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
1st Session	1st January to 31th December	30th November	31th December	31th January	Within 20 days
2nd Session	1st February to 31th January	31th December	31th January	28th February	Within 20 days
3rd Session	1st March to 28th February	31th January	28th February	31th March	Within 20 days
4th Session	1st April to 31th March	28th February	31th March	30th April	Within 20 days
5th Session	1st May to 30th April	31th March	30th April	31th May	Within 20 days
6th Session	1st June to 31th May	30th April	31th May	30th June	Within 20 days
7th Session	1st July to 30th June	31th May	30th June	31th July	Within 20 days
8th Session	1st August to 31th July	30th June	31th July	31th August	Within 20 days
9th Session	1st September to 31th August	31th July	31th August	30th September	Within 20 days
10th Session	1st October to 30th September	31th August	30th September	31th October	Within 20 days
11th Session	1st November to 31th October	30th September	31th October	30th November	Within 20 days
12th Session	1st December to 30th November	31th October	30th November	31th 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
1st Session	1st January to 30th June	31th May	30th June	31th July	Within 20 days
2nd Session	1st February to 31th July	30th June	31th July	31th August	Within 20 days
3rd Session	1st March to 31th August	31th July	31th August	30th September	Within 20 days
4th Session	1st April to 30th September	31th August	30th September	31th October	Within 20 days
5th Session	1st May to 31th October	30th September	31th October	30th November	Within 20 days
6th Session	1st June to 30th November	31th October	30th November	31th December	Within 20 days
7th Session	1st July to 31th December	30th November	31th December	31th January	Within 20 days
8th Session	1st August to 31th January	31th December	31th January	28th February	Within 20 days
9th Session	1st September to 28th February	31th January	28th February	31th March	Within 20 days
10th Session	1st October to 31th March	28th February	31th March	30th April	Within 20 days
11th Session	1st November to 30th April	31th March	30th April	31th May	Within 20 days
12th Session	1st December to 31th May	30th April	31th May	30th 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
1st Session	1st January to 31th March	28th February	31th March	30th April	Within 20 days
2nd Session	1st February to 30th April	31th March	30th April	31th May	Within 20 days
3rd Session	1st March to 31th May	30th April	31th May	30th June	Within 20 days
4th Session	1st April to 30th June	31th May	30th June	31th July	Within 20 days
5th Session	1st May to 31th July	30th June	31th July	31th August	Within 20 days
6th Session	1st June to 31th August	31th July	31th August	30th September	Within 20 days
7th Session	1st July to 30th September	31th August	30th September	31th October	Within 20 days
8th Session	1st August to 31th October	30th September	31th October	30th November	Within 20 days
9th Session	1st September to 30th November	31th October	30th November	31th December	Within 20 days
10th Session	1st October to 31th December	30th November	31th December	31th January	Within 20 days
11th Session	1st November to 31th January	31th December	31th January	28th February	Within 20 days
12th Session	1st December to 28th February	31th January	28th February	31th March	Within 20 days

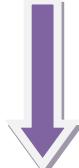# Session System For 2 Months Course

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
1st Session	1st January to 28th February	31th January	28th February	31th March	Within 20 days
2nd Session	1st February to 31th March	28th February	31th March	30th April	Within 20 days
3rd Session	1st March to 30th April	31th March	30th April	31th May	Within 20 days
4th Session	1st April to 31th May	30th April	31th May	30th June	Within 20 days
5th Session	1st May to 30th June	31th May	30th June	31th July	Within 20 days
6th Session	1st June to 31th July	30th June	31th July	31th August	Within 20 days
7th Session	1st July to 31th August	31th July	31th August	30th September	Within 20 days
8th Session	1st August to 30th September	31th August	30th September	31th October	Within 20 days
9th Session	1st September to 31th October	30th September	31th October	30th November	Within 20 days
10th Session	1st October to 30th November	31th October	30th November	31th December	Within 20 days
11th Session	1st November to 31th December	30th November	31th December	31th January	Within 20 days
12th Session	1st December to 31th January	31th December	31th January	28th 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
1st Session	1st January to 14th February	23th January	14th February	17th March	Within 20 days
2nd Session	1st February to 17th March	23th February	17th March	16th April	Within 20 days
3rd Session	1st March to 14th April	23th March	14th April	14th May	Within 20 days
4th Session	1st April to 15th May	23th April	15th May	14th June	Within 20 days
5th Session	1st May to 14th June	23th May	14th June	14th July	Within 20 days
6th Session	1st June to 15th July	23th June	15th July	14th August	Within 20 days
7th Session	1st July to 14th August	23th July	14th August	13th September	Within 20 days
8th Session	1st August to 14th September	23th August	14th September	14th October	Within 20 days
9th Session	1st September to 15th October	23th September	15th October	14th November	Within 20 days
10th Session	1st October to 14th November	23th October	14th November	14th December	Within 20 days
11th Session	1st November to 15th December	23th November	15th December	14th January	Within 20 days
12th Session	1st December to 14th January	23th December	14th January	13th 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
1st Session	1st January to 31th January	15th January	31th January	28th February	Within 20 days
2nd Session	1st February to 28th February	15th February	28th February	31th March	Within 20 days
3rd Session	1st March to 31th March	15th March	31th March	30th April	Within 20 days
4th Session	1st April to 30th April	15th April	30th April	31th May	Within 20 days
5th Session	1st May to 31th May	15th May	31th May	30th June	Within 20 days
6th Session	1st June to 30th June	15th June	30th June	31th July	Within 20 days
7th Session	1st July to 31th July	15th July	31th July	31th August	Within 20 days
8th Session	1st August to 31th August	15th August	31th August	30th September	Within 20 days
9th Session	1st September to 30th September	15th September	30th September	31th October	Within 20 days
10th Session	1st October to 31th October	15th October	31th October	30th November	Within 20 days
11th Session	1st November to 30th November	15th November	30th November	31th December	Within 20 days
12th Session	1st December to 31th December	15th December	31th December	31th 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 student wants to change or upgrade their course during their studies, the registration fee paid for the previous course will not be adjusted toward the new course. For upgrading course, 50% of the new course's registration fee will need to be paid, as it is the student's decision, not the responsibility of the head office or center owner. However, the same roll number and joining month can be used for the 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 है और उसका स्क्रीनशॉट एडमिशन लिस्ट में पेस्ट करके भेज सकते है|
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 है, 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 छात्र अपनी पढ़ाई के दौरान अपना कोर्स बदलना या अपग्रेड करना चाहता है, तो पहले कोर्स के लिए दिया गया रजिस्ट्रेशन शुल्क नए कोर्स के रजिस्ट्रेशन शुल्क में समायोजित नहीं किया जाएगा। कोर्स अपग्रेड करने के लिए, नए कोर्स के रजिस्ट्रेशन Fee का 50% भुगतान करना होगा, क्योंकि यह छात्र का निर्णय है, न कि मुख्य कार्यालय या सेंटर मालिक की जिम्मेदारी। हालांकि, नए कोर्स के लिए पहले वाला रोल नंबर और जॉइनिंग महीना उपयोग किया जा सकता है।
9. सेण्टर 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।--

-Please 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.