



ASTRON
INSTITUTE OF INTERNATIONAL STUDIES
PRIDE IN EXCELLENCE



ASTRON INSTITUTE OF INTERNATIONAL STUDIES

STUDENT HANDBOOK

Version 2.0

AIIS/ST/SHB/01



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About Astron Institute of International Studies

Astron Institute of International Studies, the international vertical of the Astron group caters to the student needs of pursuing education abroad by making International education available locally through AIIS networking with Global Universities. The institution is dedicated to global improvement in standards of healthcare through education, research, consultancy and training and promote excellence in the fields of Public Health, Hospital Planning and Design and Healthcare Quality Management. The institute envisions to promote 'Skill Development and Enhancement in Healthcare' by the execution of innovative and interactive Online programs and also bring about greater societal benefits through its stakeholders.

1.1A Focused Approach

Existing formal education system alone cannot meet the growing demands of trained human resource. AIIS therefore has been created to design, develop, and execute innovative online educational and training programs with outstanding faculty members for knowledge enhancement, skill development in the Healthcare industry.

1.1 VISION

“To facilitate Quality Education systems globally”

1.2 MISSION

“Achieve Academic Excellence by adhering to highest standards of Ethics and Dignity Establish Collaborations and Public Engagement at the Global level with Learner's interest remaining the main focus”

Achieve its Mission, AIIS undertakes to disseminate education in the healthcare sector using online platform by adopting a globally accepted training pedagogy that includes:

2. Purpose of the Handbook

The institute is committed to providing a fulfilling and rewarding learning experience that enables students to achieve their full academic potential. This handbook will help and orient the students to understand this journey more effectively.

3. Scope of the Handbook

The policy document applies to:

- All students of the AIIIS fraternity
- Faculty of AIIIS to guide and mentor the students
- Students representing the Institute during the On Job Training.

4. Updating of the Handbook

From time to time changes to the student policy and student handbook may be necessary. The Director AIIIS, reserves the right to interpret, add, modify, amend or withdraw any or all rules from time to time as deemed fit, with or without prior notice. Such interpretations, additions, modifications or amendments shall be final and binding upon all students.

5. Confidentiality of the Contents

This student handbook containing policy and guidelines is the property of AIIIS, for applicability on its student at AIIIS. The course material and other contents of learning, as also the details contained herein should be treated without most confidentiality and the contents should not be reproduced in parts or in full without the prior written permission of Director, AIIIS.

6. Academic Standards

At AIIIS, we plan and abet creativity, nurture the spirit of innovation, deliver quality programs, and constructively engage our participants to enhance skill development leading to higher level of success. The power of our programs, spurred by our deep understanding of the industry and our ability to foster the evolution of our students into future leaders enables the proactive enhancement of service industry to global standards.

6.1 Academic Framework

1. Three 3 months Online certificate course is divided into Three terms of one month each.
2. Four months Online certificate course (Blended pedagogy) is divided into Three terms of one month each with One month of On Job Training in the Healthcare Facility.
3. Six months Online certificate course (Blended pedagogy) is divided into Three terms of one month each with Three months of On Job Training in the Healthcare Facility.
4. One Year Diploma course (Blended pedagogy) is divided into three terms of Three months each with Three months of On Job Training in the Healthcare Facility.

6.2 Commencement of the Course

A batch for each course starts in the first week of every month.

6.3 Academic Performance Indicators

- **Term End Assessment (TEA):** Candidates have to take Term End Assessment at the end of each Term to be eligible for the next Term. In case the candidates fail to take the TEA on the stipulated date/period, he/she will be eligible to make a request application for extension, decision of which will depend on the sole discretion of the AIIIS Director.
- **Self-Assessment (SA):** Candidates have to take up each SA (Check your progress) to be eligible for going to the next unit. The questions are given at the end of each unit and are mandatory to attempt to proceed to the next unit.

- **Project Work(PW):** Candidate's participation in the Project work is mandatory to qualify for the Certificate/Diploma course.
- **Webinar (WNR):** Candidate's participation in webinar is mandatory to qualify for the Certificate/Diploma course.
- **Logbook Assessment (LGA):** Candidates have to make a note of theory classes and practical assignments, activities and learning conducted during the Onjob training, in the logbook provided. It will be assessed by the faculty for scoring the candidate.

7. Regulations

7.1 General Guidelines

All admissions are provisional and will be considered final, subject to the realization of the fee and verification of the documents. The general guidelines are as follows:

- Eligibility Criteria (as per specific course) to be fulfilled
- Verification of original certificates/ Documents will be done by the Admin
- Realization of Fee for the programme will not be refunded
- Medium of instructions for all programmes is in English
- Age is no bar for admission to any programme. However, the student should have basic knowledge of computers
- AIIS reserves the right to update the programmes through changes in methodology, contents & structure from time to time.
- It is not obligatory for the Institute to offer training on the modified/updated programmes to the students who have registered for an earlier version of the programme
- AIIS has the right to suspend any programme for a particular session.
- AIIS reserves the right to change the syllabus of the programmes, the online content, examination system, examination procedure, weightage, promotion policy without prior notice.
- AIIS shall be the competent authority to amend any of the above provisions.
- For any clarification/dispute the decision of the Director, AIIS shall be final & binding on all concerned.
- All disputes shall be under the jurisdiction of the appropriate court of law in Gurgaon.
- The notional hours of each course have been aligned as per the norms of Accrediting bodies. The same will be used to monitor the attendance of Learner.

7.2 Honor Code

The Honor code is an undertaking of the students, individually and collectively:

“I affirm that I will uphold the highest principles of honesty and integrity in all my endeavours at AIIIS. That I will not give or receive any aid in assessments or examinations; that I will not give or receive unpermitted aid in class work, in the preparation of assignments or project reports, or in any other work that is to be used by the instructor as the basis of grading; nor I shall do any act by word or deed that will violate the Exam Code of Conduct nor I will conceal any violation of the Institute Honor Code. I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a student of the AIIIS Community.

That I will uphold the spirit and the letter of the Honor Code and take an active part in seeing to it that others also follow the same.

8. Evaluation Methodology

8.1 Scoring Weightage (Online Program 1 Year):

The Weightage of different evaluation criteria would be as follow:

Evaluation Criterion	Score	Weightage	Criteria
Term End Assessment (TEA 1)	5	30%	Subjective Criteria
Term End Assessment (TEA 2)	5		Subjective Criteria
Term End Assessment (TEA 3)	5		Subjective Criteria
Logbook Assessment (LBA)	15	30%	Objective Criteria
Project Work (PW)	10	20%	Subjective Criteria
Assignment (AS)	7.5	15%	Subjective Criteria
Case Study (CS)	2.5	5%	Subjective Criteria
Total	50	100%	

8.2 Scoring Weightage (Online Program 4 months & 6 months):

The weightage of different evaluation criteria would be as follow:

Evaluation Criterion	Score	Weightage	Criteria
Term End Assessment (TEA 1)	5	30%	Subjective Criteria
Term End Assessment (TEA 2)	5		Subjective Criteria
Term End Assessment (TEA 3)	5		Subjective Criteria
Logbook Assessment (LBA)	15	30%	Objective Criteria
Project Work (PW)	10	20%	Subjective Criteria
Assignment (AS)	5	10%	Subjective Criteria
Case Study (CS)	5	10%	Subjective Criteria
Total	50	100%	

8.3 Scoring Weightage (Online Program 3 months):

The weightage of different evaluation criteria would be as follow:

Evaluation Criterion	Score	Weightage	Criteria
Term End Assessment (TEA 1)	5	30%	Subjective Criteria
Term End Assessment (TEA 2)	5		Subjective Criteria
Term End Assessment (TEA 3)	5		Subjective Criteria
Project Work (PW)	15	30%	Subjective Criteria
Assignment (AS)	10	20%	Subjective Criteria
Case Study (CS)	10	20%	Subjective Criteria
Total	50	100%	

8.4 Grades:

The student will be granted a final grading as under:

Marks	Grades	Interpretation of Grades
80 - 100%	Excellent	A
70 - 79%	Very Good	B
60 - 69%	Good	C
50 - 59%	Satisfactory	D
49 or below	Needs Improvement	

The learner will get the score card based on the grade obtained in each Term.

8.4 Award of Certificate:

All students will be awarded a certificate from Astron Institute of International Studies, Gurugram on the completion of the program.

9. Fee Payment

- Students are required to pay the course fee with submission of the application form.
- Non-Submission of the fee during the stipulated period will make the students liable to be declared dropped and may be allowed to continue the programme only after due approvals from Institute and after paying applicable program 'Continuation Fee'.
- Fee once paid is non-refundable under any circumstances.

You have the following options to pay for your fees:

Debit Card/ Credit Card/ Net Banking/ Google Pay/ PhonePe/ Paytm

10. Refund Policy

- Any fee once paid, is not refundable.
- However, in special/extraordinary circumstances, request application for refund will be entertained but the decision on refund will be the sole discretion of the AIIS and the decision of the Director AIIS in this connection will be final.

11. Complaint & Appeal :-

In case of any complaint/appeal made by the Student / Parent/ Guardian, the Student or Parent may contact at :

**help@astron.international - 8800893636
9650040822**

12. Feedback:

For any feedback/suggetions related to any issue concerning the course, the student may fill the feedback available on the portal before completing the Term End assessment-III



13. AIIS Privacy Policy

AIIS is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This statement of privacy applies to the students and governs data collection and usage. By registering with the course, you consent to the data practices described in this statement.

AIIS collects personally identifiable information, such as your e-mail address, name, home or work address or telephone number. It also collects anonymous demographic information, which is not unique to you, such as your area code, age, gender, preferences, interests and favourites. There is also information about your computer hardware and software that is automatically collected by the course providers. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used by AIIS for the operation of the service, to maintain the quality of service, and provide general statistics for administrative purposes.

Please note that AIIS does not read any of your private online communications. AIIS is not responsible for the privacy statements or other content on websites outside of the AIIS.

AIIS does not sell, rent or lease its customer lists to Third parties. AIIS may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such Third parties are prohibited from using your personal information except to provide these services to AIIS and they are required to maintain the confidentiality of your information.

When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

AIIS does not disclose information about a Learner to a Third party without written consent of the Learner, nor disclose information about a Learner's sponsorer (if applicable) without written consent of both Learner & sponsorer.

AIIS welcomes your comments regarding this statement of privacy. If you believe that AIIS has not adhered to this statement, please contact AIIS at help@astron.international. We will use commercially reasonable efforts to promptly determine and remedy the problem.

The students are also advised not to share their personal information with anybody. They are also prohibited from sharing any material received from the AIIS with any unauthorized person without the permission of the AIIS.