

RULES & REGULATION

RULES OF CONDUCT & DISCIPLINE

1. For Student:

- **General Code of Conduct:**

- ✓ All students admitted in the college must observe the rules and regulations that may be framed from time to time by the college authorities.
- ✓ All students are expected to maintain absolute self-discipline in the college campus.
- ✓ Student should comply with the grooming standards of the college.
- ✓ Students must respect and be obedient to all members of the staff as well as managing authorities of the college.
- ✓ Students should carry their identity cards at all times and produce the same when required.
- ✓ Each student is responsible for the proper handling and safe custody of any apparatus or equipment that she may be using. In case of any damage or loss to the college property through misuse or negligence, the student shall have to pay the cost of repair or replacement.
- ✓ Use of cell phones is not allowed inside the college campus. Disciplinary action will be taken against students found carrying and/or using cell phones, iPods etc. on the college premises during college hours.
- ✓ The Principal of the college reserves the right to rusticate any student found indulging in acts prejudicial to the interest of the college or involved in gross indiscipline or immoral acts.
- ✓ Student should be responsible and have good conduct, both in hostel & college and student should be answerable to the authorities.
- ✓ Student should maintain silence in the class, library, reading room, Class room, Hospital & in the campus.
- ✓ Student should make every effort to take care of the college and hospital property and help in maintaining it.
- ✓ Parent/guardian are requested to meet the principal when called for Possession of harms, and or any banned substances like drug Consumption of alcohol, use of the tobacco in any form is strictly prohibited.

- ✓ No student should engage himself / herself in ragging. Anti- ragging committee shall take necessary action for students found ragging others. It is a criminal offence which may lead to punishment as per the university rules.
- ✓ Any violation of rules will invite disciplinary action according to the discretion of the college authorities and if necessary dismissal from the college may be considered depending upon the seriousness of the violation
- ✓ Classrooms are to be arranged properly and are to be kept clean.
- ✓ All lights and fans are to be switched off before leaving the class.
- ✓ Students are required to maintain high ethical and professional behavior lay down by the college authorities, in the college, hostel, hospital & Community.
- ✓ The students of nursing college if found indulging in anti – national activities, contrary to the provision of act and law informed by Govt. Will be liable to be expelled from college of nursing.
- ✓ Don't write or paste anything to wall & boards.

- **Academic rules and discipline**

- ✓ The students should present themselves in their respective classrooms/ laboratories 5 minutes before the commencement of the lecture/ demonstration. Every student will have to attend all theory and practical classes. They are not supposed to leave the college premises without permission of the class coordinators. In case of illness, permission will have to be obtained from the class coordinator for obtaining leave.
- ✓ Formal dress is allowed with apron and ID card during theory block
- ✓ Attendance will be taken at the beginning of each hour.
- ✓ Don't enter teacher's office without permission.
- ✓ A Student requiring leave for one or more days must apply for it in writing to the Principal in the prescribed leave form forwarded by the class co-coordinator.
- ✓ A student who applies for long leave on grounds of illness must attach the following:
 - Medical certificate from a Registered Medical Practitioner
 - Doctors Prescription,
 - Medicine bill,
 - Diagnostic Investigation reports, with his/her leave application form.
- ✓ Students will be penalized for absence without leave and fined heavily for such absence at the beginning and the end of a semester or before and after a College

holiday. Any fine, by whomsoever imposed, must be paid at the College Office. A numbered receipt must be obtained for it and shown to the person who imposed the fine.

- ✓ Continued absence without leave for more than 10 working days will not permitted to enter the classes without genuine reason from the parents.
- ✓ Those who fall below 85% in theory and 100% in the practical will not permitted to examination or not relieved from the college.
- ✓ The passing mark is 50% (theory and practical) in each subject.
- ✓ 50% of IA marks in each subject is compulsory to attend the final examination.

During Clinical Duties:

- ✓ Students should be in neat and clean uniform prescribed by the institution.
- ✓ Wear ID card during clinical postings.
- ✓ Attendance will be taken at the beginning of each hour.
- ✓ Students should carry all the necessary pocket articles.
- ✓ Punctuality is to be strictly maintained and have to make entry of arriving and leaving the clinical area.
- ✓ Don't visit relatives on duty.
- ✓ Once duty roster has been made; no further changes will be entertained.
- ✓ Don't wear ornaments and makeup during clinical area.
- ✓ No one is allowed to leave their clinical area without informing ward In charge and senior staff of that area.
- ✓ No one is allowed to come back to hostel during duty hours and if anybody found will be punished.
- ✓ If students are absent from clinical area without information they will be marked absent and have to do triple duty for that.

• Library rules

- ✓ Silence shall be observed at all times in all parts of the Learning Resource Centre.
- ✓ Loud discussions, smoking, eating, Spitting, or engaging in other activities disruptive of Library operations are strictly prohibited.
- ✓ Students shall be subjected to disciplinary action for any of the following acts:
 - (a) Any form of dishonesty, deception or fraud in borrowing/using Library materials

(b) Damaging or Defacing Library property

(c) Unlawful taking away of Library belonging.

- ✓ Students are required to present their duly countersigned ID cards when entering the Learning Resource Centre and checking out and Library material.
- ✓ Any person who lends his/her Identification Card shall have his/her Library privileges suspended for not more than one semester. Similarly, any user who uses an Identification Card not his/her own will be subjected to the same penalties.
- ✓ Students caught defacing, mutilating or stealing any Learning Resource Centre material or property will be fined and required to replace the same or pay the replacement and processing cost. In appropriate cases, the additional penalty of suspension or expulsion shall be imposed.
- ✓ Bags and personal belonging are to be kept on Cloak Room.
- ✓ Students are advised to read notices and be guided accordingly by notices posted at the service areas.
- ✓ Mobile phones must be switched off or put on silent mode when inside the Learning Resource Centre.
- ✓ Keep your personal belonging in cloak room (At owners' risk)
- ✓ Students may issue 2 books for a week and if it's not renewed per day 10 rs. fined will be taken as per each book.

- **Computer laboratory rules**

- ✓ Each person may only use one computer at a time.
- ✓ Silence must be maintained in computer lab.
- ✓ Computers and peripherals are not to be moved without approval of Lab and Classrooms staff.
- ✓ Students may not install software on lab computers. If you have a question regarding specific software that you need to use, contact your teacher or Labs support team.
- ✓ The use of tobacco products is not allowed in computer classrooms and labs.
- ✓ Food is not allowed in computer labs.
- ✓ Do not display or print sexually explicit graphics.
- ✓ Behaviour and activities that disturb other users or disrupt the operations of the lab are not allowed.

- ✓ Remember to log out from each software whenever you are done using any lab computer.
- ✓ Violation of any of the above rules may result in disciplinary action and the loss of lab privileges.

- **Disciplinary procedures**

Students are governed by the policies and procedures appropriate for a student of the health professions set by Sumandeep nursing college. These procedures will be used whenever there appears to have been a breach of the policies. A student accused of a breach of the policies will be presumed innocent unless and until found, pursuant to these procedures, to have committed a breach of conduct.

- ✓ To get the student's side of the story before deciding on next steps. In the case of a minor or first offence, it may be most appropriate to issue an informal warning, avoiding the need to enter into a formal disciplinary process.
- ✓ If the offence is more substantial, or it is not the student's first, formal procedure will be followed. Begin by gathering all the information needed to establish the facts about the situation that may serve as evidence. If any gross misconduct found, student can be suspended immediately.
- ✓ The level of warning for the Students' are as follows:

1. First level of warning: This is usually appropriate for relatively minor issues, or the first issue done by student. Further action may be taken if he/she fail to meet expectations

2. Written warning: A written warning will be applied if there is already a live warning in place, or in cases of serious misconduct just below the level of gross misconduct.

3. Penalty: Penalty can be issued for further misconduct when there is already an active final written warning on record.

4. Dismissal: Immediate dismissal without the entitlement to notice.

2. For Faculties:

- **General Code of Conduct**

- ✓ A faculty member must believe that he / she has responsibility to shape the future of the students so the duties of a faculty member do not end by completing the course of subject and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counseling in various

forms.

- ✓ A faculty member is expected to continuously make efforts to devise new ways to counsel and motivate the students towards studies and future career growth.
- ✓ Faculty member should not enter into the arguments with students in front of everybody.
- ✓ It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus.
- ✓ Except during the lunch hours, a faculty member must be present within the department or within the academic area of the institute and must avoid holding private meetings with other faculty member during the college hours to discuss the topics other than academics.
- ✓ Behaviour of the faculty member with the fellow faculty member during the college hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow faculty member and the management especially before the students.
- ✓ A faculty member must follow law of the land and should not indulge him/ her in an activity which can be detrimental to the reputation of the institute.

- **Academic Rules and Discipline**

- ✓ A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
- ✓ Deliver lecture with low speed and as much as possible in English.
- ✓ Faculty member must go to take lectures well prepared with theory and practical examples of the subject. Use pictures and videos to explain the subject.
- ✓ Record of the poor performers be taken from Class Coordinators and those students be given considerably higher attention than normal students.
- ✓ Monitor the attendance of students in his class and inform the concerned Class coordinators, if a student is absent for continuous four days for further action.
- ✓ Evaluation of the answer sheets is very important aspect of academics. Answer sheets of the assignments and especially sessional examinations should not be evaluated on the basis of the general impression of the student in the class.

- ✓ Ask and ensure the students to submit the tutorials/ assignment regularly.
- ✓ Encourage students to ask the questions in English during seminar, viva-voce etc. and students should be asked to explain a topic on the dais in English.
- ✓ Take care of time, in/out of the institute/class (self-discipline) and inculcate high level of professional etiquettes.
- ✓ Compliance of wearing I-cards/proper dress by the students is the collective responsibility of all the faculty members. The students' I-cards need to be checked randomly in the class, may be at the beginning. Habitual offenders' names need to be recorded at the class level.
- ✓ Proper dress code need to be checked and complied. For compliance of dress code, Lady faculty should counsel girl students and Gents faculty should counsel boys students.
- ✓ If students are found using mobile in class hours then it must be confiscated and be sent to the department's discipline committee for appropriate action.
- ✓ Faculty requiring leave for one or more days must apply for it in writing to the Principal in the prescribed leave form. Faculty may take maximum 3 leave per month.
- ✓ Faculty who applies for long leave on grounds of illness must attach the following:
 - Medical certificate from a Registered Medical Practitioner
 - Doctors Prescription,
 - Medicine bill,
 - Diagnostic Investigation reports, with his/her leave application form.
- ✓ Faculty may have 12 Academic leave per year which can be applied for examination purpose with attaching the proof of letter appointed as examiner by any other institute.

- **Library rules**

- ✓ Silence shall be observed at all times in all parts of the Learning Resource Centre.
- ✓ Loud discussions, smoking, eating, Spitting, or engaging in other activities disruptive of Library operations are strictly prohibited.
- ✓ Faculty member are required to present their duly counter signed ID cards when entering the Learning Resource Centre and checking out and Library material.

- ✓ Any person who lends his/her Identification Card shall have his/her Library privileges suspended for not more than one semester. Similarly, any user who uses an Identification Card not his/her own will be subjected to the same penalties.
- ✓ Faculties caught defacing, mutilating or stealing any Learning Resource Centre material or property will be fined and required to replace the same or pay the replacement and processing cost. In appropriate cases, the additional penalty of suspension or expulsion shall be imposed.
- ✓ Bags and personal belonging are to be kept on Cloak Room.
- ✓ Faculty member are advised to read notices and be guided accordingly by notices posted at the service areas.
- ✓ Mobile phones must be switched off or put on silent mode when inside the Learning Resource Centre.
- ✓ Keep your personal belonging in cloak room (At owners' risk)
- ✓ Faculty can issue 2 books for two weeks and if it's not renewed, per day 10 rs fined will be taken as per each book.

- **Disciplinary procedure**

These procedures will be used whenever any faculty appears to have been a breach of the policies and/or standard of conduct. Faculty accused of a breach of the policies will be presumed innocent unless and until found, pursuant to these procedures, to have committed a breach of conduct.

- ✓ To get the employee's side of the story before deciding on next steps. In the case of a minor or first offence, issue an informal warning and avoiding the need to enter into a formal disciplinary process.
- ✓ If the offence is more substantial, or it is not the employee's first, formal procedure will be followed. Begin by gathering all the information needed to establish the facts about the situation that may serve as evidence. If any gross misconduct found, employee can be suspended.

The level of warning for the employees' are as follows:

- 1. First level of Warning:** This is usually appropriate for relatively minor issues, or the first issue by employee. Further action may be taken if he/she fail to meet expectations
- 2. Written warning:** A written warning will be applied if there is already a live warning in place, or in cases of serious misconduct just below the level of gross misconduct.
- 3. Penalty:** This penalty can be issued for further misconduct when there is already an active final written warning on record.
- 4. Dismissal:** Immediate dismissal without the entitlement to notice or notice pay.

1. ONLINE RESULT: