

JAHE-TERMS AND CONDITIONS

I. General :-

- a. Trust/society/Individual seeking permission to Initiate JAHE courses in their Institute should apply in the prescribed application form with all the necessary enclosures.
- b. Institute already recognized by JAHE, if applies for any / new courses in should enclose the copy / copies of the authorized certificate already obtained from JAHE.
- c. The powers to accept or reject the application for starting new course / new Institute shall exclusively rest with JAHE.
- d. JAHE MOU and approval is valid for only one academic year (1st June to May 31st) Approval of the institute should be renewed each year, before May 30 at JAHE Administration Office PATNA.
- e. The trainees admitted to the course and the institute should follow all the Terms and conditions prescribed by JAHE from time to time regarding The conduct of the above courses.
- f. The JAHE full authority to cancel the affiliation/Recognition Without any previous notice if the affiliated centre / institute shall be guilty of any Deviation or impropriety of any of the JAHE Terms and conditions
- g. The MOU and approval is valid up to May **31, next year.**
- h. JAHE is not giving any assurance to government jobs for its courses, Providing jobs are bases on concerned Government Discretion.

Institute Head

Chairman (Admin)

II. Infrastructure and Building:-

- a. Minimum infrastructure facilities as prescribed by JAHE are essential for running JAHE courses. The Institute infrastructure should be enhanced as per the student's strength and requirements.
- b. Approval from JAHE is valid for the premises for which the approval is sought. Shifting of the existing premises of the institute should be done only with Consent of the JAHE ADMINISTRATION OFFICE PATNA. Shifting should be made before the Commencement of concerned academic year without affecting the students of the Institute. Separate application by submitting the required fee, should be obtained from JAHE ADMINISTRATION OFFICE PATNA if the centre is shifted to the name of the Institute should be suffixed with Academy/ Institute/centre/Institution.
- c. The class room/practical workshop should be at least in the R.C Building/Building with asbestos roof and it should have adequate space.
- d. Proper and adequate ventilation, lighting should be provided for theory and practical class rooms.
- e. Adequate drinking, water and sanitation facilities should be provided at the institute,

III. Fees pattern:-

- a. The institute can charge maximum fee of Rs.20,000/- (Tuition Fee) or equivalent amount in other countries per student/ per course/ per year.
- b. Fees once remitted to JAHE will not be refunded under any circumstances.
- c. The course fees charged by the institute should be commensurate with the facilities provided to the students. Tuition fees and other charges may be collected on a monthly, quarterly or annual basis.
- d. Registration of students can be made only at JAHE ADMINISTRATION OFFICE PATNA. The registration and examination fee per student is Rs.2000/- and both Registration and examination fee (one time payment) should be remitted before 30th September with registration and examination forms. The same fee can be Remitted up to 30th October with late fee Rs.100/- per student

IV. Staff pattern:-

- a. Minimum qualification for teaching staff should be Diploma/ Masters Degree of concerned subject.
- b. Teaching staff must be properly qualified and trained. Detailed bio-data of teaching staff should be send to JAHE Administration office patna before 30th of Augest, every year.
- c. Every year, two faculty members from the Institute should undergo **Compulsory** one day faculty and Management Training Programme at JAHE.
- d. The fee for faculty and Management Training Programme should be remitted along with renewal.

V. Curriculum:-

- a. The Management of the institute after getting the approval from JAHE should conduct classes as per JAHE norms.
- b. The JAHE courses offered in the Institute should be full time courses.
- c. Course name and duration should not be changed by the Institute.
- d. Medium of instruction may be English, Hindi or Mother tongue of the students.
- e. Adeuate theory and practical hours should be maintained in the Institute, as per the course curriculum.
- f. If the Institute is not having hospital, laboratories and other kind of workshop for imparting practical training to the students, they should make tie-up with existing hospitals, laboratories and other kind of workshop and the details of the same should be submitted along with the renewal forms.
- g. JAHE prescribes syllabus for all the courses. This syllabus should be strictly followed and are subject to revision whenever Necessary and as desired by JAHE.

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VI. Institution management:-

- a. Any advertisement using Government of India Emblem, giving false information of public is punishable. It will even lead to the cancellation of the approval to the Institute.
- b. No parallel classes/sections shall be conducted in any complex/building other than the premises for which approval was granted.
- c. The institute should maintain records of attendance of students and teaching staff.
- d. The academic year should be from June to May every year.
- e. The calendar year should be from January to December every year.
- f. Number of students in one batch should not exceed 40.
- g. All advertisements or promotional activities must be approved by JAHE Administration Office, Patna.
- h. Record note, ID card, is **compulsory** to all students.
- i. Examination will be normally conducted in the institute where approval was granted. JAHE will nominate the Examiners Examination can be written by the students in any Languages.
- j. Institute which runs Diploma or Degree courses should not award any certificate merging the same with the JAHE courses conducting in the Institute.

Note : This is only Model MOU. Major Contents are given here. Anyway the Original MOU with your Institute Name & Address will be prepared & Printed by JAHE