions (1 Months courses) | Last date For Admission Form Submission (By Centre to head Office) | Exam. Date (Exam conducted By Centre on prescribed date below) | Last Date for Applying Certificate (Apply Certificate within 30 days after exam) | Diploma/certificate issued by head Office |
|--------------------------|---|---|---|---|---|
| 1 st Session | 1 st January to 31 st January | 15 th January | 31 st January | 28 th February | Within 20 days |
| 2 nd Session | 1 st February to 28 th February | 15 th February | 28 th February | 31 st March | Within 20 days |
| 3 rd Session | 1 st March to 31 st March | 15 th March | 31 st March | 30 th April | Within 20 days |
| 4 th Session | 1 st April to 30 th April | 15 th April | 30 th April | 31 st May | Within 20 days |
| 5 th Session | 1 st May to 31 st May | 15 th May | 31 st May | 30 th June | Within 20 days |
| 6 th Session | 1 st June to 30 th June | 15 th June | 30 th June | 31 st July | Within 20 days |
| 7 th Session | 1 st July to 31 st July | 15 th July | 31 st July | 31 st August | Within 20 days |
| 8 th Session | 1 st August to 31 st August | 15 th August | 31 st August | 30 th September | Within 20 days |
| 9 th Session | 1 st September to 30 th September | 15 th September | 30 th September | 31 st October | Within 20 days |
| 10 th Session | 1 st October to 31 st October | 15 th October | 31 st October | 30 th November | Within 20 days |
| 11 th Session | 1 st November to 30 th November | 15 th November | 30 th November | 31 st December | Within 20 days |
| 12 th Session | 1 st December to 31 st December | 15 th December | 31 st December | 31 st January | Within 20 days |



Terms & Conditions

1. You have to submit batch of students admission forms along with courses prescribed registration fees during their courses join month & valid up to month/Session as written by you on students admission forms.
2. Submit admission form with Regd. fee as soon as possible, So that, you are able to add [online roll number](#) of students at [website](#) from your center login panel and students are also able to verify their roll numbers at website during their studies.
3. You Can Choose to Send Batch of Admission Forms along with Prescribed Total Regd Fees via email on [5th or 10th or 15th or 20th or 25th or 30th/31th dates](#) of Month.
4. **Last date or Month for submission of Admission forms-** You can submit student admission form with fee before **One Month** of prescribed course completion date/session by Email to head Office, If you submit admission form with fee in the last month of course completion or after prescribed course completion date/session then as a late fee double Regd. Fee Applicable. No excuse will be entertained.
5. Course must be completed within prescribed course duration/valid up to date.
6. Without registration fee student admission forms are not accepted and their roll number cannot be accepted, if added by you in your login panel for head office approval.
7. Student registration fee once paid for courses are non refundable & not adjustable.
8. If any already enrolled student wants to change or upgrade his/her course then already paid registration fee by centre owner for previous course shall not be adjustable in the registration fee of new course. For New Course new registration fee applicable. Because its student fault, not of head office & centre owner. However, In case of course upgradation, previously issued roll number & join Month, can be used for new course.
9. After the completion of course's valid up to date or session, Centre owner will conduct exam on 30th/31th dates of course completion month for all those students who have completed their courses within prescribed duration. After conducting exam on said date, centre owner will apply for certificate within 30/31 days. If centre owner does not apply for certificates within 30/31 days after exam then centre head has to pay again the same registration fee as applicable for student course. Also Read FAQ no.5 for applying certificate process.

Read Terms & Conditions in Hindi Below-

1. आपको स्टूडेंट्स के एडमिशन फॉर्म को, उनके कोर्सेज में Join Month & Valid Up To Month के दौरान, निर्धारित की गयी रजिस्ट्रेशन फीस के साथ, हेड ऑफिस को भेजना होता है।
2. जल्द से जल्द रजिस्ट्रेशन फीस के एडमिशन फॉर्म हेड ऑफिस को भेजें, ताकि आप अपने सेंटर लॉगिन पैनल से वेबसाइट पर छात्रों के ऑनलाइन रोल नंबर ऐड कर सकें और छात्र वेबसाइट पर अपने रोल नंबर भी वेरीफाई कर सकें।
3. आप महीने की **5वीं या 10वीं या 15वीं या 20वीं या 25वीं या 30/31 वीं तारीख** को ईमेल के माध्यम से निर्धारित कोर्सेज की रजिस्ट्रेशन फीस के टोटल के साथ Admission फॉर्म के बैच को भेज सकते हैं। आप सभी स्टूडेंट की रजिस्ट्रेशन फीस का जोड़ करके 1 ट्रांसक्शन में ही सारी फीस अदा कर सकते हैं और उसका स्क्रीनशॉट एडमिशन लिस्ट में पेस्ट करके भेज सकते हैं।
4. **एडमिशन फॉर्म जमा करने की अंतिम तिथि या महीना-**आपको स्टूडेंट के कोर्स अवधि की समाप्ति की तिथि या सेशन समाप्ति से **1 महीना** पहले रजिस्ट्रेशन फीस के साथ एडमिशन फॉर्म हेड ऑफिस को ईमेल द्वारा जमा करवाने होते हैं, यदि आप स्टूडेंट के कोर्स अवधि की समाप्ति के आखिरी महीने में एडमिशन फॉर्म हेड ऑफिस को भेजते हो तो लेट फीस के रूप में उस कोर्स की **डबल रजिस्ट्रेशन फीस** लगेगी या स्टूडेंट के कोर्स अवधि की समाप्ति की तिथि/सेशन के बाद एडमिशन फॉर्म हेड ऑफिस को भेजते हो तो लेट फीस के रूप में उस स्टूडेंट के कोर्स की रजिस्ट्रेशन फीस डबल लगेगी। कोई बहाना नहीं चलेगा।
5. कोर्सेज निर्धारित अवधि के भीतर पूरा होना चाहिए।
6. रजिस्ट्रेशन फीस के बिना स्टूडेंट के एडमिशन फॉर्म स्वीकार नहीं किए जाते हैं और यदि आपने हेड ऑफिस की मंजूरी के लिए अपने लॉगिन पैनल में उनको ऐड किया है तो उनका रोल नंबर भी स्वीकार नहीं किया जा सकता है।
7. स्टूडेंट की रजिस्ट्रेशन फीस रिफंडेबल और अडजस्टेबल नहीं होती है।
8. यदि कोई पहले से एनरोलड स्टूडेंट अपना कोर्स बदलना या अपग्रेड करना चाहता है तो पिछले कोर्स के लिए केंद्र मालिक द्वारा पहले से भुगतान की गयी रजिस्ट्रेशन फीस नए कोर्स की फीस में अडजस्टेबल नहीं होगी। नए कोर्स के लिए नया रजिस्ट्रेशन फीस लागू होता है। क्योंकि इसमें छात्र की गलती है, हेड ऑफिस और सेंटर के मालिक की नहीं। हालांकि, पिछले कोर्स के लिए जो रोल नंबर जारी किया गया था और जो ज्वाइन मंथ था उसको ही नए कोर्स के लिए यूज किया जा सकता है।
9. सेंटर मालिक कोर्सेज समाप्ति की आखरी 30/31 तारीख को परीक्षा आयोजित करेगा। उक्त तिथि को परीक्षा कराने के बाद 30/31 दिन के अंदर सेंटर ओनर प्रमाण पत्र के लिए आवेदन करेगा। यदि सेंटर मालिक परीक्षा के 30/31 दिनों के भीतर प्रमाण पत्र के लिए आवेदन नहीं करता है तो केंद्र प्रमुख को फिर से वही पंजीकरण शुल्क देना होगा जो उस कोर्स के लिए उसने पहले दिया था। सर्टिफिकेट अप्लाई करने की प्रक्रिया के लिए अपने लॉगिन पैनल में FAQ . No. 5 भी पढ़ें।--

Note-

Every time Before Sending Admission Form list/Batch & applying for certificates & for centre Renewal to head Office, Always Read Notifications, FAQs (Especially FAQ No.1 to 6) & also Check others web links in your login Panel for latest updates.

No Excuse will be entertained that you have not been informed about latest updates in login panel, because for day to day updations & information, head office has designed login panel for all centres in India. So check your centre login panel at least once in a Week. For better management of centre, always Read FAQs & check other links in login panel at least 2 or 3 times.