

RULES & REGULATIONS FOR STUDENTS

1. Every student is assigned a registration no. which should be quoted in all correspondence.
2. Installments of fee should be paid regularly on or before 5th of every month. Otherwise a fine will be charged . Defaulters will not be permitted to attend class subsequently.
3. The identity card should be brought everyday for theory class as well as for practicals.
4. Perfect discipline must be maintained in the academy .
5. Fees once paid will not be refunded either in part or in full and cannot be adjusted towards the fees of any other student under any circumstances.
6. Visitors for the students will not be permitted during the class hours.
7. Without any valid reason ,changes of class timings will not be allowed.
8. Centre head has fully authority to inform the parents regarding the students irregularity,misbehaviour,non payment of the fee etc.
9. No students can remain absent from classes without applying for leave in writing. If a student abstains from classes for three days continuously he/she will not be allowed in the classes without the permission from the centre head.
10. Any student being continuously absent without permission for more than 15 days will be deemed to have discontinued voluntarily and the fees will not be refunded & shall be terminated.
11. If a discontinued student wants to rejoin the course he/she should pay a rejoining fee.However this facility will be given only to those who rejoin within 1 years of discontinuing the course which shall be intimated by OCSM Computer after due approval.
12. Students are required to write examination on completion of each subject, failing which they shall not allowed to attend any new batch. Prior permission from the office before going to new batch /Subject is mandatory.
13. All students should bring only OCSM Computer kit /bag while coming to the centre which is provided to them after 50% of the fees is deposited at the centres.
14. Students should deposit their bag /kit to the person in-charge before entering the practical lab.
15. Mobile phone should be in silent mode or switched off which can be attend After the classes & should be inside the bag and not in the pocket.