

Rules & Regulation: IRIS ACADEMY (KOLKATA)

Submit Mandatory Documents:

1. **Identity Proof:** Aadhar Card / Voter ID Card / PAN Card / Driving Licence / Passport
2. **Qualification Proof:** Class X or Above according to applicable qualification proof
3. **Photo Copy:** One Copy of Recent Photo (Passport / Stamp Size)

Rules & Regulations:

1. **Admission Documents:** To apply for any course / programme offered by IRIS ACADEMY (KOLKATA), fill up the admission form available at our registered office in the applicant's own handwriting. Incomplete form will be rejected automatically & it's compulsory to attach recent passport / stamp size photographs of applicant on the admission form. If photographs or any other mentioned documents are not carried at admission time, then the applicant must have to submit the required documents before attending the first class allotted by the institute. If not, then he / she may face the problem of course / programme certification. The institute will not be responsible if any problem occurs further, no refund for such cancellation will be made.
2. **Course Fee:** The amount can be paid part / full payment for the register course / programme. The Institute will not refund / adjust the money deposited towards registration fee / admission fee / installment fee or any other fee in any circumstances.
3. **Joining Class:** Students must have to clear the full admission fee before attending the first class allotted by the institute. If any registered student is not attending after class allotment then he / she must have to submit a proven medical issue or advance written application to the institute within the next installment date. If not, then it will presume that the student doesn't wish to continue the course / programme further. In such an event, the student automatically drops out from the institution, no refund for such cancellation will be made. The institute will not be responsible if any problem occurs. The student will have to register again if he / she wishes to continue the course / programme by paying fees with formalities.
4. **Course Update:** Students once enrolled will not be permitted to change their course / programme and such no adjustment or refund in fees would be made. If the student wishes to upgrade the course / programme, then a new upgrade form in that regard is required to fill with all necessary formalities and fees available at the office.
5. **Installment Fine:** Do record and remember the fees schedule for timely fee payment (If not mentioned in admission form then your first allotted class by the institute is considered as installment date). If any student does not pay the fee by the stipulated date as mentioned, he / she will get only 3 days relaxation for submission of the fee without any conditions, after that he / she will not be allowed to attend the classes. After 3 days of relaxation the student will be charged a fine till the next installment date. Students are strictly prohibited to pay any fees to any other account except payable to A/C Name "IRIS GROUP".

Per Day RS 200/-

6. **Leave Application:** If a student found absent for a month without any proven medical issue or advance application in written or online submitted to the institute and secondly not paying the due fees till the next installment date then it will be presumed that the student does not want to continue the course / programme. In that case the student automatically drops out from the institution on the next installment date, no refund for such cancellation will be made. If any student wants to continue the class after that, then the student will have to register again in that regard and is required to fill an admission form again with all necessary formalities and fees available at the office.

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7. **Course Duration:** Students belonging from video editing / photo editing / color grading / visual effects or any other computer based course / programme will get maximum 24 classes of 2 hrs each depending on student strength including assessment which have to be completed within 4 months including personal leave and govt holidays. Students belonging from photography / cinematography / filmmaking or any other camera based course / programme will get 16 classes of 2 hrs each in a batch module including assessment & events which have to be completed within 4 months including personal leave and govt holidays.
8. **Scholarship:** For concession in course / programme fees please refer to scholarship policies supported by IRIS FOUNDATION.
9. **Fees Clearance:** Always collect the payment receipt. The fee should be paid either in cash, card, cheque, upi or any other payment mode in favor of IRIS GROUP. You may collect your fees clearance certificate after you clear all your pending course / programme fees. Without fee clearance students will not be eligible for examination or submit assessment to the institute.
10. **Attendance:** If attendance in class is below 75% then the student will be charged a fine of Rs 1500 for attending the examination or submitting an assessment. Students should always maintain attendance on their own at our registered biometric device or in attendance sheet / book. If not maintained by self then he / she will be only responsible if any problem occurs.
11. **Examination or Assessment:** Students must have to attend the examination or submit assessment within course / programme tenure. After finishing tenure, the institute will allow 15 days to complete the submission process. If not then the institute will charge Rs 1000 for extending another 15 days to complete the process. After that institute will not be responsible if any problem occurs without maintaining point "Leave Application" under rules & regulations. After submitting an assessment / examination, students are only eligible to apply for his / her course / programmed certificate. Remember overall grade from every professional aspect will be mentioned on the course / programme certificate. No certificate will be provided without examination or submitting an assessment. Reissue of certificate will be charged Rs 1000/-.
12. **Annual Excursion:** For free excursion under the Media Studies Course, if a student paid below 65 thousand till date of journey of excursion then the student must have to deposit 10 thousand rupees advance towards his / her excursion. If any Media Studies student will get any extra concession out of 1,10,000/- after being sponsored by IRIS FOUNDATION, he / she will not be permitted in annual excursions like Goa, Mumbai, Vizag, Kerala etc. If any student is unable to submit all instructed papers for the excursion within a given date and time, then he / she will be only responsible for all his / her own railway ticket for the entire excursion, the institute will not be responsible for such mistakes. The institute will not officially disclose any fixed date of journey until the railway ticket is confirmed. And will not accept any such request for change of journey schedule. Students who don't have free annual excursions like Goa, Mumbai, Vizag, Kerala etc. but are interested to join the excursion should contact the office within the notice period.
13. **Workshop & Events or Outdoor:** Cinematography students must have to participate in the RED Camera workshop, event fees will be Rs 1500, if organized by the institute. Photography students must have to participate in the special photography excursion / camp by paying the required amount, if organized by the institute. Students are not permitted to attend any external event or workshop or work with any of the institute's collaborative organizations without an approval letter from the institute. If not then the institute will not be responsible if any problem occurs. *Remember if any student uses or holds equipment of other students without institutional permission & happens any damages, then the institute will not be involved in it.

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14. **Documents Update:** Any changes of phone number or whatsapp number mentioned on the admission form by the student should be notified in writing or through application form to the institute within 15 days. If not then the institute will not be responsible if any problem occurs.
15. **Materials:** Prospectus, T-shirt or any other study materials, etc should not be given to any student without admission.
16. **Loss / Theft:** The Institute will not be responsible for any loss / theft of any personal belongings inside or outside of the institute. If any student misses test / study material, then the material should be collected from the office within a week, failing which the material is not under institute responsibility.
17. **Student ID Card:** Student must have to carry student id card in class for door access & all outdoor events, excursion, etc conducted by the institute, if any student misuse of student id card in public, means any kind of bad behaviors with any single person like team member of outside people or any authority then he / she will be only responsible for any kind of police case filed against him / her. The student id card is just a proof of being a student of IRIS ACADEMY within the course / programme tenure mentioned on the card. Re-issue of student id card will be charged of Rs 200/-.
18. **Prohibited:** If any student consumes any kind of alcoholic drinks, tobacco related products or any other prohibited substances then he / she will not be allowed for class or participate in any program conducted by the institute. In such cases the student may be charged for legal action by the institute, no refund for such cancellation will be made.
19. **Medical / Emergency / Accident:** Institute will not be responsible if any student has personal medical issues or medical emergencies or any accident happens in indoor / outdoor classes. If any student has a case of personal medical issues, the student / guardian must inform at the time of admission and provide an emergency contact number for immediate precaution.
20. **Legal Action:** If any student misconduct inside the institute or theft or break any asset of the institute or with any other student's belongings, then the institute has the right to cancel the student registration and may take necessary legal action, no refund for such cancellation will be made.
21. **Complaint:** Students must inform or complain in written or through online application to the management immediately as soon as possible to take necessary action if any problem occurs inside the institute or like an event, excursion, etc conducted by the institute. Institutions will not be responsible for what happens outside of the institutions personally among the students or teachers or any other matter.
22. **Placement:** Institute won't guarantee a job nowadays due to lack of student's seriousness in preparing themselves physically, mentally or professionally. Institute sends students up to the interview table, rest performances have to be performed by themselves for selecting as an employee.
23. **Support:** Every student must attend all events like annual program, sports, competition or other special events & also requested to participate. Every student may be charged for Rs 1000 for the annual program of IRIS ACADEMY (KOLKATA).
24. **Rules & Regulations Update:** Points of this entire rules & regulations may be updated according to student, member or faculty behaviour. Updated rules & regulations must be followed by all faculties, members and students of the institute.
25. **Permission for Paid Work:** Without getting an application approval letter by the institute, students are not allowed to go for paid work with any member, faculty or any other current or passout students of IRIS ACADEMY (KOLKATA).

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Hostel Issue: Hostel of IRIS ACADEMY is a completely separate operating body / incharge. The institute will not be involved, entertained, or respond to any problem / theft / emergencies happening in the hostel. Students have to solve the problems except institutional involvement. Institutes may interfere in case of minor students below 18 years of age only.



Authorized Stamp