

# **INTERNATIONAL SKILLS ACADEMY**

## **Policies and Procedures**



Academic policies provide guidelines for the rationale and procedures to help the instructor and students navigate more common academic expectations and responsibilities, such as organization and displays, enrolling in courses and more. They are explained in detail so that the students are clear about learning at **International Skills Academy**.

Students seeking clarity on **ISA** academic and student policies beyond the information given on here should consult the appropriate office.

### **1) Academic Honesty Policy**

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Academic honesty is central to all levels of education. In *International Skills Academy*, we prepare our students for life by inculcating the values of honesty and integrity. In this way, all *ISA* students have an equal and fair opportunity to demonstrate the knowledge and skills they are acquiring. The following are considered examples of academic dishonesty for which Instructors can consider remedial action:

- Using dishonest or deceptive means to obtain credit for work.
- Using notes, aids, or another student's assistance to complete a test or project.
- Plagiarizing materials (i.e. presenting another person's work as your own).

Practical steps can be taken if the standards of **ISA** are breached, which can result in failing grade for the assessment or dismissal from the institute.

## **2) Campus Security and Surveillance Policy**

The purpose of this policy is to regulate the installation, placement and use of security cameras under safe campus project to monitor and record public areas for safety and security. This policy applies to the use of security cameras for monitoring and recording and therefore applies to the premises of campus and to all members of this community, including faculty, staff, students, visitors, vendors and contractors.

## **3) Hygiene and Dress Policy**

*ISA* requires all students to present themselves professionally, regarding attire, personal hygiene and appearance. All clothing should be clean, ironed and in good shape. All students should also maintain an acceptable level of bodily hygiene to ensure that interactions with other staff and instructors remain positive and pleasant.

## **4) Transfer or Course Freezing Policy**

In case of any emergency for example if any health or constructive family issue occurs, a student can always freeze her course for one-month duration and is bound to appear next month which will be approved by student coordinator beforehand.

In case if a student in no scenario could join further classes or continue course for any valid reason, then their comes transfer policy as help. As academy fee is non-refundable in all situations, student can transfer course into a short course or fast track course i.e. Nail or Eyelash Technician course.

Student need to submit an application to institute with the required documents for approval of transfer or freezing policy.

## **5) Copy Right Policy**

No student may reproduce any copyrighted work in print, video or digital form in violation of the law. Students can only upload videos that they have made or that they're authorized to use. That means they should not upload videos they didn't make, or use content in their videos that someone else owns the copyright to, such

as music tracks, snippets of copyrighted programs, or videos made by others, without necessary authorizations.

If you are caught using copyrighted material or images owned by a legal copyright owner, **ISA** can take legal action against you.

## **6) Misconduct Policy and Procedure**

Misconduct in the campus means any behavior that is against the policies of the institution that express how students should behave at campus. This may include immoral, improper, cruel or criminal behavior that takes place within the domain of the campus; with other students or the instructors.

This action gives **ISA** no choice rather than the termination of the student and they may be removed without any notice.

## **7) Sick Leave Policy**

**ISA** recognizes that students will occasionally need time off to recover from an illness, to address their medical needs.

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For this purpose, students can take sick leave at a rate of two days per month.

However, the company reserves the right to require documentation from a health care professional to verify the need for sick leave.

## **8) Attendance Policy**

Punctual and regular attendance is an essential responsibility of each student at **ISA**.

Students are expected to report to campus as scheduled, on time and prepared.

Students also are expected to remain at campus for their entire schedule. Late arrival, early departure or other absences from scheduled hours must be avoided.

- **97% physical attendance** in classes is mandatory. In case of absence, the student must join the class online as **3%** online attendance is obligatory for all the students.

- This policy does not apply to absences covered by the sick or medical leaves.
- The student must provide to his or her supervisor sufficient notice at least 24 hours in advance of the absence.
- The application is approved in advance by the student coordinator.
- Any student who fails to report to work for a period of three days or more without notifying his or her student coordinator will be given a warning letter or termination if the limit exceeds to a week.

## **9) ID Card Policy**

The students will be issued an **ISA ID card** at the time of joining. The students of **ISA** shall wear their ID cards at all time in a visible manner when they are on the campus premises. This is a MANDATORY requirement.

The students **MUST** show their ID card to the Security/ Reception Staff while entering the campus premises.

### **Actions Against Failure to Follow the Provisions of the Policy**

- The students who repeatedly fail to wear the ID card or declines to wear the ID cards are said to breach this policy's provisions and shall face disciplinary actions.
- The fellow students are expected to remind each other to wear the ID card if they are not wearing it.
- The student who lends his/her ID card to anyone else (whether they are a student of the organization) to get an entry on the company premises shall face legal actions.

### **Lost or Stolen ID Card**

- If a student discovers that his/her ID card is stolen or lost; in that case, they **MUST** report immediately because this can be a threat to the organization's security.
- If unreported, the student shall be held responsible for all the activities undertaken using their ID cards.
- The student will be given the first replacement card for free.
- Any further replacement for misplacing or losing the ID card will cause the student to be charged rupees 'Amount' for each substitution.
- If any employee finds a lost ID card, they **MUST** return it to the department.

## **10) Loss or Damage to any Personal Belongings**

ISA management will not accept responsibility for the loss or damage to any personal belongings left unattended on the premises. The student must take care of his/ her personal belongings or submit it to the management if necessary to protect them from any loss.

## **11) Online Class Policy**

ISA provides the students an opportunity to attend the classes online in the case of any medical or family emergency. The student must submit and get their application approved beforehand if he/ she wishes to attend the class online. If a student attends the online class more than 5 times, he/ she will not be provided with the certificate at the end.

## **12) Mobile Phone Use Policy**

Students must keep mobile phones on silent and in their bags, or leave mobile phones at the front of the classroom where necessary. When directed to use mobile phones for learning purposes, students must adhere to rules set by the instructor to prevent distractions and impact to learning.

ISA reserves the right to monitor the students for inappropriate and/or excessive use of cellular devices. If device usage results in a decline in productivity or interferes with normal business operations, management will suspend the student's right to use a cellular device. Students are subject to bear disciplinary action in cases where they:

- Violate the company confidentiality policy.
- Cause a security breach.

### **13) Bullying Policy**

The aim of a bullying policy is to ensure that students can flourish and be educated in a safe and supported environment. All students are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow *ISA* to take an appropriate action. *ISA* has anti-bullying laws that require to take action to address and prevent bullying.

### **14) Final Project Policy**

All the students of *ISA* are bound to perform final project in end of every course completion.

#### ***Here are some points to be noted:***

- 1)** Material and Models for final demonstration will be generated by student herself/himself.
- 2)** The Material should be complete and model should be on time to avoid any inconvenience.
- 3)** Without performing the final project, no student would be able to get certification from *ISA* under any circumstances.
- 4)** In case of any life emergency, if a student is not able to attend final project he/she needs to notify *ISA* timely by providing the required documents. He/She will be then given a chance to appear in next upcoming final project demonstration but if student fails to attend second chance too, there is no way of any further final project or certification responsibility on *ISA*.
- 5)** For keeping the high esteem of institution *ISA* will never generate softcopy of any certification to any student, because any illegal activity can happen.

## 15) **FEE Policy**

- 1) Registration fee is one time mandatory for every student.
- 2) If you are choosing long time period course with a short time period course at a same time then the registration of long time certification will be accepted.
- 3) If you have chosen a course which already have an installment plan given by **ISA**, you are bound to pay next installment on time, if you don't pay your installment on time then daily **Rs. 500/-** fine will be added as damage. By the time of next installment if you left institute untold and doesn't respond to the student coordinator calls then **ISA** has all rights to cancel your admission.
- 4) One-time payment is mandatory to join any course of **ISA**.

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*Human With Wings*

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*"We sincerely hope these different instruction strategies give you some new inspiration to keep everything on track in a fun and more interactive way. We wish nothing but the best for our students."*

**WELCOME and BEST WISHES from ISA.**