

Davinci Medical Academy (DMA) is not a certifying body and will not issue any certificates or diplomas for the courses you join for the screening or competitive exam.

1. Registration & Admission:

- * To seek admission in DMA, the candidate must submit the duly filled application form, along with 2 passport size photographs and the requisite payments to the office from where they collected fresh application form.
- * Candidate who has completed a course in its entirety and who for some reason would like to continue with the upcoming course (fresh batch) will be treated as a new candidate and would be required to complete the requisite formalities and pay the applicable fees.
- * It is up to administration to determine the discount for each individual.

2. Payments of fees:

- * Any candidate registering for the program shall pay the fees in full along with DMA application form at the time of admission. Else admission will not be entertained.
- * All fees are payable by cash / cheques / demand draft or online transfer to "Davinci Medical Academy" Chennai. Post - dated cheques will not be accepted.
- * The candidate is expected to maintain the invoices and produce them whenever requested by the administration. Verbal notice will not be accepted.
- * If the payment has not been made by the deadline, access will be cut off (Class & Talentmed App)

3. Refund policy:

- * If a candidate cancels his/her course before the starting date of the program or withdraws after the commencement of the course, the fees collected will be not be refunded under any circumstances , irrespective of whether the candidate has attended the sessions or not.
- * Registered candidate unable to join the specified batch for unavoidable reasons needs to get prior permission for batch transfer from the administration before the batch commences, failing which the candidate would forego his/her registration.

4. Notice of cancellation/termination must be made in writing to the Administration. Verbal notice will not be accepted.

5. Transfers:

- * Candidate is expected to complete the course along with the batch to which he / she were initially assigned. A transfer unless unavoidable, is not entertained, however in exceptional situation transfer may be permitted, as a facility and at the discretion of the administration, upon written request and on payment of the applicable fees.

6. Medium of Instruction and Schedules:

- * The medium of instruction of all courses is English.
- * DMA shall fix schedules for classes and interactive sessions, and shall endeavor to adhere to it.
- * The management will inform well in time of any changes in schedule, postponement or cancellation of lectures, happening due to unavoidable reasons.

7. Identity Card:

- * After admission, each candidate will be issued an identity card.
- * The identity card is valid only if it contains the candidate's name, batch details, registration number, course details, and expiry date along with a recent passport size photograph duly signed & stamped by an authorized DMA official.
- * An identity card is valid only for the batch period stated in the identity card.
- * The candidate is required to carry the identity cards at all times when present in the premises of DMA, he/she may be asked to produce the identity card on demand by personal authorized by the administration.
- * In case of loss of identity card, a duplicate card will be issued on written request subject to the approval of the administration and on payment of applicable fees.
- * Identity cards must be surrendered to DMA authorities at the end of course.

8. Expiry of admission & Expulsion:

- * Admission of a candidate to a program will expire after the completion of delivery, of the program to which he/she was enrolled.
- * DMA reserves the right to rusticate any candidate due to his/her misconduct or misbehavior, and at the sole discretion of the administration, whose decisions will be final.
- * No fees will be refunded or adjusted for the students who are rusticated.
- * Upon expiry of admission or expulsion, the candidate will not be eligible to attend any classes or access facilities of DMA centers.

9. Resolution of disputes:

- * Candidate is free to approach any DMA STAFF MEMBER with queries/ grievance for assistance and guidance.
- * Candidate may approach the administration for redresses of his/her grievance when it is not being resolved by DMA STAFF MEMBER.
- * All the queries/ grievance must be made in writing to the Administration. Verbal notice will not be accepted.

10. Discipline:

- * Candidate is required to observe decorum while attending the course.
- * Candidates should not attend classes in an inebriated state. If found they will be rusticated from the program.
- * All rules and regulations related to the center, its hostel, use of facilities, infrastructure and materials of the center are to be strictly followed by the candidate.
- * Class regulations:
 - A. Should not miss the classes/revisions/tests/discussions and should maintain good attendance.
 - B. Coming late (5 min) to classes for more than 2 days will be considered as 1 absence.
 - C. Should have maximum involvement in all activities like interaction & discussion during their entire course
 - D. Should show maximum involvement in the tests with good utilization of time
 - E. Should not use mobile phones during the class hours or test hours.
 - F. Should not involve or create any conflicts between students.
 - G. Students should stick to their customized study plan given to them by DMA and should not deviate from it.
 - H. The student should not impose their ideas and plans on others or deviate fellow students from their customized study plan.

11. Course materials:

- * No academic or course material may be duplicated. The material provided by the centre is the intellectual property of DMA.
- * The material provided by the center to the student only for his exclusive use and it should not be transferred, shared, assigned, or sold to any other person or company.
- * Candidate found violating this rule is liable for legal action under the copy right law & any other law being in force at that particular point of time.
- * Material once distributed cannot be replaced. Another copy could be obtained by paying applicable fees.

12. Communication to students:

- * All communication to candidate will be communicated via the official social media Digital messaging group platform to which the students are given Access to join.
- * It is the responsibility of the candidate to update oneself with these communications made from time to time, irrespective of whether he/she is attending or not attending the sessions.
- * The institute reserves the right to change or discontinue its services, including courses, faculties, facilities and course dates, due to circumstances beyond the reach of the institution.

- * All course dues should be paid at the stipulated time given to them. If the payment is not received by the stipulated time given to them the student will not be allowed to continue the course.

13. Cash Back Policy

- * You will receive 100 % cash back if you successfully complete the program without dropping & failing the FMGE December 2021 (conditions apply).
- * Attendance of 98 percent in classes and discussions + revisions (attendance will be checked regularly + randomly & joining >3 classes late by 10 minutes will be considered absent
- * Exams should be taken according to schedule & completed within the timeframe (You cannot just attend the tests for name sake & are only permitted to miss three exams at most)
- * Participating actively in the discussion and revision sessions (your participation will be evaluated)

DECLARATION/UNDERTAKING BY THE CANDIDATE

I declare that I have read the rulers and regulations and do hereby agree to abide by all the terms and condition specified herein and as amended from time to time.

I understand that DMA in no way guarantees the outcome of the results of the examination for which the orientation / coaching was taken by me and that DMA will not be held responsible for the outcome of the result.