

2. CTDS TN TERMS AND CONDITIONS

(a). Responsibilities of the approved institution:

1. Trust/Society/Individual seeking permission to start institute should apply in the prescribed application form with all necessary enclosures. Application can be printed from the website <https://ctdstn.org.in>
2. Shifting of the existing institute premises should not be done without the consent of **CTDS TN**, Approval is purely valid for that premises only. Any shifting should be made only before the commencement of the concerned academic year without affecting the students of the institute for shifting, separate application should be obtained from **CTDS TN**, Submitted with necessary fee.
3. The **CTDS TN**, Courses offered in the institution should be full time courses. If the management wants to run part time courses, special permission should be obtained from **CTDS TN**.
4. The Following Titles are not allowed in the Institute's Name.

COLLEGE, COMMUNITY, COMMUNITY COLLEGE, NURSING, TEACHER TRAINING, ENGINEERING, TECHNOLOGY, ENGINEERING TECHNOLOGY, VOCATIONAL COLLEGE.
5. Institute which run other Certificate, Diploma or Degree Courses should not award any certificate merging the same with the **CTDS TN**, Courses available in the institute.
6. The class room/practical work shop should be in the R.C Building/Building with Asbestos roof and it should have adequate space.
7. Adequate toilet and urinal/water facilities should be provided.
8. Proper and adequate ventilation, lighting should be provided for theory and practical class rooms.
9. Any advertisement using Govt. of India Emblem, giving false information to public without the consent of the **CTDS TN**, is punishable. If it is so, It will lead to cancellation of the approval of the institute.
10. The Management of the institute after getting approval from **CTDS TN** should conduct classes as per **CTDS TN**, Norms and to make ready the students for final examinations conducted by **CTDS TN**.
11. Under any circumstances, once fee paid to **CTDS TN**, by DD, M.O (or) cash will not be refunded and adjusted.
12. Institute already recognized by **CTDS TN**, if applies for any new category/new courses in same category (or) renewal should enclose the copy/copies of the authorized certificate already obtained from **CTDS TN**, for verification.
13. The powers to accept (or) reject the application for starting new institute shall exclusively rest with **CTDS TN**.
14. **CTDS TN & Approval is valid for two academic year**. Each year institute approval should be renewed.
15. No parallel classes/sections shall be conducted in any complex/building other than the premises for approval was granted.
16. Courses name and duration should not be changed by the institute.
17. If the management is not having hospital, laboratories and other kind of workshop for imparting practical training to the students, they should make tie-up with existing hospital, laboratories and other kind of workshop.
18. Based on the available institute infrastructure students can be admitted. At the same time, **CTDS TN**, vigilance committee will come and inspect the facilities which are provided to the students.

19. The course fees charged by the institute should be commensurate with facilities provided the tuition fees and other charges may be charged on a monthly or annual basis.
20. Teaching staff must be properly qualified and trained. Detailed bio-data of teaching staff should be sent to **CTDS TN**, before August 30th every year.
21. Medium of instruction may be in English, Hindi or students mother language.
22. The Institute should maintain records of attendance of students and teaching staff.
23. The Academic year should be from June to April each year. But new institute can be started up to October 30.
24. Adequate class hours and practical hours should be maintained in the institute.
25. Number of students in each class room should not exceed 50.
26. **CTDS TN**, Prescribes Syllabus for all the courses. **CTDS TN**, syllabus should be strictly followed and are subject to revision whenever necessary as desired by **CTDS TN**.
27. Examination will be normally conducted in the Institute where approval was granted. Examiners will be nominated by the **CTDS TN**.
28. For all short term courses (1 month, 3 month, 6 month or within one year) students can be admitted throughout the year. On Demand Examination is available for these courses.
29. All Advertisements or Promotional activities must be approved by **CTDS TN**.
30. The Authorised Training Institute should not use our Indian Government logo for any Advertisement.
31. The term which is used for advertisement is "This institute is authorised training institute of **CTDS TN**" and you also show your Authorised Training Institute Register Number.
32. Based on the student strength, necessary class rooms and teaching faculty should be provided by the management.
33. ID Card are compulsory to student those who are undergoing short term courses also.
34. Renewal Fee **Rs. 10,000/-** to be paid every year. (Maybe changeable at that time)
35. Minimum qualification for teaching staff should be Diploma / Degree / Master Degree of concerned subject.
36. Minimum level infrastructure is enough to run **CTDS TN**, Courses. Based on student strength develop your institute's infrastructure.
37. Student Registration Form to be submitted for all **CTDS TN**, on or before December 30 every year for Academic year Admission. The same to be submitted on or before July 30 every year for Calendar Year Admission.
38. For one year courses and less than one year courses, Tenth Std (pass/ Fail) is Eligible. For Two year courses, Tenth pass is eligible.
39. **CTDS TN** doing foreign embassy attestation **CTDS TN** student should enroll their certificates in ministry of external affairs via **CTDS TN** only. if moving to other private agencies **CTDS TN** will not responsible for any difficulties.
40. If only student wants to move other private agencies for foreign embassy attestation prior information is essential.
41. If **CTDS TN** website is not working for certificate verification kindly enquire us via mail @ ctdstamilnadu@gmail.com
42. **CTDS TN** should not communicate with student, but only with Authorised Training Institute.

43. CTDS TN will not responsible for student enquiry. whatever it is Authorised Training Centers only deal with their student issues.
44. CTDS TN did not register under Tamilnadu Nursing Council so student can apply for jobs in private sector only.
45. CTDS TN does not conduct the courses which are by Tamilnadu Nursing Council.
46. Authorised Training Institute which conduct allied health courses should not use the word “NURSING”
47. CTDS TN did not conduct Homeopathy, Electro Homeopathy, Unani, Ayurvedha courses.
48. CTDS TN conduct all drugless therapies in according with the supreme court judgement.
49. Either the authorised Institute who run alternative medicine courses or their student should not say as a “doctor” and also should not use allopathic medicines and injections. These activities are strictly banned by CTDS TN .
50. The certificate for alternative medicines that should not allow you to give the treatment to others. It is not the license to open the clinic.
51. It is eligible to conduct the courses in accordance with the supreme court judgement.
52. For open the clinic ,medical shops, other shops, the government norms.
53. If any issues of giving treatment to others CTDS TN is not responsible for that.
54. Because when you start to give treatment to others you should be trained and updated. CTDS TN certificates are only for the person has complete that course.
55. Identify cards of the student to others. you should be trained and updated. CTDS TN certificate are only for the person has completed that course.
56. Authorised Training Institute after getting approval they pay for their student registration.
 - i. student registration fee: RS.2000/- (per student)
 - ii. student id card : RS.50/- (per student)

4. RIGHTS

The trademark and any copyrights belonging to the **CTDS TN** will remain the property of the **CTDS TN** at all times. Authorised Training Institute , has the right to use the trademarks and copyrights for the purpose of advertising and promotion, provided that. The Approval should take the permission from **CTDS TN** before having any kind of advertisement. (**Conditions Approval must meet to use these items**)

Any misuse of the Company’s trademarks or copyrights will result in termination of the approval.

5. SELLING OR TRANSFERRING THE APPROVAL INSTITUTE.

Approval is not permitted to sell or transfer the approval without the consent of **CTDS**.

6. RENEWAL AND TERMINATION

This approval agreement is up for renewal on until **21- Jun-2021** should both parties agree to renew at this time,

a new contract will be drafted and signed.

CTDS TN has the right to withdraw the Authorised Training Institute rights for the Approval at any time

If approval fails to comply with all **CTDS TN**,

After getting approval, the institute obey the rules and regulations of CTDS TN. If unregistered students, misuse Govt. Logo and CTDS TN logo, disobey to the terms and conditions, should be terminated at any time.

Again If the institute want to continue with CTDS TN services, again institute apply for new approval along with the payment.

7. SEVERABILITY AND JURISDICTION.

Invalidity or unenforceability of one or more provisions of this agreement shall not affect any other provision of this agreement.

Authorised Training Institute and CTDS TN acknowledge that this agreement is subject to the laws and regulations of government of India.

In case of any difficulties with your student regarding fees, facilities, trainings, educations, courses, advertisement your staffs, your placement and your placement and your placement and your personal CTDS TN not responsible for that issues You can seek your local police station and take a legal action. If you wish, CTDS TN send the legal advisors.

In case of any difficulties regarding our certificate we can involve and take necessary action.