

STUDENTS INFORMATION PACK

FOR NEW ENTRANTS 2023 - 24

This file contains three main documents which have to be filled by the candidate and signed by the candidate and Parent/Guardian, wherever indicated.

The Health Information Form has to be filled by a Registered Medical Officer.

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A. GENERAL RULES & REGULATIONS		
1. Rules & Regulations for Students of NID, Assam	02 - 07	to be signed by the candidate & Parent/Guardian on all pages.
2. Undertaking 1	08	to be signed by the candidate & Parent/Guardian.
B. HEALTH INFORMATION		
1. Health Information Form	09	to be filled in by a Registered Medical Officer & the candidate.
2. Undertaking 2	10	to be filled in & signed by candidate & Parent/Guardian.
C. CONTACT INFORMATION		
1. Parents Information Form (Office Record)	11	to be filled in & signed by candidate
2. Parents Information Form (Hostel Record)	12	to be filled in & signed by candidate

*Total of 12 pages including this page.

SIGNATURE OF THE STUDENT

SIGNATURE OF THE PARENT/GUARDIAN

A. RULES & REGULATIONS

FOR STUDENTS AT NID, ASSAM

1. GENERAL RULES & REGULATIONS

- 1.1 Students should observe and comply with the rules and regulations of the Institute, which are in force at any given time during their education at the Institute. Infringement of the rules enforced from time to time may render a student liable for disciplinary action.
- 1.2 No student will be admitted to the Institute unless s/he has signed this declaration.
- 1.3 The culture of learning and working methods in vogue at the Institute make it imperative for a student to be at their place of work or study during contact hours as defined by the Institute from time to time. For these reasons the student is required to attend all classes and tests or examinations which may be conducted by the Institute or its representative, and also appear for the final assessment(s) as may be prescribed by the Institute.
- 1.4 Student should not absent themselves from the Institute without the prior permission of the Competent authority.
- 1.5 No association, society or union, which, in the opinion of the Institute, is detrimental to its functioning shall be formed in the Institute. In this sense, meetings of students will be held at the Institute only for transacting business duly entrusted to various student groups by the Institute for extracurricular activities.
- 1.6 Any outside person required to be invited to address or attend meetings in the Institute will require prior written permission of the Competent authority of the Institute before such an invitation is extended.
- 1.7 A student while on the rolls of the Institute will not at any time indulge in work for any other person, institution or company whatsoever, nor in any occupation, for gain or without gain, without prior permission in writing from the Institute. Working for specific industry as part of the programme structure will require permission of the Activity Chairperson (Education). During their period of education at the Institute, students will not secure or try to secure any post without prior permission in writing from the Institute.
- 1.8 While working in the Institute, a student will have to operate tools and machines carefully and observe all safety regulations of the area in which they work and see that no injury or harm to themselves and to others, as well as damage to the Institute's property, machinery, etc. is caused.
- 1.9 All the students are mandatorily covered under Health Insurance after joining the institute and this coverage shall be continued atleast till the time student leaves the Institute. Students may have a copy of the insurance from the institute. However, it should be understood that all claims and negotiations between the student and the insurance company will be direct and the Institute will in no way be responsible for the same. Each student thus, indemnifies the Institute against all such rights and claims.
- 1.10 A student is expected to display utmost respect for property, equipment, buildings and other facilities at the Institute. In case, it is found that a student has caused any damage to the property of the Institute s/he will have to reimburse or make good the damage caused. Decisions regarding the extent of his/her liability on such account will be at the discretion of the Institute. The student could, at the discretion of the Institute, be asked to withdraw from its programmes/hostel/campus if the damage to property in the Institute's opinion is irreplaceable.
- 1.11 The Institute will be entitled to discontinue a student's stay in the institute if the student's progress is not satisfactory or his/her continuance in the Institute is deemed undesirable. The decisions of the Competent authority in the assessment of the student's work and in the matter of discipline will be final. Any financial assistance will cease in such a case from the day mentioned in the order to that effect or from the day, the student is asked to withdraw.
- 1.12 Even though the student will be required to work on professional practice projects and s/ he may,

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from time to time, be required to undertake partial or complete responsibility for a project, this does not automatically establish the relationship of an employer and employee.

- 1.13 In case of any dispute or any matter arising out of or relating to these terms or otherwise, howsoever, Jorhat will be considered as the place where the cause of action has arisen and the appropriate Courts of Jorhat will alone have jurisdiction.

2. INTELLECTUAL PROPERTY RIGHTS

- 2.1 All students during their time of studies at the Institute will hold in fiduciary capacity for the benefit of the Institute and will disclose fully to the Institute immediately upon origination or acquisition of any and all inventions, discoveries, improvements, know-how, processes, methods, formulas, products, compositions, devices, tools, machines, appliances, designs, or apparatus, whether or not patentable and whether or not registrable to wide mark, design or copyright which are made, discovered or developed by them solely or jointly with others or otherwise during the terms of their education and training at the Institute and for one year thereafter and which may be directly or indirectly useful in, or relate to any research or development programme of the Institute or the composition, development, manufacture, production, sale, distribution, application or use of any and all manner of articles or compositions developed, used or sold or suitable for development, use or sale, by the Institute or any other articles or compositions of like or similar nature. At the request of the Institute they will have to make an application in due form for Indian patents and foreign patents on the said inventions, discoveries, improvements, processes and devices and will assign to the Institute all their rights, titles and interests in and to the said inventions, discoveries, improvements, processes, know-how, devices, and patents and applications thereof or patent thereon and also will execute any instruments necessary or which the Institute may deem desirable in connection with any

- 1.14 The Institute reserves the right to revise these rules and regulations at any time as per its requirements and also revise the tuition fee, hostel fee and other fee/charges as deemed fit. Such changes of rules and regulations would be posted on bulletin boards at the Institute or through email systems on its website/ portal/ intranet.

continuations or issues thereof or in the conduct or any proceeding or litigation in regard thereto.

- 2.2 Students should not, without the expressed prior permission of the competent authorities of the Institute, at any time during the education and training programme, publish any booklet or leaflet or brochure or pamphlet or contribute any article to any review, periodical, newspaper or any media, etc. whether for remuneration or otherwise.
- 2.3 Students undertake and agree that all the Institute's property, including all correspondence addressed to or by them, by or to the Institute, including press and other copies of such correspondence including emails and all vouchers, books, documents, papers, records (including all notebooks containing notes or records of business or prices of the products dealt in) samples or other papers and documents or effects or articles or property of any nature whatsoever relating to the Institute's business which shall come into their possession in the course of training shall be the absolute property of the Institute and that they will, at any time during their education and training programme or upon the termination thereof from any cause whatsoever, deliver the same to the Institute on demand and without claiming any lien whatsoever thereon.

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3. HOSTEL RULES & REGULATION

The following rules for hostels are the outcome of considerable thought and discussion amongst residents and administrators of all NIDs yet no collection of “rules” can adequately express or contain the self-discipline and the concern for one’s neighbour and one’s environment, that are the only real basis for the pattern of campus life to which we aspire at the Institute – “one that respects equally the individual and the community to which we all belong.” These qualities and aspirations do not lend themselves to formal regulations stated in cold print. So perhaps what cannot be said here is as important, if not more important, than the rules and regulations that follow. Still, these are of great importance because they provide a framework of common understanding and mutual concern. They are constantly reviewed and improved. For the rules to succeed in this endeavour, the concept of collective responsibility becomes important, not as a deterrent or punitive action but as a self-regulatory mechanism to assist every individual resident in realizing the full potential in a healthy manner. The Hostel provides basic facilities and security. With the cooperation of all who live here, we can further improve upon what we have attempted to do so far. Every resident is invited to participate as actively as he or she wishes in the process of designing and maintaining our living environments. They should be a symbol of our collective aspirations as students, teachers and staff. A student residence, if it is to so succeed, must reflect a real concern among those who use it for the way we live, the way we treat our fellow human beings and birds and animals and the way we maintain and enhance our ecosystem and environment. While we at NID, Assam choose to exercise our freedom to innovate our educational and campus life, we are aware that we have responsibilities to many outside our campus - parents, guardians and others who are closely concerned with the quality of life at NID, Assam.

3.1 Hostel accommodation will be allotted only to bonafide undergraduate students at the campus normally on a year-to-year basis, based on the conduct of a student.

3.2 Resident students must vacate their room at the end of the academic year.

3.3 It is compulsory for all resident students to become members of and fully subscribe to the mess.

3.4 Resident students must observe complete discipline inside the Hostel premises and see that no wasteful, improper and destructive use is made of amenities such as water, electricity, furniture etc. Resident students will have to make good for any damage caused to the property of the Hostel.

3.5 Resident students must not make graffiti and undesirable/lewd drawings and obscene or unsocial markings on the walls, doors, fans, etc. Cleanliness should be maintained.

3.6 Resident students must switch off lights and fans every time they go out. Water and energy saving habits must be consciously inculcated.

3.7 The use of electrical appliances that are potential fire hazards such as irons, heaters, cooking appliances, etc. is prohibited in the rooms. Cooking is prohibited in the rooms.

3.8 Each resident student will see that his/her action(s) do not cause inconvenience to other residents of the Hostel and to those living in the vicinity of the campus.

3.9 Each resident student will see that his/her actions should not disturb/breach the privacy of the residents of the campus and people living in the vicinity of the campus.

3.10 No permission needs to be taken for general use of the recreation room. For holding larger gatherings or celebrations however, permission is required from the Competent Authority.

3.11 On holidays, visiting hours at the Hostel are normally from 9:00 am to 6:00 pm. On working days, the visiting hours are from 7:00 am to 9:00 am. Visitors must obtain Visitors’ Passes from the Campus Security Office.

3.12 Non-resident bonafide students will have access to the Hostel area from 7.00 am to 8.00 pm. Under no circumstances are resident students permitted to allow anyone to stay overnight in their rooms. Breach of this condition will result in the withdrawal of Hostel facilities.

3.13 Resident students must not keep pets in the Hostels.

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- 3.14 Resident students must not leave money and other valuables in their rooms and for any loss they alone will be responsible. The Institute does not take any responsibility whatsoever in this regard. However, any such loss must be reported immediately to the Hostel Warden(s).
- 3.15 Resident students are permitted to move in and out of the Campus Gate freely until 2000 hrs when the gate is closed for the night. Thereafter entry/exit will be in accordance with Night Out/Late Night regulations in force from time to time.
- 3.16 Hostel Residents may avail of night outs with the permission of the Warden. Permission for a night out should be sought in writing, indicating the address with telephone number at which the student will be spending the night. Minor students (below 18 years of age) are allowed night outs with the written consent of their guardians/local guardians.
- 3.17 Resident students must not engage any person for service of any kind, without prior permission of the Hostel Warden.
- 3.18 Visitors will not be allowed into the rooms and living areas in any of the Hostels. Visitors should meet the hostel residents in the visitors' room. In case parents of resident students wish to visit the rooms, they should obtain permission from the Hostel Warden.
- 3.19 Gambling, possession and use of alcohol, tobacco and narcotics anywhere within the Institute premises and hostel are strictly prohibited. This is in accordance with the legal requirements of the State and any breach of this clause under State laws, will be dealt with according to law. In addition, hostel facilities will also be withdrawn forthwith.
- 3.20 Visits by residents of boys' hostel to girls' hostel (rooms and living areas) and vice-versa will not be permitted.
- 3.21 All cases of sickness must be reported immediately to the Warden(s). This is a joint responsibility of the sick student and his/her roommate and those in the adjoining rooms. Any case of emergency or accident should also be immediately reported to the Warden(s). Any kind of infectious illness will call for quarantining outside the campus to avoid spread of disease.
- 3.22 Resident students must vacate their rooms at the end of the academic year and hand over the rooms to the Hostel Warden only. Before leaving the hostel, a student must pay all the dues and hand over the custody to the hostel warden.
- 3.23 In exceptional cases, a student may be permitted to stay in the Hostel during the vacation by the Competent Authority.
- 3.24 Ragging, in any form, is not accepted. If any student feels that s/he is physically or mentally harassed by any student or that s/he is a victim of ragging at any point in time, the same should be immediately brought to the notice of the authorities. In case any student is found indulging in ragging, without intimation to his/her parents, the Institute will initiate stern action including expulsion. Appropriate legal action will be initiated against such students, without necessarily informing the students.
- 3.25 Disciplinary action will be taken against students for any breach of these rules or defiance of authority, for causing damage to any person or property and for anti-social or anti-national activities. Students must not cause any discomfort or inconvenience to other fellows or residents on campus.
- 3.26 Students can keep only bicycles / two-wheelers on campus. No four-wheeler is permitted. Students must seek prior permission from the Academics Office for keeping two-wheelers in the campus. In no case a two-wheeler vehicle shall be allowed in the Institute premises without prior permission. However, students need to inform the Academics Office for keeping bicycles. Students must use the designated parking spaces to keep their bicycles / two-wheelers in the campus in an orderly manner. Such bicycles / two-wheelers parked anywhere else in the campus shall be confiscated and released only after initiating necessary disciplinary action against the erring student that includes imposing of fine, as deemed fit by the competent authority. Students shall obey all traffic rules inside the campus as well as outside.

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4. IT GUIDELINES / UNDERTAKING

- 4.1 IT facilities are provided to bonafide students to undertake their academic coursework/ research at the sole description of the institute authorities normally permitting students to use the facility for personal use subject to the following conditions: (a) Such use will not interfere with the legitimate use of the facilities by others. (b) Such use will not infringe any legislation nor any other University/Institute/Organization policy or rules.
- 4.2 As a user of the computer/Internet I will not use my account to obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes pornography, terrorism, bombing or all such material, which is banned as per Indian Cyber laws.
- 4.3 I will be held responsible for any activity that is done online or on local network using my login and access to inappropriate network usage, unlawful data transfer, unauthorized access and other unlawful online activity etc. shall invite punitive actions as per relevant legislation including Information Technology Act 2000 and all the other acts (Indian and International) as applicable.
- 4.4 I understand that information services and features on the NID network are intended for the personal use for students and staff members in fiduciary relationship with the institute. Any commercial or other unauthorized use of such materials/ services, in any form, is expressly forbidden.
- 4.5 I will not use/install any pirated software on any computer systems of NID. I will be held responsible for any such pirated software installed by me on NID computer systems.
- 4.6 In case of damage of any computer system/ peripheral or any other equipment or IT resources by me, the amount for the same, as decided by the institute, will be reimbursed by me or recovered from security deposit submitted by me.
- 4.7 The Institute's computers/network is intended for the exclusive use of its registered users. As a user, I am responsible for the safe use of my password and account. Any problems which arise from the use of my account is my sole responsibility as the account holder. I understand that any misuse will result in suspension of the account privileges.
- 4.8 I understand that deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited and I hereby undertake not to indulge in such activities.
- 4.9 I understand that IT Centre reserves the right to inspect any material stored in files to which users have access and will edit or remove any material that the Institute, in its sole discretion, believes may be objectionable.
- 4.10 I understand that Internet access (Wired and Wireless) in campus through UTM (Unified Threat Management), access to File Server, NID Server and Intranet Portal, access to various labs and studios is available only until I am bonafide student of NID.
- 4.11 I understand and accept that I shall have the right to use my NID mail account only till the time I am a bonafide student of the institute and IT Centre will suspend all my institutional accounts (email, portal, internet/server access, etc.) as soon as I cease to be a bonafide student of NID.
- 4.12 I have read the above terms and conditions and understood the same and agree to adhere to the principles and procedures listed within. I also understand that additional rules and regulations may be added from time to time and that they will become a part of this agreement. Should I break this agreement, I understand that I may lose all computer/ Internet privileges. I also understand that inappropriate or illegal use of computer facilities could result in civil or criminal lawsuits as per laws of the nation/state.

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5. STUDENT INDEMNIFICATION

- 5.1 I hereby indemnify the Institute against all rights and claims by myself, my dependents, next of kin or other legal representatives for compensation or damage arising out of personal injury, death by accident of myself during the course of my education and training at the Institute.

6. DECLARATION

- 6.1 I hereby pledge and solemnly affirm that as a student of NID, Assam, I shall strictly observe all rules and regulations laid down by the Institute from time to time. I will conform to the high standards of discipline expected of me and will conduct myself at all times in a manner that will do credit to the Institute. I will ensure to my utmost ability that my behaviour, through courtesy and consideration to employees, students, faculty and visitors and others connected with the Institute, will promote the co-operation of all concerned to achieve the Institute's philosophy, aims and objectives.
- 6.2 I fully understand and agree that the Institute will have the right to ask me to leave the Institute during the course of my academic career should my performance or conduct be judged by the Institute to be unsatisfactory. I also understand and agree that the decisions of the competent authority of the Institute in this regard are final.
- 6.3 We accept the above Rules & Regulations of NID, Assam and agree to abide by them.

SIGNATURE OF STUDENT

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FULL NAME OF THE STUDENT

FULL NAME OF THE PARENT/GUARDIAN

RELATIONSHIP TO THE STUDENT

DATE

PLACE

A. UNDERTAKING 1

FOR NEW ENTRANTS 2023-24

I, « WRITE FULL NAME »,
hereby undertake that I shall not possess, use or deal with any kind of intoxicating material including alcohol, drugs of any kind or any other sedative materials and on being found guilty, the Institute may take disciplinary action(s), including rustication/expulsion, against me.

FIRST NAME

MIDDLE NAME

LAST NAME

SIGNATURE OF THE STUDENT

ROLL NUMBER (as on Admit Card)

SIGNATURE OF THE PARENT / GUARDIAN

DATE • DD-MM-YYYY

PLACE

FOR OFFICE USE ONLY

B. HEALTH INFORMATION FORM (FOR NEW ENTRANTS 2023-24)

To be filled by a Registered Medical Officer

MEDICAL INFORMATION

Have you ever had or received treatment for any of the following:

- | | |
|---|---|
| <input type="checkbox"/> Ever stayed in hospital, had an operation, or a general anaesthetic | <input type="checkbox"/> Skin diseases (E.g. Eczema, others) |
| <input type="checkbox"/> Any conditions of the heart (Pacemaker, atrial fibrillation, heart attack) | <input type="checkbox"/> Malaria, Typhoid, Cholera, Hepatitis |
| <input type="checkbox"/> High/Low Blood Pressure | <input type="checkbox"/> Dengue or Swine Flu |
| <input type="checkbox"/> Have you ever had a stroke, fit, or epilepsy? | <input type="checkbox"/> Appendicitis |
| <input type="checkbox"/> Have you ever undertaken psychiatric treatment? | <input type="checkbox"/> Have you ever suffered from depression, anxiety, or OCD? |
| <input type="checkbox"/> Tuberculosis, asthma, persistent cough, or any other lung disease | <input type="checkbox"/> Are you HIV positive? |
| <input type="checkbox"/> Bleeding disorders, Anaemia, or Thalessemia | <input type="checkbox"/> Past history of smoking, alcohol, or drugs? |
| <input type="checkbox"/> Diabetes. If yes, specify type: | <input type="checkbox"/> For Females • Are your periods regular? |
| | <input type="checkbox"/> Dental Problems |
| | <input type="checkbox"/> Are you scared of heights? |
| | <input type="checkbox"/> Known Allergies. If yes, specify: |

Mention any ongoing health conditions not listed here that require immediate or long term medical attention.

List any medications you take regularly.

- Kidney problems
- Liver disease
- Thyroid condition
- Cancer, chemotherapy, or radiotherapy
- Arthritis, Joint Problems, or any joint replacement surgery
- Bone or calcium problems
- Differently abled/additional requirements (hearing, vision, etc)
- Congenital Medical Conditions (E.g. Down Syndrome, others)

DECLARATION

I hereby declare that all the information concerning my medical and psychological condition is true and complete.

I hereby certify that I have examined the candidate, as per the information provided.

SIGNATURE OF THE STUDENT

SIGNATURE OF THE MEDICAL OFFICER

FULL NAME OF THE STUDENT

FULL NAME OF THE MEDICAL OFFICER

DATE

OFFICIAL SEAL

PERSONAL INFORMATION

First Name

Middle Name

Last Name

Date of Birth • DDMMYYYY

Gender M F

Height

Weight

Blood Group

Emergency Contact Name

Emergency Contact Number

Relationship to the candidate

IMMUNIZATION REQUIREMENTS

Please tick where applicable, and provide relevant details

Have you been vaccinated for the following:

- Polio
- Hepatitis (B/A)
- Tuberculosis (BCG)
- MMR (for Measles, Mumps, and Rubella)
- DPT (for Diphtheria/ Pertussis or whooping cough/ Tetanus)
- Other vaccines

C. PARENTS CONTACT INFORMATION (FOR NEW ENTRANTS 2023-24)

ROLL NO (AS IN ADMIT CARD)	<input type="text"/>
FIRST NAME	<input type="text"/>
MIDDLE NAME	<input type="text"/>
SURNAME	<input type="text"/>

MOTHER'S FULL NAME	<input type="text"/>
HER PROFESSION	<input type="text"/>
HER OFFICE ADDRESS	<input type="text"/>
HER MOBILE	<input type="text"/>
EMAIL ID	<input type="text"/>
HER RESIDENTIAL ADDRESS	<input type="text"/>
HER PHONE (R)	<input type="text"/>

PINCODE

FATHER'S FULL NAME	<input type="text"/>
HIS PROFESSION	<input type="text"/>
HIS OFFICE ADDRESS	<input type="text"/>
HIS MOBILE	<input type="text"/>
EMAIL ID	<input type="text"/>
HIS RESIDENTIAL ADDRESS	<input type="text"/>
HIS PHONE (R)	<input type="text"/>

PINCODE

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C. PARENTS CONTACT INFORMATION (FOR NEW ENTRANTS 2023-24)

ROLL NO (AS IN ADMIT CARD)	<input type="text"/>
FIRST NAME	<input type="text"/>
MIDDLE NAME	<input type="text"/>
SURNAME	<input type="text"/>

MOTHER'S FULL NAME	<input type="text"/>
HER PROFESSION	<input type="text"/>
HER OFFICE ADDRESS	<input type="text"/>
HER MOBILE	<input type="text"/>
EMAIL ID	<input type="text"/>
HER RESIDENTIAL ADDRESS	<input type="text"/>
HER PHONE (R)	<input type="text"/>
	PINCODE

FATHER'S FULL NAME	<input type="text"/>
HIS PROFESSION	<input type="text"/>
HIS OFFICE ADDRESS	<input type="text"/>
HIS MOBILE	<input type="text"/>
EMAIL ID	<input type="text"/>
HIS RESIDENTIAL ADDRESS	<input type="text"/>
HIS PHONE (R)	<input type="text"/>
	PINCODE

SIGNATURE OF THE STUDENT

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