



YSA INTERNATIONAL SKILLS COLLEGE

Policies and Procedures

At YSA International Skill College, our policies provide clear guidelines and procedures to help both instructors and students navigate common academic expectations and responsibilities.

These include, but are not limited to:

- Course enrollment and registration
- Classroom organization and display standards
- Attendance and participation expectations
- Code of conduct for students and staff
- Assessment and grading procedures

Each policy is explained in detail to ensure that students have a clear understanding of the learning environment at YSA International Skill College and can fully benefit from their educational experience.

Our goal is to create a structured, fair, and professional learning environment that supports success and growth for all students.



1) College Honesty Policy

Academic honesty is fundamental at all levels of education. At **YSA International Skill College**, we aim to prepare students for life by instilling the values of **honesty and integrity**. This ensures that every student has an **equal and fair opportunity** to demonstrate the knowledge and skills they are acquiring.

Examples of Academic Dishonesty

The following actions are considered violations of our honesty policy and may lead to remedial action by instructors:

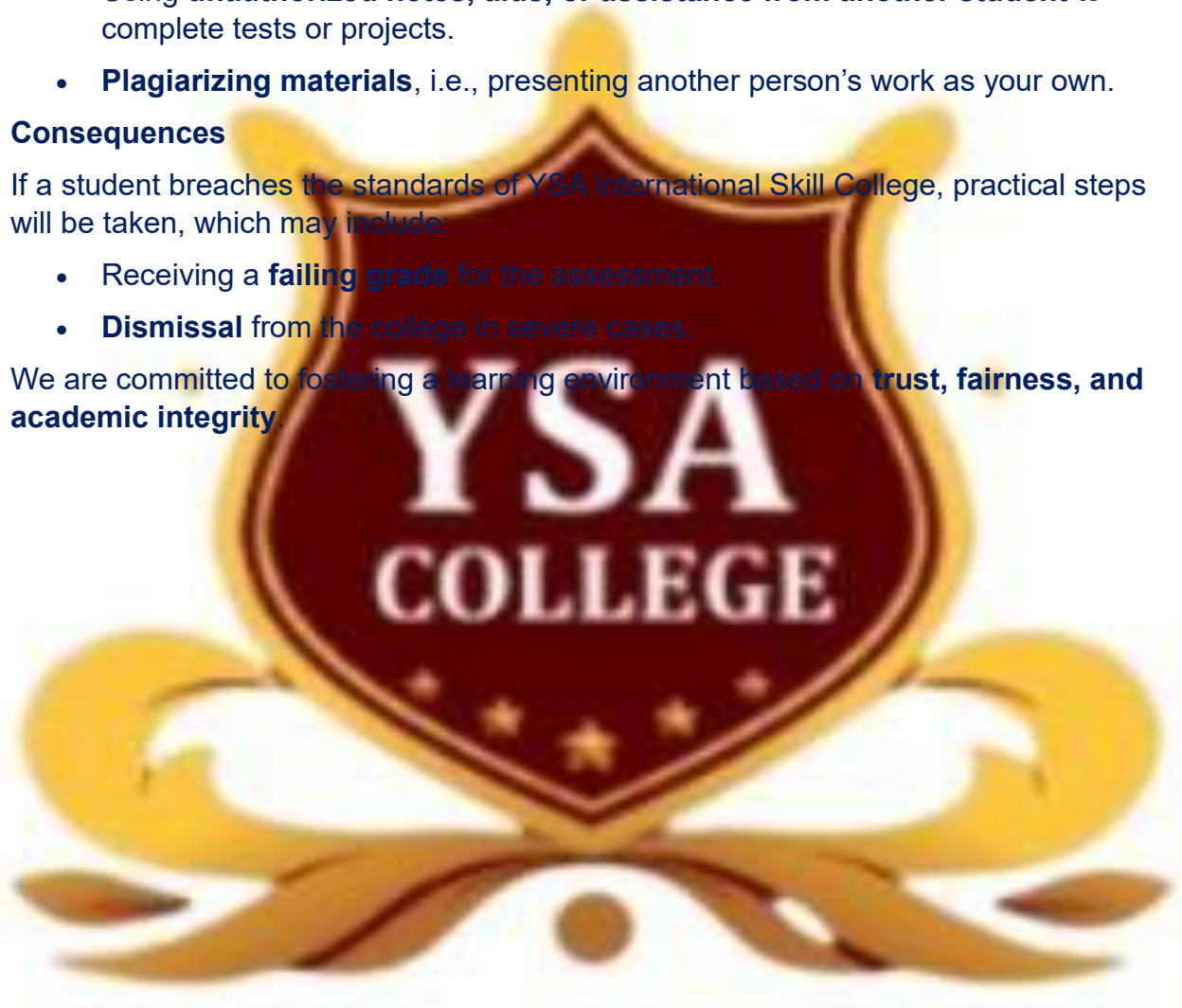
- Using **dishonest or deceptive methods** to obtain credit for work.
- Using **unauthorized notes, aids, or assistance from another student** to complete tests or projects.
- **Plagiarizing materials**, i.e., presenting another person's work as your own.

Consequences

If a student breaches the standards of YSA International Skill College, practical steps will be taken, which may include:

- Receiving a **failing grade** for the assessment.
- **Dismissal** from the college in severe cases.

We are committed to fostering a learning environment based on **trust, fairness, and academic integrity**.



2) Hostel Policy & Guidelines

YSA International Skill College provides safe and comfortable hostel accommodation for students who require on-campus or nearby housing. The following policies are designed to ensure a secure, respectful, and conducive living environment for all residents.

Eligibility

Hostel is available to full-time students of YSA International Skill College. Priority may be given to outstation students, OKU students, and sponsored candidates.

Check-In / Check-Out

Check-in time: From 2:00 PM onwards

Check-out time: By 12:00 PM on the day of departure

Late check-out may incur additional charges

Hostel Fees

Fees must be paid in full before moving in

Payment can be made online or at the Admission Office

Receipts will be issued for all payments

Rules and Regulations

Maintain cleanliness and hygiene at all times

No smoking, alcohol, or illegal substances allowed on campus

Respect the rights and privacy of other residents

Observe quiet hours as specified by hostel management

Any damages to hostel property must be reported and may incur a repair fee

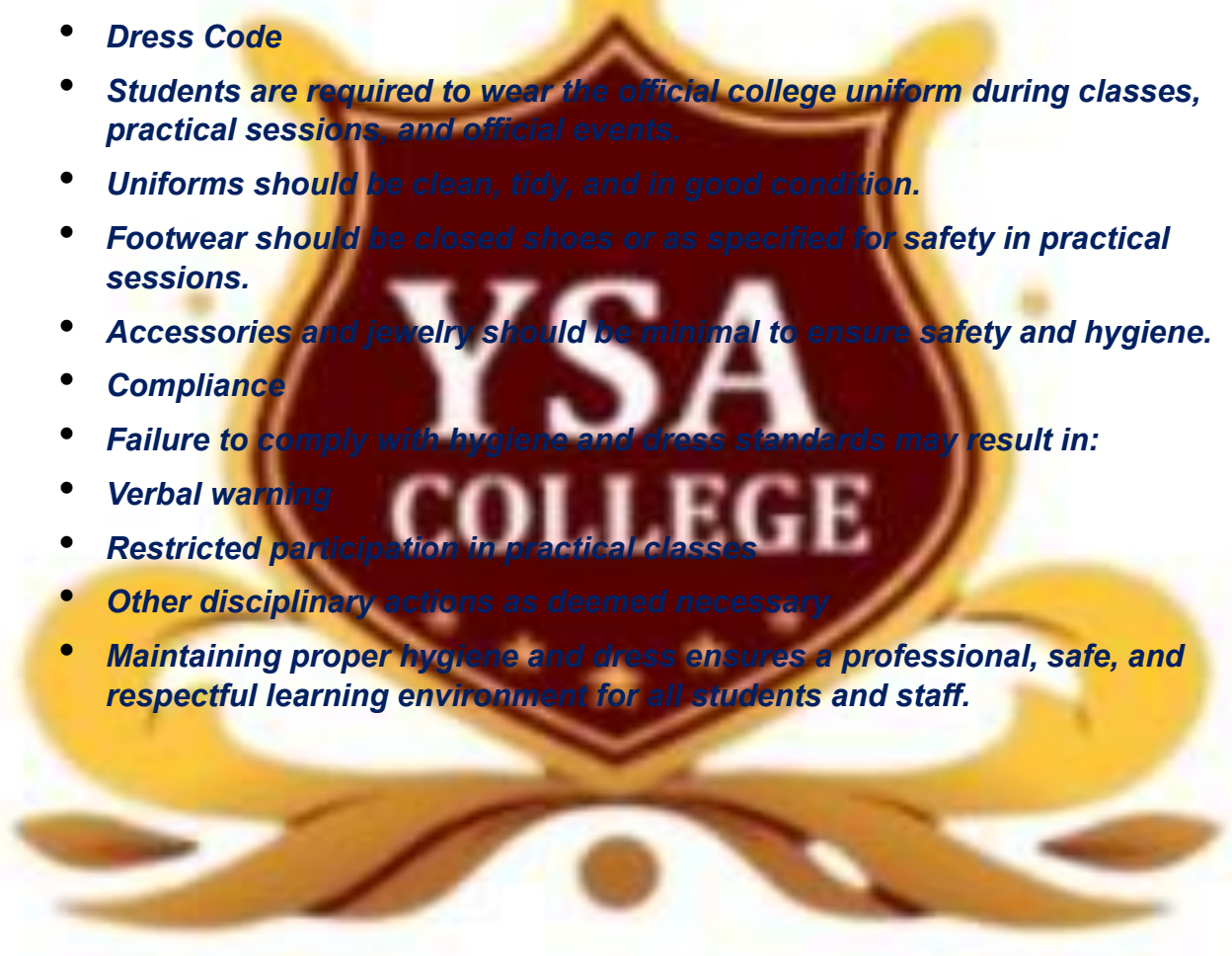
Security



3) Hygiene and Dress Policy

At YSA International Skill College, maintaining personal hygiene and professional appearance is essential for creating a safe, respectful, and productive learning environment. All students and staff are expected to adhere to the following guidelines:

- **Personal Hygiene**
- **Students must maintain cleanliness and personal grooming at all times.**
- **Hands should be washed regularly, especially before practical sessions.**
- **Nails should be trimmed and clean; long or artificial nails may not be allowed during practical classes.**
- **Hair should be clean, neat, and tied back if required for practical lessons.**
- **Use of strong fragrances should be avoided in shared learning spaces.**
- **Dress Code**
- **Students are required to wear the official college uniform during classes, practical sessions, and official events.**
- **Uniforms should be clean, tidy, and in good condition.**
- **Footwear should be closed shoes or as specified for safety in practical sessions.**
- **Accessories and jewelry should be minimal to ensure safety and hygiene.**
- **Compliance**
- **Failure to comply with hygiene and dress standards may result in:**
- **Verbal warning**
- **Restricted participation in practical classes**
- **Other disciplinary actions as deemed necessary**
- **Maintaining proper hygiene and dress ensures a professional, safe, and respectful learning environment for all students and staff.**



4. Transfer or Course Freezing Policy

In case of **emergencies** such as health or family issues, a student may **freeze her course for one month**, with prior approval from the **Student Coordinator**, and resume classes the following month.

If a student **cannot continue the course** for any valid reason, the **transfer policy** allows her to switch to a **short course or fast-track program** (e.g., course).

All requests for **course freezing or transfer** must be submitted in writing to the institute along with the required documents for approval.

Note: Academy fees are **non-refundable** in all situations.

5) Copyright Policy

Students must **not reproduce or use copyrighted material** in print, video, or digital form without proper authorization.

- Only **original work** or content that students are **authorized to use** may be uploaded or shared.
- This includes avoiding the use of **music tracks, video clips, or other content owned by someone else** without permission.

Violation Consequences:

- Unauthorized use of copyrighted material may result in **disciplinary action or legal consequences** by the college.

take legal action against you.



6) Misconduct Policy and Procedure

Misconduct on campus refers to any behavior that **violates the institution's policies** and the expected standards of student conduct.

This may include:

- Immoral or inappropriate behavior
- Cruel or harmful actions
- Criminal acts occurring on campus or involving other students or instructors

Consequences:

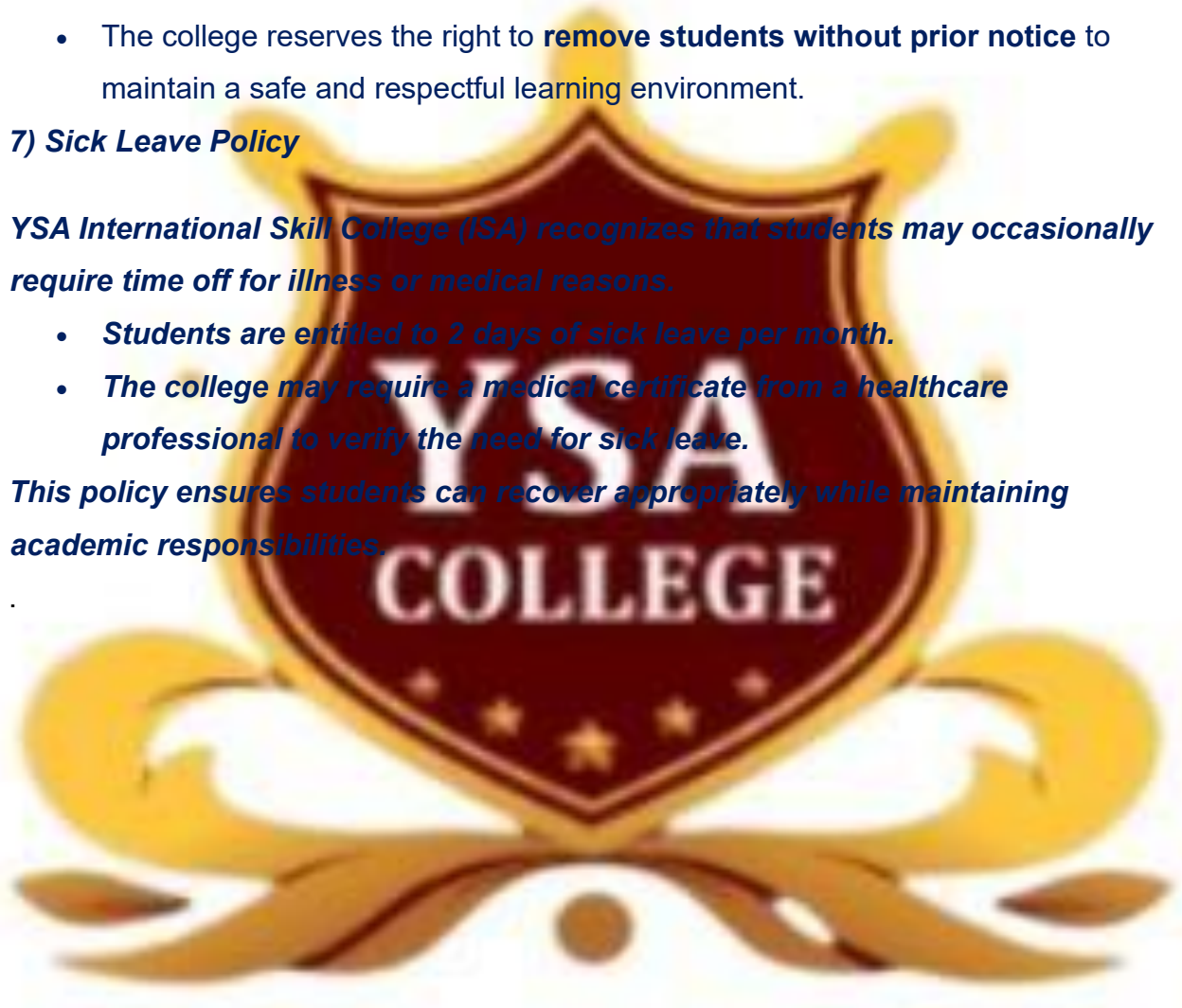
- Students found engaging in misconduct may face **termination of enrollment**.
- The college reserves the right to **remove students without prior notice** to maintain a safe and respectful learning environment.

7) Sick Leave Policy

YSA International Skill College (ISA) recognizes that students may occasionally require time off for illness or medical reasons.

- *Students are entitled to 2 days of sick leave per month.*
- *The college may require a medical certificate from a healthcare professional to verify the need for sick leave.*

This policy ensures students can recover appropriately while maintaining academic responsibilities.



8 Attendance Policy

Regular and punctual attendance is a key responsibility of every student at YSA International Skill College (ISA). Students are expected to report on time, be prepared, and remain for the full schedule.

Key Guidelines

- **97% physical attendance in classes is mandatory. If absent, students must join online classes to fulfill the remaining 3% attendance requirement.**
- **This policy does not apply to approved sick or medical leave.**
- **Students must notify their Student Coordinator at least 24 hours in advance of any absence.**
- **Absences must be approved in advance by the Student Coordinator.**
- **Students absent for 3 consecutive days or more without notice may receive a warning letter, and absences exceeding one week may result in termination.**
- **This policy ensures students maintain consistent engagement and take responsibility for their learning.**

9 ID Card Policy

- All students of YSA International Skill College (ISA) will be issued ID card upon joining.
- **Requirements**
- Students must wear their ID card at all times in a visible manner while on campus.
- Students must show their ID card to Security or Reception staff when entering campus premises.
- Wearing the ID card is MANDATORY for all students.
- **Actions Against Non-Compliance**
- Students who repeatedly fail to wear their ID card or refuse to do so are breaching this policy and may face disciplinary action.
- Fellow students are encouraged to remind each other to wear their ID cards.
- This policy ensures security, safety, and accountability within the camp
- 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

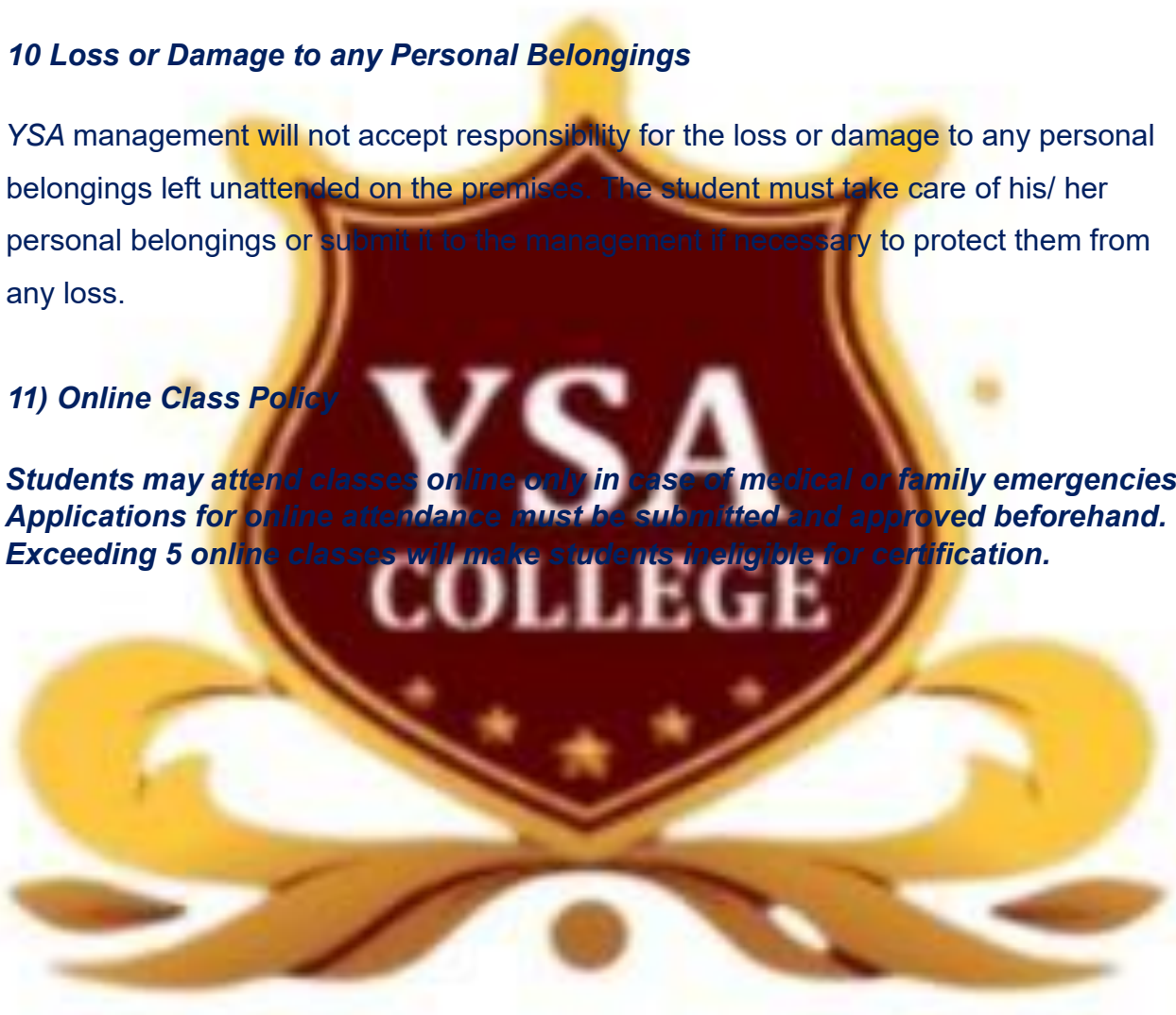
- If a student discovers that his/her ID card is stolen or lost; in that case, they **MUST** report immediately because this can be a threat to the organization's security.
- If unreported, the student shall be held responsible for all the activities undertaken using their ID cards.
- The student will 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

YSA 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

Students may attend classes online only in case of medical or family emergencies. Applications for online attendance must be submitted and approved beforehand. Exceeding 5 online classes will make students ineligible for certification.



12) Mobile Phone Use Policy

- **Mobile phones must be kept silent and stored in bags or at the front of the classroom.**
- **Phones may only be used when instructed by the instructor for learning purposes.**
- **ISA may monitor mobile usage; excessive or inappropriate use may result in:**
 - **Disciplinary action**
 - **Suspension of device privileges**
 - **Breaches of confidentiality or security are strictly prohibited.**

13) Bullying Policy

- **ISA provides a safe, supportive learning environment.**
- **Students are encouraged to report any bullying they witness or experience immediately.**
- **ISA follows anti-bullying laws and will take action to prevent and address bullying.**

14) Final Project Policy

- **All students must complete a final project at the end of their course to qualify for certification.**
- **Students are responsible for providing all materials and models on time.**
- **Failure to perform the final project will result in no certification.**
- **In case of life emergencies, students must notify ISA with supporting documents; one reschedule may be allowed.**
- **ISA does not issue softcopy certificates to maintain institutional integrity.**



13) Fee Policy

Registration fee is a one-time mandatory payment for all students.

If enrolled in both long-term and short-term courses, registration applies to the long-term course.

For courses with installment plans, all installments must be paid on time; a daily Rs. 500 fine applies for delays.

Failure to respond or pay installments may result in cancellation of admission.

One-time full payment is required for joining any course without installments.

Message from YSA:

“We sincerely hope these instructions help you stay organized, inspired, and engaged.

We wish our students all the best in their learning journey.”

WELCOME & BEST WISHES from YSA

