



Student Induction Form

THE STUDENT IS REQUIRED TO FILL OUT THIS SECTION.	
STUDENT NAME:	
AADHAR NUMBER/NATIONAL ID:	
CONTACT NUMBER:	
DATE OF ENROLMENT:	
COURSE:	
LEVEL:	
(To be filled by lecturer)	
START DATE OF COURSE:	
END DATE OF COURSE:	
TRAINING HOURS TOTAL:	
EXAMINATION HOURS TOTAL:	

Student Signature & Date



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1. INTRODUCTION:

- 1.1 This Document is a detailed student induction package that explains to the student, student sponsor or company, everything you need to know about the TERMS AND CONDITIONS pertaining to the course that you have enrolled for, or that are intending to enrol for.
- 1.2 It is Mandatory that you read and understand every category of this document.
- 1.3 This document shall be discussed and explained on the first day of the course with you by the designated Lecturer of the course, whereby you shall have the opportunity to ask questions to any further explanation that you may require.
- 1.4 The completed and signed copy of this document shall be retained in your student file at MEENAINTERNATINOAL.

2. INSTRUCTIONS TO THE APPLICANT:

- 2.1 You shall be required to sign each page of this document in the allocated space in the footer of the document.
- 2.2 To ensure clarity of the specific areas that you are required to sign, the space shall be in grey highlight.
- 2.3 You shall be required to fill out the section on Page 1 : Student name, ID Number, etc.
- 2.4 You shall be required to fill out the Course application form on Pages 12 and 13 and sign to acknowledge that you have read and understood the document.

3. COURSE DATES:

- 3.1 The Start date and End date of each training course is detailed on our ANNUAL COURSE SCHEDULE and is published and freely available for download on our website.
- 3.2 If a training course is planned that is not on the published schedule, you shall be informed in writing of the start and end date of the training, as well as the end of course examination date. A situation such as this may arise if an urgent training course is requested by a company, or group of students.

4. COURSE TIMES:

- 4.1 Course times are from 09:00 AM until 05:30PM (17:30), Monday to Saturday only.
- 4.2 Lunch shall be between 13:00 to 14:00.

5. EYE TEST:

*eye test shall be conducted by Meena International

- 5.1 You will be required to undergo an Eye Test that meets the requirements for personnel certification in NDT.

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6. MEENA SHALL PROVIDE:

- 6.1 MEENA shall provide all necessary Training Course material which shall include, but is not limited to:
- A comprehensive Course Syllabus covering every aspect of the relevant course and Level requirement.
 - A comprehensive practical document supplement book, containing compiled examples of Report formats Technique sheets and Written Instructions.
 - Classroom and Revision Test questions and answers.
 - Additional info and Textbooks if necessary shall be given
- 6.2 MEENA shall Loan to the Student, a Book of compiled referencing Codes and Standards pertaining to the relevant course.
- 6.3 MEENA shall Provide all the NDT equipment that is required to successfully complete and administer training and the end of course examination pertaining to the relevant Course. Students shall not be required to provide NDT equipment.
- 6.4 Non-programmable scientific calculators are required for all courses with the exception of Liquid Penetrant testing (PT).

A calculator may be loaned to the Student for the duration of the course, upon request from the MEENA lecturer.

- 6.5 Refreshments shall be provided at the MEENA premises.
- 6.6 The following stationery requirements as detailed in below shall be required as per enrolled course:

- BLACK PEN (0.5 TIP PREFERRABLE)
- BLUE PEN
- SCIENTIFIC CALCULATOR (CAN BE LOANED TO YOU BY MEENA)
- STEEL RULER 300mm (150mm ALSO IF POSSIBLE)
- RULER (300mm) ORDINARY
- HIGHLIGHTER
- WRITING EXAMINATION PAD OR BOOK (FOR ADDITIONAL NOTES, CALCULATIONS)
- FILE (BANTEX, CROXLEY ETC)
- SET SQUARES (OPTIONAL)
- Any additional stationery requirements not on this list shall be provided by MEENA.

7. THE STUDENT SHALL SUBMIT:

- 7.1 If the student feels that it is necessary that he or she will benefit from training on their own NDT equipment, arrangements shall be made with the Training coordinator or Lecturer of the course to issue written consent to allow the usage of such equipment by that student during training sessions. **MEENA shall not be held liable for any loss or damage to equipment in this instance.**
- 7.2 **Meena shall offer a discount of 5% from the specified training fee if a candidate brings his/her own NDT Equipment for the course. A copy of valid Calibration certificate of the machine shall be submitted to the allotted Trainer/Examiner before commencement of the course.**
- 7.3 We shall need copies of the following documents:
- COPY OF YOUR IDENTITY DOCUMENT.
 - COPY OF YOUR HIGHEST SCHOOL GRADE PASSED.

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8. CANCELLATIONS:

- 8.1 MI reserves the right that if there are insufficient enrolments on a particular course that is on schedule 5 days prior to the commencement date of a course, to reschedule the course.
- 8.2 If cancellation of a course is received prior to the commencement of the course, fees paid in advance shall be credited to a later dated course within the same year.

9. PAYMENTS:

- 9.1 50% Deposit is required to confirm a booking. The balance of all training course fees are payable in advance prior to the course start.
- 9.2 Payments may be made by cash deposit, cheque deposit or direct NEFT payment into the MI Business bank account.

Please ensure that you use the correct banking account details.

- 9.4 For Companies: The MEENA banking details are as listed on the GST invoice that you were issued, and as per the legislation of the INCOME TAX DEPARTMENT OF INDIA, please supply us with your Company's physical address, Company registered name and registration number, and your GST registration number.

9.5 MEENA BANK DETAILS:

TABLE 2: ACCOUNT PAYMENT DETAILS:	
BANK:	Central bank of India (T-Nagar branch)
ACCOUNT NAME:	Meena International
ACCOUNT TYPE:	Current Account
ACCOUNT NUMBER:	3003741581
BRANCH:	T-Nagar
BRANCH CODE:	883
IFSC Code	CBIN0280883

- 9.6 Please ensure that when making a deposit or electronic funds transfer that the BENEFICIERY reference clearly states either the Company Name or the Students Name and Surname. e.g. on the deposit slip or the beneficiary reference for a NEFT.
- 9.7 If you have an outstanding payment with MI:
- We will not release any results to you or anyone calling on your behalf.
 - We will not release or disclose your results to any company in the industry on your behalf, even if your results depend on you securing a job or contract work.
 - We will not release a copy of your certificates to you, anyone on your behalf, or any company, even if the certificates depend on you obtaining a job or contract work.
 - We will not schedule or conduct re-write examinations prior to initial course fees being settled in full.
- 9.8 Examination results and course certificates will not be issued or disclosed until all outstanding fees has been paid in full.

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10. LOCATION OF TRAINING:

- 10.1 All Training courses shall be held and conducted at our premises at: Plot No. 7, 1stCross Street, VGN Royal Enclave, Paruthipattu, Chennai-600071.
- 10.2 Please email us at admin@meenainternational.com or call us on +91-44-29036793 or +91-9600124561
- 10.3 Alternatively directions and a MAP to our location is published on our website.

11. ACCOMODATION:

- 11.1 MEENA currently provide accommodation at reasonable rate (subject to availability)
- 11.2 We have a detailed list of several recommended accommodation facilities within a 5KM radius of our premises.
- 11.3 Please email us at admin@meenainternational.com or call us on +91-44-29036793, +91-9600124561 if you require a detailed list

12. SAFETY REQUIREMENTS AT MEENA:

- 12.1 General safety within the MEENA organisation is of paramount importance.
- 12.2 It is the responsibility of all MEENA personnel at all times to constantly monitor clients and students during every activity undertaken during their stay with MEENA while on the MEENA premises to ensure that proper safety regulations and the proper usage of PPE is maintained.
- 12.3 MEENA Shall provide and have readily available in relation to safety:
- FIRE EXTINGUISHERS
 - FIRST AID
 - EMERGENCY EYE WASH STATIONS
 - HAND WASH
- 12.4 The Minimum safety requirements for students and clients while engaging in any activity within the MEENA organisation are listed in Form-42 which has to be duly signed by the student

13. PERSONAL PROTECTIVE EQUIPMENT (P.P.E)

- 13.1 Whenever training in the relevant course that you are enrolling for involves practical sessions within our practical rooms the use of P.P.E. is mandatory.
- 13.2 You will be informed directly prior to such an event that requires the usage of P.P.E by your designated Lecturer.
- 13.3 It is the responsibility of all personnel at MEENA at all times to constantly monitor clients and students during every activity undertaken during their stay with MEENA while on the MEENA premises to ensure that the proper usage of PPE is maintained.
- 13.4 MEENA shall provide the following PPE available for your use at all times:
- PROTECTIVE EYE GLASSES (SAFETY GLASSES)
 - SURGICAL LATEX GLOVES
- 13.5 MEENA will NOT provide (in relation to safety):
- SAFETY BOOTS/SHOES (WITH STEEL TOE CAPPED).

14. CLASSROOM GENERAL RULES:

- 14.1 Mobile cellular phones are to be switched off or set on silent without vibration during lectures

Student Signature & Date



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15. HOW TO BOOK A COURSE WITH US:

- 15.1 Call us on our office line during business hours: 09:00AM – 05:30 PM to make a booking. Even if you just need advice on any NDT related information.
- 15.2 Alternatively, call us on our office line during work hours to schedule an appointment for you to visit the branch to talk in person.
- 15.3 Download the latest published course schedule and price list from our website: www.meenainternational.com
- 15.4 Once we receive a deposit, which is 50% of the course fee and a signed Student Induction form, we shall consider this a definite booking. When you arrive on the first day of the course, we shall conduct a full registration.
At registration we shall:
- Further discuss all the terms and conditions, necessary stationery requirements, schedule, duration, examination requirements, and documents that you need to give us etc.
 - Note well that the balance of your course fees needs to be settled before attending examination.
- 15.5 Meena International conducts corporate courses if there are a minimum of 4 candidates and if the client's premises meet the minimum requirements. Discounts are provided for corporate bookings.

16. INDEMNITY

- 16.1 I the undersigned do hereby acknowledge that Meena International, inclusive of its training facilities established in Chennai, the Members and all Personnel, is not in any way responsible for any loss, damage or injury that may be sustained by any person or to any property upon entering the property. Whilst Meena adopts stringent safety practices, and strive to ensure the safety and wellbeing of all our clients and visitors, all persons attending training or visiting the premises acknowledge that they do so at their own risk.

17. SUPPORT:

- 17.1 If you have any enquiries, course related questions, general questions or require any assistance, please do not hesitate to contact us via one of the channels listed below:

BOOKING ENQUIRIES:	Girija V	+91-44-29036793 or +91-9600124561	admin@meenainternational.com
AFTER HOURS: EMERGENCY	Kasi v	+91-9841819468	kasi@meenainternational.com
COMPLAINTS:	Kasi V	+91-9841819468	kasi@meenainternational.com
ACCOUNTS:	Ashwin K V	+91-9677244089	ashwin@meenainternational.com
RESULTS:	Siddarth K V	+91-9841819467	siddarth@meenainternational.com
ADDITIONAL INFO:	Girija V	+91-44-29036793 or +91-9600124561	admin@meenainternational.com

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Application for Examination Preparatory Training

Name of the Applicant:			
Date of Birth: (Mention one ID Proof Ref)			
Course Start Date Option:			
Hostel Accommodation Requirement	Yes		No
<i>Transport Requirements from Airport etc.,</i>	<i>Yes</i>		<i>No</i>
Home Address & Contact Numbers:			
Working Email ID:			
Emergency Contact Person Name:			
Phone:			
Present Employer's Name & Address:			
Name of Contact Person for verification			
Contact Email ID			
Contact Phone / Mobile No.			
Communications to be sent to:	Home:		Office:
Methods Applied For	UT	MT	PT RI PA / ToFD
Method Wise Details of Experience:	Years	Months	Remarks
Ultrasonic Testing			
Magnetic Particle Inspection			
Liquid Penetrant Inspection			
Radiographic Interpretation (Welds)			
Educational Qualification:			
Previous NDT Qualifications if any			
Other Professional Qualifications:			
Sponsored By:	Employer:		Self:

To be completed by Meena International

Application Received on:	
Application Registered on:	
<i>Fee Structure Including Taxes Intimated on:</i>	
Payment Details & Mode:	
Invoice Details:	
Transferred to Student File on:	

For Safety Instruction, Course Curriculum, Contact Details, Location Map, Full Course and Examination Schedule visit our URL www.meenainternational.com.

Aspirant Candidates for Examinations can Visit MEENA INTERNATIONAL's official Website www.meenainternational.com and can find all details related to Examinations and download them.

All class room training sessions will be conducted in fully air-conditioned and well equipped class rooms.

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The training will start at 9.00 A.M. and end at 5.30 P.M. There will be two coffee / tea breaks and a lunch break in-between.

Practical training will be conducted in well ventilated and well lit rooms.

MI will provide to all students **complimentary** light refreshment & tea or coffee during breaks and Buffet **Vegetarian** Lunch during the course days.

The examination fee has two components (one is the direct expenses incurred by MI for conducting the examination and the second is **levy payable to MEENA INTERNATIONAL** for issue of Certificate)

The course fees indicated are valid at the time issue and are subject to change from time to time depending on the market conditions.

Each student will be supplied with a set of course notes and a set of un-controlled reference documents for their guidance in preparation for the Examination.

For ultrasonic testing practical training students are encouraged to bring their own Ultrasonic Flaw Detectors and probes / cables. MI will provide the required calibration blocks. Students bringing their own flaw detectors will enjoy a special discount of 10% of the published training fee. This offer cannot be combined with any other offers.

Corporate Companies sponsoring 3 or more candidates for any training program will enjoy a corporate discount of 5% of the published training fee.

For Any Further Information Please Call:

Contact Person	Local Callers	Calls from Outside Chennai	International Callers
MI Office	29036793	044 29036793	+91 44 29036793
Centre Coordinator	9600124561	0 9600124561	+91 9600124561

Or Email your quires to admin@meenainternational.com

Training Information Package Contents Check List

Meena International Brochure	2 Page Brochure
Course dates	Schedule of Preparatory Training
Training application form	Page 1 of this Document
Certification information	I have read and understood the IPC Code of Ethics

Student Signature & Date