



2nd Floor, Rajasthan Chamber Bhawan, Mirza Ismail Road (MI Road), Jaipur - 302003, Rajasthan
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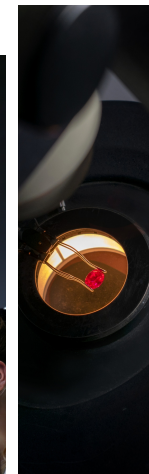
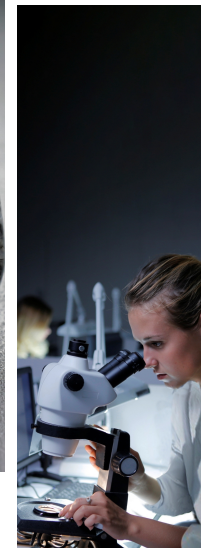
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Gemological Science
INTERNATIONAL

Leading the way with Integrity & Innovation



COLORED STONE PROFESSIONAL

POLICY HANDBOOK

Student Code of Conduct

GSI emphasizes integrity, honesty, and respect by all students.

Students are required to adhere to all rules, regulations, and policies stated by GSI and its representatives. Students must always behave professionally and treat everyone with respect and dignity.

GSI reserves the right to take disciplinary action, including termination of enrollment in the case a student fails to adhere to GSI's policies and code of conduct.

The following commissions and/or omissions in GSI's Campus, on the part of students will be considered as a breach of discipline, and/or act of misconduct:

- Students should ensure that the confidentiality of the data and materials obtained for educational purposes is maintained and not violated in any way.
- Students should refrain from using cell phones during classroom sessions and other academic activities such as examinations, guest lectures, etc.
- Damage to GSI's property
- Acts or threats of riots or violence
- Theft, fraud, or dishonesty
- Smoking or use of alcohol and other prohibited intoxicants
- Use, sell, or possess illegal drugs, alcohol, and other prohibited intoxicants.
- Retaliation or making false and/or baseless allegations against any student or GSI faculty member
- Threatening or any harassing behavior including sexual harassment or misconduct
- Copying/cheating in any form and/or allowing others to copy or facilitate cheating
- Marking proxy attendance for others or having attendance marked by others
- Impersonation or proxy submission of assignments or any other documents to the faculty
- Any other violation of the GSI policy at GSI's discretion.

Students are responsible for knowing and understanding all GSI policies. The Code of Conduct protects everyone and gives a better learning experience to students.

The Colored Stone Professional Program

Currently offered at **GSI Jaipur Campus**

Student Policies

GSI Jaipur Campus

GSI's Jaipur campus is located at 2nd Floor, Rajasthan Chamber Bhawan, Mirza Ismail Road (MI Road), Jaipur - 302003, Rajasthan, India.

- The campus provides full-term, short-term and customized courses.
- Classrooms can accommodate up to 15 students.
- There is a dedicated learning classroom and a separate student workroom equipped with sophisticated gemological instruments for hands-on training.
- An access badge is issued to every student on the first day of the course. The same badge is to be used to access the campus and must always be present with the student. The access badge will also serve as identification.
- The access badge must be returned to the admin office after the completion of the course. First aid is available on campus for students at the administrative desk. Emergency medical facilities are also available within vicinity.
- Parking is available for all students.
- The entire campus is under CCTV surveillance.

Hours

- Classroom hours for students to practice are Monday through Friday from 10:00 am to 6:00 pm IST.
- Class hours will be extended/adjusted to accommodate public holidays and/or events and will be communicated accordingly.
- The campus will remain closed on selected public/bank holidays, unless informed otherwise.
- The library can be accessed on weekdays from 10:00 am to 5 pm.
- Students can access administrative and accounts departments on weekdays from 10 am to 4 pm.
- Scheduled snack breaks will be given every day.

Commercial Activities

Students are not allowed to operate or conduct business or commercial activities at GSI campus. If found selling/trading any items or services, GSI reserves the right to take disciplinary action, including termination of enrollment.

Guests and Visitors

- Students are not allowed to invite any visitor or guest without prior permission from the faculty in charge and approval from reception.
- All guests must register at the reception and present identification.

GSI Library Books

The campus library has a collection of books on diamonds, colored stones, trade magazines, and journals. Library books are for reference purposes only and for use on campus only. Photocopying or marking or defacing the books is strictly prohibited. Students violating the rules may incur a fee that may include the total replacement cost of the resource.

Enrollment

- Applications will be accepted up to a week before the class start date. A student may reserve the seat with a ₹ 20,000 deposit. Full tuition must be paid within 5 business days prior to the first day of class.
- Enrollment is on a first-come, first-served basis.
- Applicants can enroll in the course by downloading the application form from the website or requesting through any of the GSI's branch or via email.
- Applicants must submit the duly filled enrollment form with all necessary documents attached along with full payment 5 business days prior to the class start date.
- Your enrollment is only confirmed once the completed application, required documents, and tuition are paid.
- GSI will notify you of your application's acceptance once the required application process is complete.
- If the class has reached maximum capacity, applicants are placed on a waitlist should there be no seat available, and will be informed should there be any cancellations.
- Waitlisted applicants will be given a notice of 5 business days to complete the enrollment requirements.
- Minimum class size is 7 students.
- All applicants will be informed accordingly if there are any changes in the course scheduled dates.
- All applicants must complete all required formalities before the course commences, including full and final payment according to the parameters listed above.
- All materials (books) and toolkits will be distributed to students the first day the course commences.
- Course duration may extend to adjust for holidays or special occasions.

Course advisors are available throughout the week, from 10 am to 6 pm, to address your queries and guide you through the application and enrolment process. You can request for an appointment by sending an email or call us at the contact info. provided at end of the brochure.

Admission Policies and Procedures

Applicants must be of least 18 years of age and should have a higher secondary school certificate or 10 + 2 equivalent to enroll in the course.

Required Documentation

Students must submit the complete application form accompanied by the following documents. Applicants should submit a photocopy of the documents, and GSI may request the original records if needed for verification. Application forms can be downloaded from the website, requested through email, or collected from any GSI India branch.

In case of a legal name change, applicants must submit the necessary document, such as a marriage certificate.

Documents Required

1. Application form
2. Two passport-size color photographs
3. Address Proof of Identity (passport, or Aadhar card. Applicants should check the document expiry date before submitting)
4. Pan card
5. Copy of latest education certificate or diploma showing eligibility for the course.
6. For company-sponsored courses, a cover letter from the company on company's letterhead, company's Pan-Card, and a copy of valid address proof.
7. Any information provided by the applicant if found to be false/misleading/forged, GSI may withdraw the candidate from the course based on the pro rata schedule under GSI's cancellation policy.

Due to unavoidable circumstances (medical, family emergency, and others), if a student must withdraw from class, they should:

- Submit a formal letter directly to GSI admin and through email with a valid reason for dropping from the course.
- Should they wish to rejoin, the time frame for course completion should be within 12 months.
- Refunds will be given on a pro rata basis. See GSI's pro rata education refund schedule below.

Rejoining is subject to availability; if the batch is full, the student will be prioritized on the waitlist for the next batch.

Fees and payment

Tuition fee	₹ 1,17,000	18% GST	₹ 1,38,060
Minimum booking fee (For seat confirmation)		₹ 20,000	
Books (Set of 3) (Included in tuition fee)		₹ 30,000	
Kit (Included in tuition fee)		₹ 7,000	
Diploma replacement fee (not included in tuition fee)		₹ 2,000	
Loss of access card		₹ 1,000	
Loss of ID card		₹ 500	

Loss or Damage of Stones or Goods

In the case of loss and/or damage to stones, the student is required to pay the required replacement value to GSI.

Study Materials and Kit

Study materials are included as part of the course fees. For replacement textbooks or study materials, students may purchase the study material at an additional fee of ₹ 30,000 (includes Colored Stone Professional & Gem Identification Workbook).

The grading kit cost is included as part of the course fees. If the grading kit is lost, students may purchase new kit at an additional cost of ₹7,000.

Not Included in Tuition or Fees

Accommodation, food, transportation, traveling expenses, insurance, and other living-related expenses are not included in tuition or course fees.

Lost or Damaged Instruments and Stones

Students are strictly prohibited from removing materials, including sample stones and equipment from GSI property. Students working with instruments and stones should be careful while handling them during the course term, as loss and/or damage of any instrument or stone during the class will be the student's sole responsibility and is subject to replacement cost and/or repair. All replacement and repair charges are determined by GSI, and students do not have the right to replace or repair the items directly.

If the item lost is found later, the amount paid by the student will be refunded by the same mode of payment.

Cancellation Policy

Applicants may cancel their enrolment anytime two weeks before the starting class date by notifying GSI by email or visiting us directly at the GSI campus. Refunds will be processed within ten working days, pending any and all necessary clearances/obligations. Applicants must submit a cancellation request through email or on campus, along with complete banking details.

Please note applicants must take full responsibility for any bank transfer fees incurred.

Students will be withdrawn from class if they do not maintain a minimum attendance or are in violation of GSI policies.

Payment Methods

All payments are to be made in Indian rupee only. Applicants should pay through bank transfer, cheques, or demand draft. Please note applicants must take full responsibility for any bank transfer fees incurred.

Students will not be granted a diploma or certificate if there are any outstanding financial or academic obligations.

Admission is only confirmed once GSI has received a completed application, any required documents, payment in full, and you have received a confirmation email from GSI.

Bank Details (Applicable for Bank Transfer)

Please notify the GSI administrative office of details regarding the transaction for payment confirmation.

Account Name	Gemological Science International Pvt Ltd
Account Number	50200015384835
Bank Name	HDFC
IFSC Code	HDFC0006502
Branch	Mahim West

The GSI accounts department is open from Monday through Friday, 10 am to 4 pm.

The Pro Rata Refund Schedule Is as Follows

Cancellation/ Withdrawal Date	Approx Hours Completed	Eligible Refund
1 week before course starting date		GSI retains 10 % of the tuition fee and refunds the remaining 90% of the tuition fee to students
Within 1 week of the course starting date	20 class hours Date	GSI retains 10 % of the tuition fee and refunds the remaining 90% of the tuition fee to students
From 2nd week up through the 4th week	21 - 60 class hours Date	GSI retains 30 % of the tuition fee and refunds the remaining 70% of the tuition fee to students
From 5th week up through the 7th week	61 - 120 hours Date	GSI retains 50 % of the tuition fee and refunds the remaining 50% of the tuition fee to students
8th week onwards		No refund

Students are entitled to a full refund if GSI cancels the course.

Books and materials are covered in the cost of the course and are not refundable. The cost of the books and materials will be deducted from the refund if applicable. Students who withdraw and wish to continue their studies later will be required to re-enroll in the program, course, or class from the beginning at current tuition and fees.

Orientation

The orientation is on the first day of the class. Attendance at the orientation is mandatory. If you are unable to attend the orientation, please get in touch with GSI Jaipur administration department to reschedule. Students will be permitted to attend class once they have fulfilled the orientation requirements.

Attendance

Students must be punctual and are encouraged not to miss practical or theory. Classes will begin at scheduled times, and students may not leave the classroom without prior permission. **Late:** Students reporting late for the class or being absent from the class for over 10 mins up to 20 mins will be marked as “Late”.

Absence: Reporting late for class over 30 minutes or missing over 30 minutes of class will be marked as a half day.

- A total of 5 late marks and 3 absences will be allowed during the course, after which the student will be withdrawn from the course and refunded according to the pro rata schedule.
- A student is required to take prior approvals for a leave of absence.
- Absences are registered in half-day increments.

Evaluation and Assessments

- Students must complete daily assignments and pass all the assessments during the course to qualify for the final exams.
- Students must adhere to the deadlines prescribed for the submission of assignments.
- Students must successfully complete a minimum of 1,000 stone identifications to be eligible for the final practical exam.
- Eligibility to take the final exams is at the sole discretion of the instructor(s). GSI expects students to adhere to the evaluation and grading policy.
- A weekly schedule will be shared with the students on the day course commences.

The course evaluation is based on a combination of theory and practical exams. Each component has separate grades as below:

Above 90%	A grade	Pass
75 - 90 %	B grade	Pass
60 -75 %	C grade	Retest
40 - 60 %	D grade	Retest
0 - 40 %	E grade	Retest

Students should score 75% and above to be considered as passed and be eligible for the diploma. Students who score 74% or below do not qualify for the diploma and must take a re-test to be eligible for the diploma.

Re-Test

A student will be allowed to attempt two re-tests within the 14 weeks and two re-tests after the 14 weeks to qualify for the diploma. After 14 weeks, i.e. post the completion of course, students must pay a re-test fee of ₹ 5,000 plus taxes.

Students who do not pass and wish to practice more colored stone practical work may use the workroom with approval from the GSI office. Students must contact the course administrator and reserve the workroom, availability is on a first-come, first-served basis. Students may access the workroom for practice at an additional fee of ₹2000 per day. The workroom will be accessible from 2 pm - 6 pm. Students who wish to cancel their reservation must inform the course administrator at least 24 hours prior, or they will be charged for the reservation.

Students must follow the course schedule and take all assessments on the scheduled date. A student may be allowed to re-take a missed assessment or exam with a pre-arranged, pre-approval as determined by GSI. Students must submit valid reasons to the course instructor.

Cheating or any form of academic dishonesty will be considered a violation of the Student Code of Conduct and may lead to serious consequences.

Academic Dishonesty

GSI expects students to maintain integrity and honesty in academic work. Students must maintain strict discipline in classrooms, examinations, tests, quizzes, take-home assignments, and all other components of academic work.

The following are strictly prohibited:

- Copying or helping, cheating in examinations, practical or laboratory work, quizzes, assignments, or other evaluation elements.
- Impersonation or proxy submission of assignments or any other documents to the faculty.
- Submitting or reproducing work done by someone else.
- Collaborating in any way on assignments without faculty instruction or permission.
- Reproducing academic materials and quizzes without prior permission of instructor.
- Sharing course materials with non GSI-students, or removing course materials including exams, assignments, or any other assessment materials or content from the classroom.

Photography and recording of any kind is strictly prohibited. This includes photography and recording of students, staff, tools, instruments, stones, presentations, assessments, key cards, worksheets, and others. Strict action will be taken against those who fail to observe rules.

- Academic dishonesty will lead to dismissal and no refunds will be given.
- Re-admission to the course will be at the sole discretion of management.

Accommodation

GSI does not provide any accommodations or dormitory facilities. Students who have enrolled in the course from a different city can get in touch with the course administrator to get a reference of brokers and housing agents for accommodation. GSI does not guarantee your accommodation nor screen or verify the agents or their listing. It is the student's responsibility to secure accommodations.

Classroom Policies

Students are expected to adhere to the following policies:

- Students should ensure that the confidentiality of the data and materials obtained for educational purposes is maintained and not violated in any way.
- Students should refrain from using cell phones during classroom sessions and other academic activities such as examinations, guest lectures, etc.
- Students must use only GSI- issued tools and instruments provided in the classroom. If a student must use a non-GSI tool or instrument, the same must be approved by the instructor before use. GSI is not responsible for the loss or damage of any outside tool or instrument.
- Students are not allowed to take any stone, tool, or instrument outside the classroom. Photography or recording of any kind inside the classroom is strictly prohibited. This includes tools, instruments, stones, presentations, quizzes, key cards, worksheets, and others. If a student must take a photograph for an academic accommodation, prior Permission from the instructor is mandatory.
- Snacks and beverages are not allowed in the classroom.

Students must adhere to the code of conduct stated at the beginning of the policy document to maintain academic integrity throughout the course.

Non-Discrimination Policy

GSI does not support any discrimination or harassment of any student based on race, color, religion, caste, creed, gender, age, marital status, sexual orientation, national or ethnic origin, physical appearance, disability, medical condition, political affiliation, or any other classification, for students who have already enrolled or is enrolling to the course. If a student believes they have been the subject of discrimination, they may contact the course administrator.

Complaint Policy and Procedure

Students are encouraged to resolve any issues or concerns with the course instructor or appropriate school official. If the student cannot resolve the concern with the course instructor or finds the resolution inappropriate, or if for any reason a person does not feel comfortable directly reporting a complaint, the student may submit a formal complaint by writing to bina.vaity@gemscience.net.

Student Complaint Procedure

The email must include the basis of any allegation, names, dates, and a brief description of the complaint. A complaint must be raised as soon as possible to address it appropriately. Upon receiving the complaint, the management office will review and respond to the student with an investigation and decision regarding the complaint.

Privacy

GSI holds a database of your personal data collected online, in person, or through other means. Your personal data is strictly confidential and is only shared with GSI-affiliated entities. GSI uses this data to inform you with the latest educational offerings and related products.

GSI will not sell or share your personal information without your consent. Your information is used to communicate with you about your courses, and any other potential education or services we feel may interest you.

Students Dismissal Policy

GSI holds the right to withdraw a student for academic, attendance, and/or misconduct. The following reasons for dismissal include but are not limited to:

- Violation(s) of Code of Conduct and GSI policies
- Unsatisfactory academic progress
- Academic dishonesty
- Attendance policy
- Damage to GSI's property
- Violence or threats of violence to students and/or staff

Contact information

To report a concern or for any kind of assistance related to the Jaipur campus, students can email at GSleducation@gemscience.net, or call at 0141-2574-650/651 or 6378-534-130

*** GSI reserves the right to change admission procedures, course content, fees charged, awards, and regulations affecting participants or make any other suitable modification as deemed necessary in the interest of the students, the Institute or/and the Industry requirement's also reserves the right to change any or all the rules, regulations, policies or norms related to the program without prior notice.