



Parent – Student – Faculty Documentation

This document ensures transparency and accountability between the **Academy, Faculty, Students, and Parents**. By signing this, all parties agree to their responsibilities for successful NEET or JEE or CBSE preparation.

1. Faculty Commitments

- Deliver conceptual lectures (online/offline) with clear explanations.
- Provide structured study notes, practice worksheets, problem banks, SparkNotes, and centum cyclic test schedules.
- Conduct guided problem-solving sessions, unit tests, and model exams.
- Recommend **Bridge Courses** if a student lacks the minimum required knowledge level for common classes.
- Provide **free doubt support** in the in the early mornings between 6:00 a.m. and 7:00 a.m. and **premium doubt clinics** at ₹500/hour during holidays without affecting the regular evening coaching classes.

2. Student Commitments

- Attend all classes regularly and punctually.
- Follow the **3–6–9–1 Daily/Weekly Study Plan**:
 - **3** – Memorise 3 flashcards / complete 3 interactive worksheets daily.
 - **6** – Solve 6×3 -mark problems daily.
 - **9** – Work out 9×3 -mark Q&A daily.
 - **1** – Attempt 1 weekly centum cyclic unit test (45 marks in 90 minutes).
- Prepare flash notes, sketch notes, and complete assigned SparkNotes.
- Actively participate in peer discussions before classes without disturbing others.
- Accept and attend **Bridge Courses** when recommended by faculty.

3. Parental Commitments

- Ensure regular attendance, punctuality, and disciplined self-study at home.

Saitech Informatics

NEET JEE CBSE ACADEMY

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- Encourage students to:
 - Attend **early morning free doubt clinics**.
 - Make use of **peer discussion time** before evening classes.
 - Attend **Bridge Courses** (free or premium) as recommended.
- Support participation in **weekly unit tests, model exams, and centum cyclic evaluations**.
- Monitor progress reports and cooperate with faculty guidance.

4. Academy's Transparent Service Policy

- Regular course fees cover: Lectures, notes, worksheets, unit tests, model exams, and evaluation.
- **Doubt Clarifications:**
 - Free: Early morning drills & peer discussions.
 - Premium: Holiday doubt clinics at **₹500/hour**.
- **Bridge Courses:**
 - Provided **free in morning doubt clinics**, or as **structured premium sessions at ₹500/hour** during holidays.

Acknowledgment

We have read and understood the responsibilities outlined above. By signing, we agree to follow the transparent coaching model of **Saitechinfo NEET–JEE–CBSE Academy**.

Student Name & Signature: _____

Parent/Guardian Name & Signature: _____

Date: _____