

Corporate Intelligence Education & Research (Coaching Classes) Guidelines, 2007

1. Short title, applicability and commencement:

1. These guidelines may be called as CIER (Coaching Classes) Guidelines, 2007.
2. These guidelines are primarily intended to guide and regulate the affairs of CIER in relation to coaching classes and for the matters incidental thereto.
3. This guideline shall come into force from the 10th day of July, 2007.

2. Definitions:

1. '*Advisory Council*' means CIER Advisory Council constituted under regulation 3 of CIER (Advisory Council) Guidelines, 2007;
2. '*CIER*' means and denotes 'Corporate Intelligence Education & Research';
3. '*CIER Group*' means brands and concepts which include corporatelaw4students.com, Webbox, Strategiccon, Counsel Bridge, biluonline.com and cgns.
4. '*E-Journal*' means the newsletter, magazine or journal issued by CIER either monthly or fortnightly in electronic mode or in any other form, and includes such services in any other name;
5. '*Guidelines*' means CIER (Coaching Classes) Guidelines, 2007 as amended from time to time, unless others specified;
6. '*Listed Professional Courses*' means and includes Company Secretaryship, Chartered Accountancy, Cost & Works Accountancy, Post Graduate in Business Administration, Doctorate or Research Program in Corporate Secretaryship or Corporate Laws, or such other courses as may be notified from time to time.
7. '*Management Council*' means and includes the council in charge of the administration and policy matters of CIER;
8. '*Notification*' with its grammatical variations means a notification issued by the management council either in the E-Journal or website or otherwise;
9. '*Student*' means a Student admitted and registered with CIER, and whose name is enrolled in the Register of Student Members;
10. '*Website*' means internet pages of CIER or any of the CIER group institutions or that of the Faculty;
11. The terms '*writing*', '*message*', '*application*', or '*intimation*' wherever laid down in the guidelines shall include 'electronic mode', which shall include e-mail, web mail or mobile short message service.

3. Conducting of coaching classes:

1. The Management Council of CIER, may by notification conduct coaching classes batch wise under the name and style 'CIER Gurukulam' for the purpose of imparting systematic class room teaching to students of listed professional courses;
2. Without prejudice to the generality of sub-guideline above, CIER may conduct coaching classes in the following subjects:
 - i) Company law;
 - ii) Company secretarial practices;
 - iii) Economic laws;
 - iv) Labor laws;
 - v) Securities & capital market related laws;
 - vi) General & Commercial Laws;
 - vii) Banking, Insurance & Insolvency laws;
 - viii) International laws relating to corporate, trade, commerce & foreign exchange;
 - ix) Taxation laws, including Indirect taxation;

- x) Such other subjects as may be notified by the Management Council, in consultation with the Advisory Council.

4. Admission of students, registration & renewal:

1. Every student desirous of joining coaching classes shall apply and register themselves as a student of CIER either through online mode or under any other mode as may be notified;
2. The Management Council shall within 3 working days intimate the student through a confirmation message, whether the concerned student has been admitted as a student or not;
3. Every student so admitted will be designation as 'CIER Student Member' and a registration number will be allotted and will be eligible for receipt of CIER E-Journal free of cost;

Provided that on and after the commencement of this Guidelines no student will be admitted to coaching classes or admitted as a Student Member unless he pays an amount of Rs.500/- (Rs.1000/- in case were the total fee receivable from the student exceeds Rs.6,000/-) towards 'Initial Fee'.

4. Every student who has not attended 25 classes for continuous period of the concerned batch may renew his registration;
5. Every student enrolled as a CIER Student Member shall comply with the code of conduct specified under Schedule I to this Guidelines and other applicable provisions in this guidelines;
6. All matters or differences or disputes relating to admission, registration and renewal will be decided by the Management Council, and the decision of the council will be final.

5. Fees – structure, mode of payment, discounts and refunds:

1. The amount of coaching classes fees may be prescribed by the Management Council for each batch through a notification;
2. The mode of payment of fees shall be in Cash, unless specified otherwise;
3. Reduction from the total fees, or discounts, if any, may be allowed in the sole discretion of the Management Council on receipt of written or oral request from student;

Provided that no such discount shall exceed 20% of the normal fees charged.

Provided further that a discount of 50% of the total fees will be allowed to students who are physically handicapped.

4. No claims for refund will be allowed, except in the case of students who have terminated the class for sufficient reasons. The Management Council may determine the amount of refund proportionately with reference to the number of classes attended by such student. The decision of the council shall be final, and binding.

Provided that no refund of 'Initial Fee' will be allowed to any student under any circumstances.

6. Code of conduct of students and cancellation of registration:

1. Notwithstanding anything contained in Schedule I to this Guidelines every individual admitted as a student is expected to uphold professional dignity, and oblige by the decorum of the class room or as imposed by the faculty. Incidences of misbehavior or other unpleasant act may lead to cancellation of the concerned student's registration and forfeiting the fees already paid by the student.

2. Non-payment of coaching classes' fee within 30 days of duly noticed demand may be a sufficient cause for cancellation of his registration.
3. Any student who has indulged in serious misbehavior involving moral turpitude or riotous acts within the class room or within the precincts of the class room or where there is evidence to prove that the student is fraudulently evading the payment of fees, the Management Council may after giving an opportunity to be heard, cancel the students' registration, and publish the name of the student including the facts in the E-Journal, after consultation with the Advisory Council.

7. Goodwill Clause and Redress mechanism:

1. Any student who is aggrieved or dissatisfied by the class, timings, fees, or any other related matter shall inform the Management Council by writing his or her cause, within 1 month of the date of such cause of action, and the Council shall within 7 days give a reply in writing for the same, showing point wise comments on the cause raised by the student.
2. Unless the 'Redress Mechanism' as set out in sub-guideline (1) above is been utilized, no student shall directly or indirectly spread matters which are defamatory on the CIER or any concepts or concerns under CIER Group which may or likely to cause injury to the goodwill of CIER.

8. Awards, Certificates & Merits:

1. The Management Council may after consultation with the Advisory Council declare and confer an award to be named as 'Best Student Award' in every batch. A 'Certificate of Merit' will also be conferred on the awardee;
2. The Management Council may on specific request from the student issue a 'Certificate of Talent' or 'Best Conduct Certificate' under the seal of the Council, and will permit to make a comment on the same in the students' bio-data.

9. Savings, Force Majeure & Vis Major Clause:

1. The Management Council or the Faculty undertaking class shall not be responsible in any way for any non-fulfillment of any commitments, delay or promises, caused due to Act of God, strike, illness, technical errors or other natural calamities.

Provided that all reasonable efforts shall be taken by the Management Council to arrange classes either by transfer or referral or by any other modes.

Corporate Intelligence Education & Research Coaching Classes (Amendment) Guidelines, 2008

1. Short title, applicability and commencement:

1. These guidelines may be called as CIER Coaching Classes Amendment Guidelines, 2008.
2. These guidelines are primarily intended to guide and regulate the affairs of CIER in relation to coaching classes and for the matters incidental thereto.
3. This amendment guideline shall come into force from the 5th day of July 2008.

2. Amendment in Guideline 2 – Definitions:

In the definition of 'CIER Group' the term 'webbox' is deleted. The terms 'BBLAWCLASS', bblawclass.com, bblawclass e-learning be inserted.

3. Amendment in Guideline 3 (1) – Conduct of coaching classes:

For the term 'CIER Gurukulam', the term 'BB`LAW`CLASS' be substituted.

4. New Guideline 3A inserted after guideline 3:**"3A. Virtual Class & e-learning:**

The management council may by notification conduct classes online in the name & style 'Virtual Class', and broadcast the class either in live mode or recorded mode.

Further, the management council may admit students for the virtual class as similar to that of regular mode of classes as stipulated in guideline 4. It shall be within the power of the management council to arrange, issue, notify, and enter in agreements, tie-ups or understandings with other organizations or institutions; and may also engage consultants for the purpose of virtual classes.

All other provisions of these guidelines will equally applicable to classes in virtual mode also.

Explanation: For the purpose of this guideline the expression 'virtual class' means and includes classes taken online by the use of Internet or intranet, broadcasted live or recorded, either in audio mode or video mode, or under both."

BY THE ORDER OF THE MANAGEMENT COUNCIL

Sd/-

B. BILU
FOUNDER & PRESIDENT, CIER

SCHEDULE I

CODE OF CONDUCT FOR STUDENTS REGISTERING WITH BB`LAW`CLASS, THE COACHING CLASSES ARM OF CIER

*(Pursuant to Guideline 4 (5) of CIER (Coaching Classes) Guidelines, 2007,
Notified on 10th July, 2007)*

Every student registering with BB`LAW`CLASS for coaching classes agrees that they comply with the following code of conduct. *Any deviation from the code, subject to an opportunity of being heard, may tender the student registration cancelled, terminated & all the fee already paid forfeited, on and from the date of notification by the CIER Management Council.*

Any action against a student for deviation from General Code of Conduct requires the comments of Advisory Council, and any action against a student for deviation from Specific Code of Conduct requires a formal decision from the Management Council. Both actions require a notification from the President of CIER. Any dispute or difference on any matter relating to the Code of Conduct will be finally decided by the Management Council represented by the President of CIER.

GENERAL CODE OF CONDUCT:

1. Every student shall abide by the decorum of class room, and shall uphold professional dignity;
2. Every student shall maintain silence and decency in and around the class room;
3. Every student shall behave in the class room with the faculty and or peer students in a way of fair practice and a reasonable student of professional course shall deliver;
4. Every student shall uphold the ethics of CIER or any affiliated group brands so that they do not cause any defamation or bad name for the CIER or any associated organizations or brands;
5. Every student shall duty bound to comply with the notifications, circulars or instructions by the faculty or the CIER coaching classes desk or the management council of CIER.

SPECIFIC CODE OF CONDUCT:

1. Every student shall be obliged to pay the coaching classes fee duly notified on or before the prescribed due date;
2. Every student shall be obliged to maintain secrecy of the matters discussed in the class room, and shall not cause the information obtained from the class room, other than subject related topics, to the public or others, that may or may not cause defamatory or arbitrary opinion or allegation on the faculty, council, council members of CIER or CIER or any of the CIER brands;
3. Every student shall be obliged not to disburse or diffuse notes, study materials of any kind provided to them because of being a registered student of BB`LAW`CLASS to any other non-registered students or others which may cause pilferage of resources of CIER or any associated brands, except with the permission of the faculty or council of CIER;
4. Every student is obliged to comply with the instructions given by the faculty in the class room;
5. Every student agrees that they shall not in any form misuse, any content in the websites or any online resources of CIER or associated brands.
