



**MADE EASY**

India's Best Institute for IES, GATE & PSUs

The enrolled students must follow the below mentioned terms & conditions of MADE EASY without any exceptions, failing which strict disciplinary & legal action will be taken including expulsion from the institute.

#### 1. Fee Payment:

- Fee should be paid at the time of admission only as mentioned on the website.
- Fee can be paid through Online Payment Mode or Demand Draft.
- Students opting for the Installment Payment Scheme will have to pay the installment charges as decided by the management. Installment charges will be immediately applicable once a student has taken admission and opted for 'Installment Payment Scheme'. The details are mentioned in the table below:

Course	Course Duration	Period to pay installments from the date of batch commencement		Installment charges
		2 <sup>nd</sup> Installment	3 <sup>rd</sup> Installment	
GATE/ESE+GATE (Regular/Weekend)	1 year	45 days	75 days	Rs. 2,500/-
GATE/ESE+GATE (Regular/Weekend)	2 years	60 days	90 days	Rs. 2,500/-

#### 2. Fee refund & replacement (applicable only for classroom courses):

In case if a student is unable to continue classes due to unavoidable reasons, MADE EASY provides two alternatives to such students:

- **Fee Refund Facility:** This facility is available only within first 5 classes for Long Term Regular batches, initial 4 classes for Long Term Weekend batches, 1 day for all Online/Live batches & initial 2 classes for Short Term classroom/offline batches\* from the date of batch commencement. Fee refund will be initiated after deducting admission fee (as mentioned in fee receipt). Refund amount will be paid through account payee cheque only, in the favor of the student.
- **Replacement Facility:** The student can replace the seat with another student in first 3 months from the date of commencement of batch. The student who replaces the seat should not be present student of MADE EASY and will not be offered any back-up classes. The amount equivalent to admission fee will be charged as replacement processing fee. This facility is applicable for Long Term Regular/Weekend batches only.
- Student will have to submit the Refund/Replacement application in person to admission office. Only the student or his/her parents can submit 'Fee Refund/Replacement' application. Please note that, we do not accept applications from any other person/relative/friend.
- Fee Refund/Replacement requests made verbally, over telephones will not be valid or accepted. Outstation students can mail the application to our official e-mail id along with supporting documents (fee receipt, ID Card etc.) within valid period as mentioned above, but personal visit to respective center is advisable.
- Fee Refund/Replacement facility is strictly according to the above mentioned policies and is not negotiable under any circumstances. Any fee refund or seat replacement application received without proper documents like ID-card (if issued), fee receipt, medical prescriptions/reports, offer letters etc. after the expiry of applicable period will not be processed or entertained.

Note :

1. Short Term batches\* includes Rank Improvement batches, Mains batches, General Studies & Engineering Aptitude batches, Summer GATE course and other PSUs (Central/State level) batches.
2. Admission fee is non-refundable under any circumstances..

### **3. ID Card:**

- Each student will be issued an ID card after the fee payment. Students are advised to collect their ID card from respective admission office before commencement of the batch. Student will be permitted in classes/MADE EASY premises only with the ID card. ID card must be retained by the students with caution and safety. It is a very important document and a proof of your association with MADE EASY.
- Students not carrying MADE EASY's ID card, shall not be permitted to attend the classes under any circumstances.
- Students should not overwrite on ID card, should not provide ID card to anybody; should not produce photocopy/duplicate of ID card in any form; doing this will be a punishable offence.
- Lost/Damage of ID card: The re-issuing of the identity card is subjected to decision of the management, considering the circumstances in which the ID card was lost or damaged. If the management decides to re-issue the duplicate ID card, the student have to submit a copy of FIR along with the processing fee of Rs. 500/-.

### **4. Change of Batch /Centre :**

- The batch or centre, once allotted at the time of admission, will not be changed. Hence, students are advised to discuss batch timings, batch commencement dates, venue and other details with our counselors before admission and accordingly join suitable batches as per the convenience.
- Transfer of batches from regular to weekend or vice versa is not permitted.
- Students enrolled under classroom courses will not be transferred or shifted to any other course/program.
- College going and working professionals are advised to join weekend batches, as no request will be entertained regarding the change of batch. In weekend batches GS & extra technical syllabus of ESE will be covered on weekdays, hence college going and working professionals are advised to manage their attendance/ leaves systematically.

### **5. Absenteeism :**

- Students must attend the classes and test series regularly in their assigned batches/timings as per the scheduled time table only. Students will be solely responsible for their absenteeism from classes/test series. In case of absenteeism, permission to attend missed classes, in other batches, is subjected to the discretion of management and availability of seats, and it is not mandatory for institute to provide back up of missed classes.
- In case of absence in the test/s, no separate question papers will be issued to the students.

### **6 Instructions for 2 years Regular/Weekend classroom courses :**

- One subject will be taught only once, either in first year or in second year.
- MADE EASY will be the sole authority to schedule the time table and it will be abiding to all. Subjects will be scheduled as per the availability of the faculty, not as per the priority of the students.

- If student is unable to attend the subjects which are scheduled during semester exams or conducted during extra timings, then those subjects can be attended in next session.
- Students must ensure that they have to attend all the subjects within this two years session only, later on carry on facility will not be provided under any circumstances.

## **7 General Instructions:**

- Students are advised to adhere to strict discipline & sincerity within the premises of MADE EASY. If anyone is found contravening any rules like - misbehaving with MADE EASY staff or classmates, fighting, blocking seats, disturbing class momentum, damaging property or any other illegal activity, MADE EASY reserves the right to debar the student from attending the classes and strict legal action will be taken against the student.
- Batch venue and timings are subjected to periodic changes, as per the availability of faculties and classrooms.
- Classes can be extended on weekdays and public holidays for weekend batches. Class timings can be extended for regular batches also in order to complete the syllabus on time.
- Students are solely responsible for the safety of their vehicles, mobiles & other belongings. MADE EASY is not responsible for any damage/theft of your belongings.
- Students should abide sitting arrangements set by the management. Students are requested to maintain decent dress code in the institute.
- Voice and video recording is strictly prohibited. Legal actions will be taken if any student is found doing the same.
- MADE EASY reserves all the rights to make any alterations in its programs/fee/faculty/venue of classes without any prior notice to anybody. However, all such changes will be well-notified to the students. The decision of MADE EASY shall be final and abiding.
- If there is any change in the syllabus during the course, the institute will make all the possible efforts to cover the revised syllabus. However, it is not mandatory binding upon the institute.

# **AFFIDAVIT**

## **2 years Regular Classroom Course (GATE & GATE+ESE)**

1. One subject will be taught only once, either in first year or in second year.
2. MADE EASY will be the sole authority to schedule the time table and it will be abiding to all. Subjects will be scheduled as per the availability of the faculty, not as per the priority of the students.
3. If student is unable to attend the subjects which are scheduled during semester exams or conducted during extra timings, then those subjects can be attended in next session.
4. Books will be issued only once, either in first year or in second year.
5. Students must ensure that they have to attend all the subjects within this two years session only, later on carry on facility will not be provided under any circumstances.
6. Class timings may be extended in order to complete the syllabus on time.
7. If there is any change in the GATE/ESE syllabus or exam pattern, then institute will make all possible efforts to cover the revised syllabus. However, it is not mandatory binding upon the institute.
8. Batch venue and timings are subjected to periodic changes as per the availability of classrooms and faculties.

I hereby declare that I have read, understood and agreed all the above mentioned terms and conditions set by MADE EASY Management.

Date :  
Place :

\_\_\_\_\_  
Student's Signature

# AFFIDAVIT

## Weekend Classroom Course (GATE & GATE+ESE)

1. GATE syllabus will be conducted on weekends and public holidays. Under unavoidable circumstances; if the GATE syllabus is lagging behind, then classes may be conducted on weekdays also.
2. G.S and extra subjects of ESE syllabus, will be covered on weekdays or public holidays.
3. If there is any change in the GATE/ESE syllabus or exam pattern, then institute will make all possible efforts to cover the revised syllabus. However, it is not mandatory binding upon the institute.
4. Batch venue and timings are subjected to periodic changes as per the availability of classrooms and faculties.

I hereby declare that I have read, understood and agreed all the above mentioned terms and conditions set by MADE EASY Management.

Date :  
Place :

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Student's Signature

# AFFIDAVIT

## 2 years Weekend Classroom Course (GATE & GATE+ESE)

1. One subject will be taught only once, either in first year or in second year.
2. MADE EASY will be the sole authority to schedule the time table and it will be abiding to all. Subjects will be scheduled as per the availability of the faculty, not as per the priority of the candidates.
3. If student is unable to attend the subjects which are scheduled during semester exams or conducted during extra timings, then those subjects can be attended in next session.
4. Books will be issued only once, either in first year or in second year.
5. Students must ensure that they have to attend all the subjects within this two years' session only, later on carry on facility will not be provided under any circumstances.
6. GATE syllabus will be conducted on weekends and public holidays. G.S and extra subjects of ESE syllabus, will be covered on weekdays or public holidays. Under unavoidable circumstances; if the GATE syllabus is lagging behind, then classes may be conducted on weekdays also.
7. If there is any change in the GATE/ESE syllabus or exam pattern, then institute will make all possible efforts to cover the revised syllabus. However, it is not mandatory binding upon the institute.
8. Batch venue and timings are subjected to periodic changes as per the availability of classrooms and faculties.

I hereby declare that I have read, understood and agreed all the above mentioned terms and conditions set by MADE EASY Management.

Date :  
Place :

\_\_\_\_\_  
Student's Signature