



OYAM INSTITUTE OF SCIENCES AND TECHNOLOGY

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OIST RULES AND REGULATIONS

The students must be aware of the Vision and Mission of the Institution. They should be familiar with their Departmental goals. Students should take all efforts to enable their Department to achieve these goals.

The students shall be thoroughly familiar with the regulations which are available at the Institution Library. The curriculum and syllabus of various programs are accessible at the registrar's Office through the Librarian.

Some important aspects of the rules and regulations based on the present Institution Regulations are reproduced here for strict compliance. These are subject to changes effected by the Institution from time to time.

1. Punctuality and Attendance Rules

- 1.1. Attendance is the physical presence of the student in the class/laboratory/field work.
- 1.2. It is a well-observed fact that the students who score good grades are those who attend the class/laboratory/field work, regularly.
- 1.3. Therefore, the students must strive to attend all the classes without fail. Every Tutor handling a course unit will take attendance till the last instruction day in the semester.
- 1.4. A student must maintain an attendance record of at least 75% in individual course units, **exclusive** of the leave of absence **due to medical reasons**, on-duty, extracurricular/extramural activities, permitted assignments such as job interviews, unforeseen emergencies etc.
- 1.5. Without the minimum attendance of 75%, in any course unit, students become ineligible to appear for the end semester examination in that course unit.
- 1.6. His/hers registration for that course unit will be treated as cancelled and the student should register for and repeat the entire course when it is offered next.

- 1.7.A student must strive to attend all the classes without fail. However, the minimum attendance requirement of 75% allows a student the facility to use the balance 25% to account for illnesses, permitted assignments such as job interviews, inter-institution sports meets, inter-collegiate/inter-institution competitions, accidents, unforeseen emergencies etc.
- 1.8.An attendance of 75% in a course is considered to be the minimum required for a student to get just enough input on the course syllabus through class room contact hours to make him/her eligible to appear in the end semester examination for that course.
- 1.9. It is the responsibilities of each and every student to keep track/monitor his/her percentage of attendance for each course and ensure that he/she satisfies the attendance norms prescribed by the Institution.
- 1.10. If the student finds any discrepancy/error in the attendance status, he/she should immediately bring it to the attention of the concerned Tutor and seek redresser
- 1.11. **Condemnation of Attendance:**
- 1.11.1. In rare and genuine cases, a committee consisting of the Head of the Department and Tutors of the concerned department will examine the case, based on the documents submitted by the student, facts and circumstances.
- 1.11.2. The documents may include medical Report, permission sought by the parents and students just before or just after the commencement of medical treatment, fitness certificate, evidence of being treated as in-patient and/or recommendation for convalescence etc. as applicable to particular situations.
- 1.11.3. The assessment will be done by the committee on the merit of the case, and their recommendation will be communicated to the Principal.
- 1.11.4. The Principal, based on the recommendation of the committee may then generate Condemnation for the inadequate attendance.
- 1.11.5. But in any case the Condemnation cannot exceed 10%.**It is to be noted that Condemnation of attendance shortage is not a right to be claimed by the student but to be considered only in the rarest of rare cases.**
- 1.11.6. Once the medical leave is rejected by the committee, the period for which Condemnation is claimed will be treated only as ‘absent’.
- 1.11.7. Only those cycle tests, quizzes, surprise tests or any other forms of internal assessment conducted during the approved Condemnation period will be

re-administered. **No Condemnation will be considered for end semester examinations**

- 1.12. It is compulsory that a leave letter in an approved format should be submitted for Medical reasons.
- 1.13. Medical leave letters should be signed/counter signed by parents/guardians/Hostel Warden. Medical leave letters should be accompanied by medical certificates for availing leave.
- 1.14. Prior permission must be obtained for availing leave in other than emergency cases. A fitness and medical certificate should be submitted while rejoining the classes.
- 1.15. It is important that all students are present on the enrollment day as well as on the last working day.
- 1.16. Absence will be permitted only for unavoidable reasons with prior permission. Suitable fine will be levied for absence on the course enrollment day and the last working day of the semester.
- 1.17. Students should be punctual to the class and should equip themselves with calculators, approved drawing materials, instrument toolboxes, record note books and standard notebooks as and when necessary.
- 1.18. Since the faculty will be taking the attendance at the commencement of the Lecture, even one or two minutes of late entry will lead to the student being marked absent for the Lecture which may ultimately lead to his/her attendance falling below 75% at the end of the semester.

2. Ragging

2.1. Ragging in any form like teasing, manhandling, using aggressive words and inflicting any physical or mental torture, or show any kind of misbehavior with the other students is strictly forbidden, and severe action will be taken against those who indulge in such activities

3. Discipline

3.1. Every student is required to maintain discipline and decorum both inside and outside the Institution campus and should not indulge in any activity that will tarnish the reputation of the Institution.

- 3.2. Any act of indiscipline by a student first will be scrutinized /considered by the Discipline and Welfare Committee of the Department/School for necessary action.
- 3.3. If the issue demands more serious consideration, the act of indiscipline will be reported to the Principal, and he will refer it to the Discipline and Welfare Committee of the Institution.
- 3.4. The Committee will enquire into the charges and recommend suitable action if the charges are substantiated. Principal will take appropriate action based on the recommendation of the Discipline and Welfare Committee.
- 3.5. Deputy Principal may suspend a student pending inquiry depending upon the prima facie evidence.
- 3.6. Appeal: The student may appeal to the Principal whose decision will be final and binding.

4. Dress Code

- 4.1. Students are required to wear their identity cards or name tag (in an easily noticeable way) when they are in the campus and also when they travel using the Institution transport. Not wearing the identity card or name tag will be considered as an act of indiscipline.

4.2. Laboratory Dress code

- 4.2.1. No loose garments are permitted in the workshop/laboratories. Gentlemen and Lady Students have to wear leather shoes in the workshops.
- 4.2.2. In the workshops, the uniform for a Lady Student is grey overcoat and for a Gentleman student it is grey trousers and grey shirts. In Skills, Clinical, Physics and Chemistry laboratories all the students have to wear white overcoats.
- 4.2.3. On play fields, the standard attire is shorts and vests or jerseys. Footwear used on the field should be securely strapped at the heel.

NB. In case of violation of the dress code, the student concerned will be asked to leave the academic session.

- 4.2.4. Visiting students are also expected to observe the dress code. All students will wear presentable dress which is neat, clean and ironed.

Boys	Girls
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Trousers and Collared Shirts/ T-Shirts	Formal Wear Trousers and Collared Shirts/ T-Shirts
Shoes and Socks	Formal Footwear
Neatly trimmed hair	Hair beyond shoulders length to be tied up
Prohibited for Boys	Prohibited for Girls
Tight fitting jeans, low waist trousers, trousers with too many (multiple) pockets, shorts and folded pants	Tight fitting jeans and leggings, low waist trousers, miniskirts/Shorts and folded pants
Short Shirt, T-Shirts with round collars	Short tops, Sleeveless tops, round collared T-Shirts and Deep-neck tops
Clothes depicting illegal drugs alcohol, profane language, racial comments etc.	Clothes depicting illegal drugs alcohol, profane language, racial comments etc.
pony tails, ear rings	Loose hair

4.2.5. Students are strictly instructed to adhere to the following dress code while attending the Lectures/Practical/Library/Laboratories and formal functions of the Departments/Institution.

5. Use of Cell Phones:

- 5.1.Oyam Institute of Health Sciences and Technology Management understand the necessity of cell phones in a student's life. But the management is totally against its over use or misuse.
- 5.2.Use of cell phones inside the Lecture room when the Lecture is on is strictly prohibited.
- 5.3.However, with the specific permission of the concerned Tutor a student may use it to take photo of notes etc.
- 5.4.The Cell phone of the student who uses it in the Lecture without the permission of the Tutor will be confiscated and action will be taken.
- 5.5.The Student found with a cell phone during cycle test/model examination/practical exams/Institution examinations will be severely punished which will involve cancellation of tests/examinations or debar from writing further tests/examinations.

6.Overall Progress

- 6.1. Students should maintain good academic progress on a continuous basis.
- 6.2.Students should maintain satisfactory progress on all fronts.

6.3. Corrective actions proposed by the Department to maintain academic excellence should be strictly adhered to by the students.

6.4. Unsatisfactory performance will also render the students ineligible to appear for Institution Examinations.

7. History Cards/Certificates

7.1. All the students are expected to fill the students' personal and performance record which will be supplied to them after they join the Institution.

7.2. These cards will form a record of their progress and achievements throughout their stay in Oyam Institute of Health Sciences and Technology.

7.3. The original certificates submitted by students at the time of admission to Institution for verification will be returned within a year.

7.4. They will be returned on production of a clearance certificate indicating that the student has no dues to the Institution.

7.5. The course completion/conduct/extra-curricular certificates and the graduation certificate will also be issued when the students leave the Institution.

8. Hostlers

8.1. Students admitted to the Institution hostel shall abide by the existent rules and regulations at the time of admission and as amended from time to time.

8.2. A student dismissed from the Institute shall automatically cease to be a member of the Hostel. Apart from the rules and regulations prescribed above, following exhortations are made to the students aimed at their wellbeing:

- 9.** Students are strictly forbidden to smoke/consume alcoholic drinks/take drugs inside the campus or for that matter anywhere else. Such habits irreparably wreck the career of the students

I , have read all the rules and agree to abide by the rules and conditions of Oyam Institute of Sciences and Technology

Course.....ID No.....

DateSignature