

**STUDENT PROTOCOL & GUIDELINES**

Bachelor of Optometry

All students are hereby instructed to strictly comply with the following protocols and guidelines with immediate effect. Non-compliance will be viewed seriously and may invite disciplinary action.

**GENERAL INSTRUCTIONS**

1. Attendance for all theory and practical sessions is compulsory. Regularity and punctuality are mandatory.
2. Students shall strictly adhere to the practical schedules, clinical posting objectives introduced in 2025, and camp postings as scheduled.
3. Wearing of college apron and valid college ID card is mandatory within the college premises at all times, from entry until exit, including during lunch breaks.
4. Students shall maintain proper dress code and wear decent clothes and appropriate footwear during college hours.
5. Applications for leave or absenteeism must be submitted via email to the College Administrator. Unauthorized absence will not be accepted.
6. Library books shall be issued only after entry in the library register and through the library card maintained with the College Administrator.
7. Laboratory facilities and instruments shall be used only with prior permission and under supervision.
8. Use of the auditorium without prior approval and instructions from management is strictly prohibited.
9. Loitering within the college premises is strictly prohibited.
10. All students are required to strictly follow the college rules and regulations at all times.

**SPECIFIC INSTRUCTIONS – FIRST YEAR**

1. Hospital postings on Saturdays are compulsory.
2. Use of any instruments is strictly prohibited.
3. Practical sessions shall be performed only under the supervision of a senior optometrist.

**SPECIFIC INSTRUCTIONS – SECOND YEAR**

1. OPD postings on Saturdays (shadowing optometrists) are compulsory.
2. Advanced instrument rooms shall not be used unless officially instructed.
3. OPD practical shall be practiced regularly as per clinical postings and academic requirements.

**SPECIFIC INSTRUCTIONS – THIRD YEAR**

1. Doctor postings on Saturdays (shadowing consultants) are compulsory.
2. Observation of advanced instruments shall be done only under supervision.
3. Charity postings and camps on Sundays are compulsory when scheduled.
4. Students must carry their own pen torch and Jackson Cross Cylinder (JCC).
5. Thesis topic selection process must be initiated within the stipulated time.
6. Maintenance of case sheets is mandatory as follows:
  - \* 20 Contact Lens cases
  - \* 20 Low Vision cases
  - \* 20 Orthoptics cases
  - \* 20 Refraction cases observed

By order,  
Vice principal  
Dr. Chandrashekhar kale.

