Student Terms

1. TRAINING :

* Training means attending Workshop (attending theory classes of BA) and doing Nurturing Activities (working on BA concepts and BA projects) strictly by Aspirant as instructed by COEPD.
* Aspirants must attend the Workshop and Nurturing Activities regularly without gaps between the sessions.
* If the Aspirant joins late or absent to any session(s), it is the responsibility of the Aspirant to communicate to help desk in writing and recorded videos are shared after the completion of workshop.
* COEPD will provide physical material for class room training/ soft copies for online training or in any other format as is feasible only after full payment of fees.
* After workshop, at the weekends during nurturing process, Mentors will conduct JIRA, SQL, TABLEAU and POWER BI. Details of sessions will be published in Library section of Student log in on COEPD web portal.
* Online mode Aspirants requesting for Hard Copy (or in case of loss)  requesting for another hard copy of Work book, Flash cards and etc. are chargeable as follows:
* Work book --------------------Rs. 2000/-
* Flash cards --------------------Rs. 500/-
* Set of Currency Notes --------Rs. 200/-

1.7. Aspirant must not share any material which is provided by COEPD during the Training and Nurturing process with any one.

1.8. Above material and knowledge gained through training and ancillary services from COEPD must be used by Aspirant for self-study and reference purpose only. It must not be used for training any others (such as individuals, companies, firms, institutions, corporates, organizations and so on) for fee or free for minimum period of 5 years from date of completion of training from COEPD.

1.9. The Aspirant must not engage in any activity which is detrimental to the interest of COEPD business in any way (similar to COEPD business operations such as BA training, nurturing and placement services, COEPD goodwill and etc.).

1.10. Aspirant is not permitted to record any online classes and online exams nor download  any material from the COEPD website using any tools or third party plug in s

1.11. Videos, Study material, Access, Tools, Links etc. are shared with the Aspirant only after  Total fees payment and Completion of training as instructed by COEPD. (No videosaccess is given before completion of Training despite total fees payment)

1.12. Above videos, Material, Tools, Links etc. are standard and decision of COEPD regardingof them is final and not challengeable by any one.

1.13. Tool’s installation Support is complementary to the training and COEPD is not liable for any damages caused during the installation process. These tools are trial versions andworks during the trial period. Aspirant should buy the actual license after expiry of trail

 1.14. 40 PD Hours Certificate will be rewarded after completion of Nurturing process only.

1.15. Aspirant must provide his/her relevant Authorized Identity proof / Aadhar and recent pass port size photo graph for admission into training with COEPD.

1.16. COEPD do not permit/ encourage any Social Media Groups among the Aspirants –

1.17. COEPD is not at all responsible for any consequences which are arisen due to such activities by Aspirants. Aspirants are solely responsible for such acts. Legal action will betaken on Violators.

1.18. Fees once paid will not be refunded and not transferable to any other person under any  circumstances. Total training fees must be paid within 10 days from the training start date

1.19. COEPD is not at all responsible for Aspirant’s any ignorance /misunderstanding/misconception/confusion/wrong notion/ill intention/ not open to unlearn (existing Non-BA approach) and relearn (industry standard BA approach).

 1.20. Aspirant should attend the training with the mind set of becoming a Business Analyst from the present work environment and should be open to adapt the process of presenting the BA profile after training.

1.21. All above defined services and products are termed as COEPD services.

1.22. COEPD Services Validity are valid for 1 year from the date of BA Training batch start date of the Aspirant.

* COEPD Continuation Services are valid for one year following the expiration of the first one year (i.e. COEPD Services) or until the first placement,   whichever comes first.
* It can be renewed   during 12,13, 14 months from the date of BA Training batch start date of the Aspirantby paying 50% the existing fees on such date. Once renewed COEPD Continuation Services will referred as COEPD Services.
* Above mentioned COEPD Services Validity expiry is subjected to such date as displayed as LMS subscription expiry date in the student login of COEPD portal.

1.23. Platforms Like Goto Meeting, Zoom, gmeet , Web-Ex , Skype, Similar platforms will be used as official communication channel for all Nurturing, Internship, and Interview Process. Aspirant should be open to learn and adopt to these platforms and cooperate with COEPD.  Any denial will lead to NO communication.

1.24. Aspirant can repeat the workshop subject to availability of seats and payment of 20% of the then workshop full fees within active COEPD Services. No Offers or discounts on fees are applicable for the repetitions.

1. **NURTURING PROCESS :**

2.1. Nurturing Process is defined as “Learning through working”. So aspirants are required to try it out first and should be able to justify their approach on the assignment, if any topics are wrongly dealt, then mentors will give suggestions for corrections.

2.2. Availability of service window and TAT For Evaluation:

* TAT (Turn Around Time) will be 1 day on Weekdays (Monday to Friday).
* Weekends (Saturdays, Sundays) and Holidays - No evaluations

2.3. If any student has not attended two consecutive slots or overall 5 Slots, then COEPD has the right to block their services.  
  
       Before the student book an evaluation slot, Please ensure that you have prepared well and your work will not get REDO.   
  
**Terms of REDO :**  
  
         For 1st Redo :  A participant can able to book their next slot only after 5 days and should attend 3 Doubt clarification session  
         For 2nd Redo :  A participant can able to book their next slot only after 8 days from 1st Redo and should attend 5 Doubt clarification sessions.  
         For 3rd Redo :  A participant can able to book their next slot only after 10 days from 2nd Redo  and should attend 8 Doubt clarification sessions.  
         For 4th Redo :  A participant can able to book their next slot only after 15 days from 3rd Redo and should attend 10 Doubt clarification sessions.  
         For 5th Redo :  COEPD will stop their services.

2.4. Nurturing process consists of multiple stages such as

* BA concepts revision
* Capstone Projects (i.e. Projects preparations)
* Live Project Identification
* Project Models
* BA exposure (blogs & forums)
* Mock viva voce
* Resume Finalization
* Interview ready – (40 PD hours certificate interview with IIBA member)

2.5. COEPD provides access to “COEPD Education Channel in You Tube” to Aspirants. Education channel contains Standard Recordings of BA Training, Previous recordings of Tools\*, Awareness sessions\*. Aspirants should log in YouTube with their registered email id only

2.6. COEPD Portal Student Log in credentials will be shared by Nurturing Team through Email or SMS or both.

2.7. Aspirants can use the Service Request Feature of the student log in to interact with the Nurturing Team.

2.8. Daily support is available to all eligible Aspirants. For Doubts clarification online sessions\* are conducted daily.

2.9. Nurturing Induction\* will be conducted Every Day and Aspirant should attend weekly once

2.10. Aspirants are informed about procedure and guide lines about participation of different stages of Nurturing process as and when it required.

2.11. If the Aspirants has more than 2 months gap in nurturing process such person must start Nurturing process from the Beginning afresh.

2.12. Aspirant should be able to invest minimum 2 hrs time daily for the preparation of the BA concepts and work on BA projects. This time should be entered in timesheets of COEPD student login.

   2.13. Aspirants must follow certainly the instructions, guidelines, inputs, and work on all tasks assigned, as a part of nurturing process / internship/Resume Preparation/Placement Assistance /on job support provided by COEPD Team and COEPD is not responsible for any failure.

2.14. Aspirant, after attending workshop, can opt directly for Resume Preparation or  40 PD Hours Certificate by  voluntary self declaration  in “Form 10” as provided by COEPD.

Form 10 meant for “Self declaration by Aspirant to exit from Nurturing process and Placement assistance from COEPD services”.

Aspirant agrees to following terms in Form 10

* COEPD is not responsible for Job opportunity
* Aspirant himself/herself will arrange for interviews and try jobs on their own
* COEPD Portal Access will be seized
* In case the Aspirant is placed – COEPD will publish in promotions as their Job Offer
* NO On-Job Support provided
* TAT (Turn around Time) will be 10 days after signed form10 reaches COEPD.

2.15. IIBA 40 PD Hours Certificate

* Nurturing completed participants

                In certificate, duration of ba learning will be 45 days

* Form 10 Participants

              In certificate, duration of ba learning will be 15 days

\* All the above Star marked sessions links are available in Library section of Students Portal on COEPD website.

1. **PLACEMENT ASSISTANCE;**

3.1. Aspirant is eligible for Placement Assistance only, if Aspirant pass all BA/HR Mock Interviews conducted by COEPD.

3.2. Aspirant must attend Mock Interview(s) until Aspirant pass the interview(s).

3.3. No placement assistance and it’s ancillary service is provided to Aspirant unless and until the above condition is fulfilled by Aspirant to the satisfaction of COEPD.

3.4. Aspirant hereby agree to fill in Placement Assistance Data Sheet and submit it to COEPD along with the Passport size photo and Aadhar copy/ any other valid identify proof.

3.5. Aspirant provides no objection to use his/her Name, Photo, and placed Company name and concerning details for workshop promotion by COEPD.

3.6. Linked in endorsements will be done by Placement Team and COEPD members on request.

3.7. Daily once update will be shared from the Placement Team, which contains information about the Aspirant resume is forwarded to companies

3.8. Aspirant will update all his/her BA interview calls with COEPD Placement Team and the Aspirant may request such company BA Interview FAQ from the Placement Team.

3.9. Aspirant will receive two calls in a week from Placement Team

3.10. COEPD list job postings in its Portal on day to day basis and Aspirant can apply to these jobs through its Portal.

3.11. Aspirant is solely responsible for all the content which is mentioned in his/her resume.

3.12. Aspirant should prepare for interviews based on his/her resume.

3.13. Aspirant should be made himself/herself available for all interview calls.

3.14. COEPD shares Job Portal information to the Aspirant only when he/she passes the all Mock Interviews conducted by COEPD placement Team.

3.15. If the Aspirant fails in 3 interviews back to back – the Aspirant have to relook to/ and  work on their BA Knowledge, Resume Discussion, and HR Interviews i.e. Aspirant have to attend once again Mock interviews with Mentors and take remedial work as suggested by the Mentor.

1. **BA JOB OPENINGS, INTERVIEW ASSISTANCE & INTERVIEW SUPPORT:**

4.1. Job openings posted on COEPD web portal are the requirements of the respective companies posted directly / through Job Portals / Reference.

4.2. Facing the interviews and justifying the candidature for the required post is whole and sole responsibility of the respective aspirant who attends the interview.

4.3. Shortlisting of the Aspirant’s resume, promotion to next level interview, selecting the candidate for the post is purely based on the respective Company’s Recruitment Policy. COEPD has no role to play in such recruitment policy.

4.4. Interview Assistance means Aspirant Resume submissions to companies, shortlisting of resumes information, Interview Mock FAQ’s, Interview Scheduling, taking Feedback. To obtain interview assistance, Aspirant must have completed full nurturing process to satisfaction of COEPD Mentors.

4.5. COEPD will arrange interviews till the Aspirant get a job subject to the maximum 5 interviews.

4.6. After discharging the clause 4.5. by COEPD and in case if the aspirant is not successful in any interviews , from such time onwards, aspirant will have to take his/her own responsibility to search interviews and jobs. COEPD has no further responsibility for arranging interviews after such time.

4.7. Interview means a call from the IT company for initial discussion or multiple calls from a single company.

4.8. Interview support on the case studies, given in the interview, will be provided on request, to those Aspirants, who informs about such interview in writing to COEPD HR Team, at least 2 days earlier to the date of such interview.

4.9.  Mentors will provide Inputs, Tips and share required sample documents with the Aspirant for successful completion of interview.

4.10. Mentors will not prepare any documents for Aspirant which are given to them as a task in the part of interview. Mentors only guide the Aspirants for this purpose and Mentors will not prepare them at any cost.

**5. JOB OFFER:**

5.1 Any Job Offer with the existing current market trends and suiting the Aspirant candidature. If Aspirant rejects the job offer citing other job offers, pay packs, location, company profile, projects, expectations, still this opportunity is a job offer and a job.

5.2. Business Analysis role with any designation (can be a new job through recruitment or role change in the current process of present job or additional responsibility of Business Analysis) Job offer includes the task of Business Analysis in any manner with or without explicit words in notification of such job.

5.3. Job offer, after BA Training from COEPD, can be from any source (Aspirant / Company direct call /3rd party / reference) is considered as Job offer secured through COEPD.

1. **ON JOB SUPPORT:**

6.1. To avail On-job support, the Aspirant must have

* completed full nurturing process from COEPD and
* must register the details of his/her placement with COEPD placement assistance team before joining the company.

6.2. On-Job Support can be availed by the Aspirant during valid COEPD services

6.3. On-Job Support will be provided to Aspirant only for the first placement.

6.4. On-Job Support will not be provided beyond first placement though next placements are within valid COEPD Services.

6.5. Guidance for on-Job support will be provided under the discretion of the COEPD based on the Mentors Availability and minimum Turnaround Time is 2 days for this purpose.

6.6. Huge Volume of on-Job Support is chargeable and is at the discretion of COEPD.

6.7. During the On-job support only guidance will be provided about the process and it does not involve actually working on the project/process.

1. **Terms of Agreement:**

7.1. Aspirant understands that any Aspirant is found violating the terms and conditions, COEPD will terminate the services at that point of time for that Aspirant and Aspirant will be held responsible for such actions and liable for legal action. No other communication or Negotiations are entertained thereafter

7.2. The COEPD reserves all right to change any clause in this document at any time without prior notice. In the event of any such change the revised terms and conditions shall be posted on this website as per discretion of the COEPD. Once any change is posted on COEPD website it is treated as communicated to all parties.

7.3.  Aspirant is liable for civil and criminal action for the his/her violation of any terms of this contract.

7.4. COEPD has all rights to recover the value of damages caused by such Asprirant/s by violating the contract terms and in other way which is detrimental to the interest of COEPD.

7.5. All disputes are subject to Hyderabad jurisdiction only.