

# **Privacy Policy**

Your Privacy is our Priority

## **Privacy Statement**

This document is an electronic record in terms of applicable Information Technology laws and the amended provisions thereto pertaining to electronic records in various allied statutes as amended pursuant to the Information Technology laws. This electronic record has been generated by a computer system and does not require any authentication.

### **1. Introduction:**

Your privacy is valuable to us.

We will not sell, forward or rent your personal information or what you share with National Institute of Construction Management & Research (NICMAR), to any third party for any purposes such as marketing etc. without your explicit consent. This statement of privacy is applicable to our services available under the domain name [www.nicmar.ac.in](http://www.nicmar.ac.in) and any other connected sub-domain names and applies generally to subsidiaries of NICMAR. Your use of NICMAR's website signifies your acceptance of the NICMAR Privacy Statement.

NICMAR strives to comply with applicable laws that are designed to protect your privacy. Any interpretation of the terms of this Privacy Policy shall be in consonance with the "terms of use".

### **2. NICMAR's Principles to protect Privacy**

In order to protect your privacy, NICMAR has adopted the following principles:

Security

Choice

Notice

Access/Accuracy

#### **Security**

Wherever your Personal Information may be held within NICMAR, the NICMAR intends to take reasonable steps to protect it from unauthorized access or disclosure. NICMAR is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. For example, we store the personal information you provide on computer systems with limited access, which are located in controlled facilities. When we transmit highly confidential information (such as a credit card number or password) over the Internet, we protect it through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

## **Choice**

You may choose whether or not to provide Personal Information to NICMAR. The notice NICMAR intends to provide at the point where it collects Personal Information on the Site, should help you to make this choice. If you choose not to provide the Personal Information we request, you can still visit most of NICMAR's Web sites, but you may be unable to access certain options, offers, and services that involve our interaction with you. If you chose to have a relationship with NICMAR, such as a contractual or other business relationship, NICMAR will naturally continue to contact you in connection with that business relationship.

## **Notice**

Where NICMAR collects Personal Information on the Site, NICMAR intends to post a purpose statement that explains why Personal Information will be collected and whether NICMAR plans to share such Personal Information outside of NICMAR or with those working on NICMAR's behalf. Unless the transfer of Personal Information is legally required, NICMAR does not intend to transfer Personal Information without your permission to third parties who are not bound to act on NICMAR's behalf.

## **Access/Accuracy**

To the extent that you do provide NICMAR with Personal Information, NICMAR wishes to maintain accurate Personal Information. Where NICMAR collects Personal Information from you on the Site, its aim is to provide a means of contacting NICMAR should you need to update or correct that Information. If for any reason those means are unavailable or inaccessible, you may send updates and corrections about your Personal Information to NICMAR and NICMAR will make reasonable efforts to incorporate the changes.

## **3. Your Consent**

By using this website, you consent to the terms of NICMAR's Privacy Policy and to NICMAR's processing of Personal Information for the purposes given above. There are times, however, when NICMAR may need information from you, such as your name and address. When information is needed, NICMAR will try (but is not obligated) to let you know at the time of collection, how it will use the personal information.

Usually, the personal information NICMAR collects is used only by it to respond to your inquiry, process an order or allow you to access specific account information.

## **4. NICMAR's Disclosure of your information**

For the purpose of alumni interaction or academic interaction amongst the enrolled students.

For the purpose of intra business interaction among various subsidiaries of NICMAR.

## **5. Affiliated/connected sites**

We offer some of our services in connection with other web sites. Personal information that you provide to those sites may be sent to NICMAR in order to deliver the service. We process such information in accordance with this Policy. If the affiliated sites have different privacy practices then the user is required to read their privacy policies.

## **6. Cookies**

The cookies installed by the NICMAR shall be exclusively for the purpose of retrieving information from you which pertain to be useful for the purpose of running the Course of NICMAR institution or IT Solution businesses of NICMAR. Cookies shall, have limited scope, either for the purpose of students' enrollment for imparting computer education or for the prospective business parties who will be availing the services of various IT Solutions.

## **7. Changes in privacy policy**

Please note that this Privacy Policy may change from time to time. We will not reduce your rights under this Policy without your explicit consent, and we expect most such changes will be minor.

If you have any questions or concerns about this Policy, please feel free to contact us any time through this web site.

## **8. Questions or Suggestions**

If you have any questions about NICMAR Privacy Policy, collection, use, or disclosure of your personal information, please contact to NICMAR.

NICMAR reserves its right to change, modify or update this privacy statement at any time without notice.

## **Terms & Condition**

### **Acceptable Use**

Use of the NICMAR website is guided by the terms of use and disclaimer as follows:

### **Copyright**

All site design, text, graphics, interface and the overall content, unless specified otherwise, are the copyright of the NICMAR, all rights reserved. Reproduction of the articles on this website, modification, distribution, or republication, without prior permission from NICMAR is prohibited.

### **Trademarks**

Trademarks, service marks, and trade names (collectively the "marks") related to 'National Institute of Construction Management & Research (NICMAR)' is the property of the NICMAR. All other trademarks, product names and logos cited within the NICMAR website are the property of their respective owners.

### **General Disclaimer**

There are no warranties of any kind to guarantee the accuracy or contents of the NICMAR website. The reader of this site maintains full responsibility of his or her actions when using the information contained within this site. NICMAR is in no way liable for any direct, indirect, special, punitive, incidental, exemplary or consequential damages whether in an action under contract, negligence, or any other theory arising out of or in connection with the use, inability to use, or performance of the information, products, services, contents or materials on this website. All persons working with the NICMAR website, are not liable for any damages arising from the use of the content contained within this site.

### **Link to external sites**

This site includes links to other sites on the Internet that are owned and operated by third parties. NICMAR is not responsible for the availability or content on such external sites.

## **REFUND & CANCELLATION POLICY**

1. Your application form will be cancelled
  - a. If the form is incomplete.
  - b. If the fee paid is short.
  - c. If the supporting documents are incomplete.
  - d. If false documents have been submitted.
  - e. If required educational qualifications and other eligibility criteria are not fulfilled.
  - f. If incorrect or wrong information is provided.
2. Application Forms received without supporting documents or which fail to fulfil the points mentioned in Sr. No. 1 above will be rejected.
3. Application Fee is non-refundable and non-transferrable for all programmes. NICMAR neither sends any intimation nor entertains any correspondence in this regard.
4. More than one payment made by an applicant against one application form will be refunded excluding transaction charges and taxes for one payment amount.
5. The decision on refund or non-refund of Tuition/Program fees will be made as per Institutes norms, as laid out in the corresponding programme brochure.
6. NICMAR reserves the right to revise, without prior notice, all rules related to refunds, cancellations, more than one payment cases and chargeback cases.