



Shri Shivaji Education Society, Amravati's
Dr. Panjabrao Deshmukh Nursing Institute
Amravati (M.S.) – 444 603

A HAND BOOK
ON
CODE OF CONDUCT FOR STUDENT

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Rs. 100/-



INDEX

Particulars	Page No.
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1. Disciplinary Committee	01
2. Definitions	02
3. Introduction	03
4. Purposes	03

Part - A

5. Code of conduct for students	04-18
5.1: General rules	04
5.2: Admission rules	08
5.3: Rules of tuition fee	09
5.4: Scholarship	09
5.5: Attendance	10
5.6: Teaching learning	11
5.7: Clinical / hospital rules	12
5.8: Internal assessment	14
5.9: Examination	15
5.10: Rules of skill labs	16
5.11: Rules of computer lab	16
5.12: Campus / physical facilities	18
5.13: Punishment and penalties	18

Part - B

6. Library rules for staff and students	19-21
6.1: Membership	19
6.2: Circulation	19
6.3: Overdue charges	19



6.4: Use of computers / laptops	19
6.5: UG / PG / Staff reading rooms	20
6.6: Library Hours	20
6.7: General rules of the library	20

Part - C

7. Hostel rules	22-26
7.1: Accommodation	22
7.2: Care of hostel assets, property & others	22
7.3: General rules	23
7.4: Discipline	24
7.5: Attendance / in & out timings / visitors	25
7.6: Hostel fee / caution deposit	26
7.7: Mess rules	27
8. Conclusion	28

5. CODE OF CONDUCT FOR STUDENTS

5.1: General rules

Dress code

1. Students shall follow time schedules, policies, rules and regulations of the college. Make optimum use of learning resources and other support services available in the college.
2. Students shall be punctual to the college timings. Strictly adhere to clinical rules & clinical timings.
3. Dress code compulsory. Students shall come to the college / hospital in a neat & tidy uniform with specified code viz., uniform, apron, black shoe, ID card and library card. No student shall enter the college campus / hospital, if he/she comes with:
 - Dirty / torn uniform
 - Apron without college logo/name
 - An alternative dress with more or less similar colour
 - Black jean pant / tea shirt
 - Any other type of shoe other than a specified formal black shoe
 - Long or painted nails / long ear rings / threads or bracelets
 - Long hair / beard (boys)
4. Students shall always wear a valid identity card around the neck, issued by the college with their recent photograph affixed, bearing the signature of principal. Produce it on demand by the authorities.
5. A penal of Rs. 500/- may be charged for violating rules of dress code. However, students have an option to undertake academic assignments, in lieu of penalty.

Discipline

6. Students shall maintain silence in the classrooms, library, skill labs, examination halls and other places of college campus.
7. Students shall remain in their class rooms and engage themselves in self study. During leisure hours, students are advised to use the library as much as possible.
8. Running, playing, and shouting inside the classroom / corridor strictly forbidden.

9. Not to loiter in & around the college campus. Do take permission to enter office rooms, staff rooms, skill labs, computer lab and other areas of college premises.
10. Use of mobile phone strictly prohibited in the college campus / hospital. However, students can carry mobile phone; but restricted to use. Mobile phone shall always be in a silent mode throughout the college / clinical hours. A penal of Rs. 1000/- may be levied from a student if found using mobile phone in the college campus / hospital. Whereas a student can obtain prior permission from the teacher to use mobile phone with genuine reason or in emergency cases only.
11. Academic integrity must be maintained by the students while pursuing academic studies. To falsify or alter his/her records of academic performance is an academic misconduct. Forgery, alteration, or unauthorized possession or use of college documents, records, forged or fraudulent communications (paper or electronic) prohibited. Offenders shall liable to face action.
12. Students applying for certificates, testimonials, concession forms etc. and those requiring the principal's signature on any kind of document or application, shall first contact administrative office. One to three working days may be required to clear the documents / application, depending on its nature of work.
13. No third person shall approach office staff / principal directly regarding any certificates, testimonials, and original documents of bonafide students.
14. Students shall contribute towards academic / social / environmental initiatives that the college undertakes. Attend all academic and cultural programmes of the college with discipline.
15. Students shall wish teachers and other staff wherever face them. Be courteous to teachers and humble to office staff members.
16. Students shall not use abusive language with teachers and other staff. Not to speak ill of anyone, as it deteriorate goodwill and confidence.

Code of conduct related to anti-social behaviour and other rules

17. Eve-teasing strictly prohibited. Eve-teasers shall be punished.
18. According to the Maharashtra Prohibition of Ragging Act, 1999, UGC notification, direction of Supreme Court of India and the recommendation of Raghavan Committee, college has taken measures to prevent ragging

under anti-ragging committee. Ragging in any form inside or outside the college campus banned. Students found indulging in ragging shall face a legal action. According to rules, students found guilty of participation or abetment in ragging will be subject to severe punishment ranging from cancellation of admission to a fine up to Rs. 25000/-, and rigorous imprisonment up to 3 yrs. Report any incident of ragging immediately to any member of the anti-ragging committee. Being a silent spectator and not reporting / stopping others indulging in ragging also an offence, and will invite similar disciplinary action as mentioned above.

19. Sexual harassment and sexual assault strictly prohibited. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious case of misconduct. Offenders shall face legal action. Report such incident immediately to any member of Vishakha committee.
20. The very spirit of co-education lies in facilitating / fostering a healthy & decent relationship between students' on-campus and off-campus. Any unhealthy relationship that might affect their academic performance, breach their personal space or affect the reputation of college, or any behaviour contrary to this spirit deemed unlawful and strictly dealt with.
21. Students shall observe / maintain the boundaries of professional relationship with teachers and other staff in the campus, off-campus or online. Strict disciplinary action shall be taken against a student who crosses the boundaries of professional relationship.
22. Students shall not make any discrimination related to caste; offenders may be penalized. If any, report to Prevention of Caste Based Discrimination Committee of the college.
23. Students shall not misuse college logo / name, recourses or reputation of college for private gain, gain of a third party, or personal use in the social media like face book, whatsapp, Instagram etc. Offenders shall face disciplinary action.
24. Students shall not bring discredit to the college or themselves. Insubordination and rude behaviour of any kind inside or outside the college campus shall be severely dealt with. Any student who damages reputation of the college, in any way, is liable to be expelled.

25. Students shall not engage in any fraudulent, corrupt or unlawful conduct inside or outside the campus that would potentially affect the reputation of college.
26. Students shall not communicate / furnish any kind of information about college to press, media, private associations, or any other agencies.
27. Students shall report college authorities immediately in case of medical or any other emergencies.
28. Student aggrieved by any acts of misconduct or harassment can approach the coordinators of various welfare Committees, HODs, or principal of the college.
29. In case of any problem being faced by a student, he/she shall report immediately the same to HOD / principal of the college.
30. Attempted or actual theft and /or damage to property of college, or property of a member of college community, or other personal or public property, on or off campus shall be considered as a punishable act.
31. When attending events outside the campus and representing college, the code of conduct shall still be in effect.
32. No visitors entertained to meet students in the classrooms / labs / library.
33. Students shall keep safe custody of their valuables. College authorities hold no responsibility for the loss / theft.
34. Do not organize function / program / birth day in the college campus or class room without prior permission of the principal.
35. Not to form any formal / informal groups on the basis of caste, community, region or religion.
36. Political / organizational activities banned in the campus; save those official activities specifically permitted or sponsored by the college authorities.
37. Students prohibited from organizing or attending meetings in the college, distributing notices, collecting money and exhibiting banners, flags, posters etc. without the permission of college authorities.
38. Students involved in any criminal / anti-social activities shall be expelled from the college.
39. Consumption of alcohol, smoking, chewing any form of tobacco strictly prohibited in the campus. Offenders shall face legal action.

40. Consumption of alcohol during cultural events of the college strictly prohibited. Disciplinary action against consumption of alcohol may range from a penal of Rs. 10000/- to cancellation of admission.
41. Students shall report college authorities if any changes in the contact address / phone number.

Student membership

42. Membership to Student Nurses Association (SNA) compulsory.
43. Membership to Swastha Seva Yojana (Health Insurance), a pious scheme introduced by Dr. PDMMC & Hospital compulsory.
44. Membership to Alumni of Dr. PDNI compulsory.

Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student found to have violated the code of conduct.

5.2: Code of conduct related to admission / admission cancellation procedure

1. Confirmation of admission subjected to eligibility policies of apex bodies / regulating authorities, and may be cancelled at any point in time, if the candidate has given wrong / false information or lack of any documents. In such case, candidate shall be held responsible, and he/she shall be liable to pay tuition fee of entire course against rejection of admission.
2. If a candidate withdraw / cancels admission after cut-off date of apex body, or any point in time after cut-off date, due to any reason, the candidate shall be liable to pay pending fee of entire course, /or fee of subsequent years against cancellation or withdrawal of admission.
3. Admission compulsory for every higher class. Student can download the Application Form online or can avail from the office for admission to higher class. Names shall be enrolled in the attendance register only when he/she completes the formalities of admission form along with payment of prescribed tuition fee.
4. No original educational documents shall be given to student during the course of study. However, in some situations, the documents may be issued temporarily, provided the candidate deposits the tuition fee of entire course in the form of demand draft, in favour of Principal Dr. PDNI Amravati.

5. No students shall undergo parallel education during the course of study. If found, he/she shall be expelled from the college.

5.3: Code of conduct related to tuition fee

1. Students shall pay tuition fee in a stipulated time period as displayed on college notice board / website from time to time. Or else, a penal of Rs. 50/- per day shall be charged against late payment.
2. As per rule, students are promoted to higher class irrespective of their result; pass or fail. Hence, the prescribed fee must be paid according to time schedule displayed on the college notice board / webpage. No student shall be allowed to take admission in higher class without payment of prescribed tuition fee.
3. Students shall pay tuition fee in favour of Principal, Dr. PDNI Amravati.
4. No cash / Cheque / DD accepted in college office. Use bank challan (available in the college office / website) and pay tuition fee at Dr. Panjabrao Deshmukh Co-operative Bank, Amravati. Submit college copy of challan immediately in the accounts office and obtain receipt.
5. Online payment accepted. Submit details & obtain receipt from the office immediately for such payments.
6. Fee receipts to be kept safe, and produce it on demand by the college authorities.
7. Obtain NOC from the accounts office before term end examination. No hall ticket shall be issued without NOC.
8. No course completion certificate / original documents shall be issued without NOC.
9. No refund shall be made if a candidate withdraw / cancels admission immediately after cut-off-date of apex bodies or any point in time after cut-off-date, due to any reason. The candidate shall be liable to pay pending fee of entire course /or fee of subsequent years, against cancellation or withdrawal of such admission.

5.4: Scholarship

1. Sanction of government scholarship subjected to state government policies.
2. Students shall go through college notice board / website regularly for scholarship information.

3. Students shall ensure AADHAR and mobile number linked to his/her Bank A/c. for scholarship process.
4. Students shall visit MAHADBT portal and fill online application form. Such filled-in form shall be forwarded to college login. Hard copy of filled-in form shall be submitted to college office for record purpose.
5. Students shall provide genuine documents related to caste, income, domicile certificate, and other related documents to avail Govt. scholarship. Any hurdle to avail Govt. scholarship due to any reason, he/she shall be liable to pay tuition fee of entire course, and the college authority hold no responsibility in this regard.
6. As per government policy, a minimum of 80% attendance required to be eligible for scholarship.
7. Students shall avail scholarship from one source only. Action will be taken if a candidate applying / getting scholarship from two or more sources.
8. College will not entertain bank loan to a student who is getting 100% scholarship from the govt.

5.5: Code of conduct related to attendance

1. Students shall adhere to guidelines of MUHS Nashik pertinent to theory and clinical attendance.
2. Be punctual and reach the college / hospital at-least 05 minutes prior to commencement of teaching sessions.
3. Biometric attendance compulsory. Students shall punch-in biometric attendance machine (morning & evening) to record their physical presence in the college. It shall also applicable to students who are in clinical / field training.
4. Attendance can't be considered for the late comers. Teacher will mark as ABSENT & late comer may lose attendance of entire day. If a student regularly late comer, he/she may be brought to the Principal's Office for disciplinary action.
5. Daily attendance shall be considered only when the students physically present in both sessions i.e., morning & afternoon. Attendance shall be marked by the teacher at 9 am in college, and 8 am / or 2 pm in clinical
6. Teachers may also take attendance randomly to ensure the physical presence of students throughout the college / clinical hours.

7. No students shall leave the college campus / hospital without permission of the teacher. If so, the teacher will mark as ABSENT and he/she may lose attendance of entire day.
8. Min. 80% of attendance required in theory subjects to appear university examinations.
9. Students must have 100% attendance in all practical / clinical subjects for promotion to higher class. Similarly, a student must have completed prescribed hours of theory / practical / clinical attendance to obtain course completion certificate from the college authorities.
10. No student shall be absent unnecessarily for minor reasons. In certain cases, leave can be availed after submission of leave application to the class teacher. And, in case of sickness, the student can take leave and submit leave application on very next day along with prescription / medical certificate signed by a doctor.
11. Student shall use printed application form for leave.
12. If a student absent continuously for 15 days, his/her name shall be removed from the attendance register, and readmission shall be made after satisfactory explanation & payment of dues along with readmission fee of Rs. 500/-.
13. Students shall sign each page theory / clinical / daily attendance registers. They shall also sign in monthly attendance report provided by the class teacher.
14. A student can request principal for midcourse improvement of performance on genuine health background, if he/she absent for longer period.

5.6: Code of conduct related teaching learning system (TLS)

1. Student must have a copy of syllabus (visit MUHS website for syllabus). Make a note on activities, assignments, internal assessment, examination, evaluation, and other relevant information mentioned in the syllabus.
2. Student shall go through college notice board / website for day-to-day academics, and submit academic activities in time.
3. Be regular & punctual to theory classes and clinical postings. Students shall bring prescribed textbooks to the classes every day.
4. No student is allowed to enter or leave the class room while lecture is going on.

5. Do not enter other classrooms or blocks for any reason unless instructed by the teachers.
6. No students are authorized to handle attendance registers to mark attendance.
7. Maintain silence in the classrooms / clinical skill labs.
8. Chatting/talking, making unusual noises, passing comments, mocking, doing some activities other than listening, etc. are not entertained during lecture session. Strict disciplinary action shall be taken against such students.
9. Switch-off mobiles phones during teaching learning sessions and also while providing patient care in the hospital. Audio/video recording, playing games, mobile gambling, chatting/messages etc. strictly prohibited. Such students shall be imposed penalty of Rs. 3000/-. In addition, he/she may be suspended from the college till further order.
10. Parents must visit college whenever instructed by a teacher for reasons like lack of attendance, less internal marks, failure to attend internal exams, poor academic performance, misconduct, ragging, any major / legal issues etc. If a student fails to bring his/her parents, he/she shall be kept under suspension until & unless parents visit the college for discussion. Moreover, the college authorities not responsible for academic loss of such students.
11. Attend sessions convened by the mentor and feel free to discuss academic / personal career, difficulties and seek solutions.
12. Attend sessions convened by Counselling Cell.
13. Attend sessions of midcourse, advanced learners or slow learners, revision classes, solving question papers, etc.
14. Students shall coordinate with the teachers regarding completion of log book, health card, progress card, cumulative record etc.

5.7: Clinical / hospital rules

Students under clinical training Dr. PDMMC & Hospital shall adhere to the following rules & regulations for good safety practices.

1. Adhere to rules & regulations of Dr. PDMMC & Hospital and other affiliated hospitals.

2. Be punctual and reach hospital ward at-least 05 minutes prior to patient care. Report the sister in-charge / ward sister prior to patient care.
3. Dress code compulsory during clinical training.
4. Use of mobile phones prohibited.
5. Keep safe custody of valuables. College authorities not responsible for loss of any valuables.
6. Loitering in the hospital campus strictly prohibited. Not to stand in group in & around the wards / ICU / OT or demonstration rooms.
7. Biometric attendance compulsory during clinical training. Every day, the students should punch in a biometric machine according to shift (morning & evening) to record their physical presence in the hospital.
8. Attendance can't be considered if the student arrives late to hospital. Attendance shall be considered when the student marks their presence in the register showing incoming time & outgoing time.
9. Clinical instructors may also take attendance randomly during clinical hours to ensure the physical presence of students.
10. Clinical attendance shall be marked by the clinical instructors at 8am & 2pm in the hospital. Teacher will mark as ABSENT for the late comers & they may lose attendance of entire day of clinical posting.
11. If the student regularly late to clinical practice, he/she may be brought to Principal's Office for disciplinary action.
12. No students shall leave the hospital without permission. If so, teacher will mark as ABSENT and he/she may lose attendance of entire day.
13. Students must have 100% clinical attendance for promotion to higher class or to obtain course completion certificate.
14. No student should be absent unnecessarily for minor reasons. However, in certain cases, leave can be availed after submission of leave application to the clinical coordinator. And, in case of sickness, the student can take leave and submit leave application on very next day along with prescription / medical certificate signed by a doctor.
15. Sign in the daily clinical attendance sheet for status of attendance. Also sign in the Monthly Attendance Report as provided by the class coordinator.

16. Student shall carry pocket articles relevant to patient care.
17. Handle hospital equipments carefully. Students held responsible misuse / damage to hospital property.
18. Not to visit hospital canteen during clinical hours. A penal Rs. 1000/- shall be imposed on such students.
19. Carry log book and get signature of clinical instructors immediately after nursing care procedure / patient care.
20. No log book shall be signed by the teachers after clinical postings. Institute hold no responsibility for the academic loss of such students due to lack of clinical activities recorded in the log book.
21. Carry daily diary and get signature of clinical instructors every day.
22. Carryout clinical assignments from time to time during the clinical postings. Thereafter, no provision shall be made to complete such assignments.
23. Do not make fake/false references to leave the wards or to go out of hospital.
24. Attend nursing rounds, patient clinic, bed side clinic, etc.

5.8: Internal assessment

1. Go through the notice board from time to time for information.
2. Submit theory assignments in time for timely evaluation. Assignments of practical / clinical activities need to be submitted immediately after clinical posting or as notified by the teachers. College hold no responsibility for any academic loss due to late submission of assignments.
3. Minimum 50% of internal assessment (IA) marks mandatory to appear university examination.
4. A student can apply for re-totalling within a week after announcement of internal evaluation result, if he/she is not satisfied with IA marks.
5. Students can also apply for re-evaluation within a week in a prescribed format, with a valuation charges of Rs. 100/-, after announcement of internal evaluation result. However, a student with 45% marks in the respective subject shall be eligible to apply for re-evaluation. Result of re-evaluation shall be final.

6. Students shall apply to internal assessment cell (IAC) for re-totalling / re-evaluation. No student shall be entertained to apply IAC after one week of announcement of internal examination results.
7. Decision of IAC shall be final.
8. Students shall approach Grievance Redressal Committee, if any grievances related to IA marks.
9. Student shall sign in the final IA marks sheet of MUHS. College hold no responsibility for any academic loss due to delay / negligence regarding IA marks sheet. In addition, the students shall abide by the action taken by MUHS regarding IA marks.

5.9: Code of conduct related to examination

1. Go through the college notice board / MUHS website for exam time table.
2. Every student must have certificate of satisfactory attendance, progress and conduct to be eligible for appearing internal / university examinations.
3. Be sincere in taking class test / unit test given by the teachers.
4. Students shall appear midterm / pre-final exam / session exam as per time schedule notified by the college.
5. As per MUHS guidelines, there is no provision of re-examination for the students absent or failed in mid-term / pre-final / session examination. However, such candidates can appear in forthcoming internal exams held by the college.
6. No leave granted during midterm &/ pre-final / session examinations, unless for reasons of great necessity, which must be proved to the satisfaction of Principal.
7. Arrive 30 minutes prior to the commencement of examination, and shall follow instructions mentioned in the answer script.
8. No malpractice in the examination. Carrying mobile phones, books, printed/written chits, electronic gadgets etc. strictly prohibited in the examination hall. Strict action shall be taken against offenders.
9. All types of unfair means in the examination hall inclusive of assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences.

10. Students shall submit university exam forms in time to Exam Coordinator. College held no responsibility for the reasons like late submission, late fee, physical absence, shortage of attendance, etc. In this regard, students shall abide by the action taken by MUHS, if any.
11. Students shall approach Grievance Redressal Committee, if any grievances related to examination.
12. Pass-out students shall visit MUHS website and apply for convocation. College authorities held no responsibility in this regard.

5.10: Rules of skill labs

1. Abide by the rules of laboratories.
2. Students shall attend the skill lab activities (SLA) regularly according to time table.
3. Students shall sign in the gate register before entering to labs. Be clean & tidy with ID card & uniform. No entry without permission.
4. Switch-off mobile phones during the sessions of demonstration.
5. Maintain silence and demonstrate respect to others during sessions.
6. Assist the lab in-charge or demonstrator in cleaning the articles/equipments before or after demonstration. Maintain cleanliness of the area and dispose items appropriately as per biomedical colour code system.
7. Students shall handle the articles / equipments / instruments carefully. They held responsible for damage due to mishandling. No equipments / models to be taken out of the skill lab without permission.
8. Students shall carry Log Book to record SLA. Take signature of demonstrator immediately after completion of session.
9. Handover the articles / equipments / instruments to the concerned immediately after use. If not, respective student held responsible for any loss.
10. Items / equipments left unattended in & around the skill lab shall be brought to the notice of lab in-charge / demonstrator.

5.11: Rules of computer lab

1. Abide by the rules of computer lab.

2. Attend computer classes regularly according to time table. Student must wear uniform & valid ID card in the computer lab.
3. Gate Register compulsory. Record in & out time with name, class / batch in the gate register kept at the entrance of computer lab.
4. Use of computer lab for personal work prohibited.
5. Computers / Laptop shall be used for academic purposes only. Turn- off computer monitors / CPU after use.
6. Students should handle computers and accessories carefully. They held responsible for any damage due to mishandling. No computer related items to be taken outside the lab.
7. Do not go on unapproved sites.
8. Ask permission to download / print documents.
9. Do not misuse wifi facilities. Online chatting / dating, playing games, browsing of social networking sites prohibited. Strict disciplinary action will be taken against the defaulters.
10. Do not change the settings, pass ward, or display of computers. Save your works in the external storage device and not the computers.
11. Do not move computer / its accessories from its original place.
12. Students shall not remove or unplug cables, network connections, or other peripherals / accessories of the computers / printers.
13. Students are strictly prohibited from modifying or deleting any important files and install any software or settings in the computers.
14. Report the problems related to monitor / CPU. Do not attempt to make any changes / repair the system. Consult computer lab in-charge for help.
15. Maintain silence in the computer lab. Conversation, discussion, loud talking & sleeping strictly prohibited. Disruptive students will be asked to leave the lab.
16. No food or drinks / personal bags in the computer lab.
17. Students shall take mobile phones in switched off mode while entering /or working in the computer lab.
18. Do not leave your personal belongings in the computer. College authorities not responsible for items left behind.
19. Lab should be kept clean and tidy all times.

5.12: Campus / physical facilities

1. College building under CCTV surveillance. Students shall maintain strict discipline in & around the campus.
2. Use resources of Institute (facilities, equipments, supplies and vehicles) lawfully. Damage done to college property must be compensated.
3. Conserve electricity and water. Switch off lights / fans / LCDs / smart boards not in use must be switched off. Amount of money saved through economy in use of electricity can be utilized for the improvement of facilities in the college campus.
4. Students strictly forbidden from disfiguring the walls, desk & bench and other furniture & fixture of the college. Keep the classrooms and surroundings neat & clean.
5. Being an eco-friendly campus, plastic or other trash should not be thrown inside the college premises.
6. Park vehicles in a allotted space. Avoid four-wheelers.
7. Students strictly forbidden from disfiguring the seats of college bus and do not write anything on seat covers. Do not peep through window while on drive.
8. Students shall learn to manage fire extinguisher that may help during an emergency.
9. Approach Grievance Redressal Committee for infrastructure related issues.

5.13: Punishment and Penalties

1. Warning, monetary fines, suspension, upholding of degree, dismissal, etc. are the actions which may be taken by the college authorities when a student found to be violated the code of conduct.

***Note :** If there is a case against student for any possible breach of the mentioned codes of conduct, the college disciplinary committee shall inquire in to the alleged violation and accordingly recommend suitable disciplinary action against said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.*

These rules may be revised from time to time without assigning any reason. Principal shall be the final authority in interpretation of college rules. Matters not covered in these rules & regulations are left to the discretion of Principal, and his/her decision shall be final.

Principal
Dr. PDNI Amravati

6 LIBRARY RULES FOR STUDENTS

6.1: Membership

1. Library Membership compulsory for all students.
2. Student must enroll as a member to library against a payment of Rs. 75/- . Duplicate card will be issued on payment of Rs.150/- in case of loss or damage.
3. Bear library card while using library facilities.
4. Library card is non-transferable.

6.2: Circulation

1. Students can borrow 02 books at a time. Book lending time shall be of 04 days including Sundays / holidays.
2. Reference books, Journals/magazines, thesis & syllabus shall not be issued. No student shall insist the librarian to issue them.
3. Books in demand shall not be renewed.
4. Students hold responsibility for the books issued against him/her.
5. Librarians hold the right to recall any issued book even before the due date.
6. Students shall check the physical condition of text book before borrowing, or else, he/she held responsible for any damage at the time of return.

6.3: Overdue charges

1. Issue books - Overdue charges Rs. 5/- for first 7 days, and thereafter Rs. 10/- up to 14 days. Whereas after 14 days, the defaulter must pay double the price of book, plus overdue charges for the period kept without authorization.
2. Membership may be suspended for repeated delay in returning the text books.

6.4: Use of library computers / laptops

1. Obtain prior permission to use library computers / Laptops.
2. Library computers / Laptop should be used for academic purposes only and not for personal works.

3. Online chatting / dating, playing games, browsing of social networking sites prohibited. Strict disciplinary action will be taken against defaulters.
4. Do not use computers for personal works.
5. Do not change settings / display of computers kept in the Library. Do not remove / unplug cables, connections, network cables and other peripherals / accessories of computers.
6. Do not modify or delete any important files and install any software or settings in the computers.

6.5: UG / PG / Staff reading rooms

1. Right to use reading hall is exclusively reserved for bonafide members of library.
2. Students shall not leave bags / note-books / laptops on the table.
3. Seats to be occupied on first-come first-serve basis. And, do not reserve / claim / the seats for friends / classmates.
4. Do not scribble on table tops or damage them.

6.6: Library Hours

1. Library is open from 8.30 am – 5.30 pm on all working days including lunch hour.
2. Library hours shall be extended during the period of examination.
3. Changes in library timing shall be notified in the notice board from time to time.

6.7: General rules of the library

1. Students must sign in the gate-register available at the entrance of Library.
2. Students shall maintain a strict silence & discipline inside the library. Do not talk or discuss as it disturb others.
3. Mobile phones strictly prohibited in and around the library.
4. Students shall not be allowed to carry eatables / drinks inside the library.
5. Do not rest / sleep over the table or keep their feet on tables, chairs, shelves, etc.
6. Damaging, stealing library materials or property will invite disciplinary action against the defaulters.

7. Leave text books / journals on the table after use.
8. Students shall not be allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the library.
9. Library staff are not be responsible for any loss or damage of the personal belongings of the students.
10. Books once issued shall not be brought inside, unless to be returned.
11. Obtain NOC from the library whenever required.
12. College authorities reserves the rights to suspend membership of any student on the grounds of misconduct.

Note: *These library rules may be revised from time to time without assigning any reason. Principal shall be the final authority in interpretation of library rules. And matters not covered in these rules are left to the discretion of Principal, and his/her decision shall be a final.*

Principal
Dr. PDNI Amravati

7. CODE OF CONDUCT FOR HOSTEL STUDENTS

7.1: Accommodation

1. As per the institution policies, accommodation in the hostel is not a matter of right. No rights reserved with the students to claim hostel accommodation.
2. Accommodation facilitates shall be made on first-come first-serve basis.
3. A minimum 1 year stay in the hostel shall be compulsory. No student allowed to vacate hostel between the academic year. After 1 year, if a student wishes to vacate, he/she shall serve 2 months prior notice before commencement of next academic session.
4. Allotment of rooms as decided by the college authorities. No student shall make changes in the allotment of rooms.
5. Don't lock room with personal key. Use lock & keys given by the hostel authorities.
6. No student shall be allowed to share his/her room with others who is not an authorized occupant of the room.
7. Student shall not enter rooms of other students without permission.
8. Students residing in the hostel will be staying at their own risk, liability and consequences.
9. Visitors are not allowed beyond the visiting area. No outside guest shall be allowed inside the hostel. Parents / relatives of bonafide student shall not be permitted to stay in hostel rooms.
10. College authorities reserve the right to vacate students from hostel by giving a notice of 3 days without assigning any reason for expulsion.
11. College authorities have the right to discontinue hostel accommodation given to a student on account of misconduct and/or violation of rules & regulations of hostel/college.

7.2: Care of hostel assets, property & others

1. Student must keep hostel rooms & its surrounding clean. Drawing, defacing walls, equipment, furniture etc. strictly prohibited.

2. Damaging or destroying hostel properties strictly prohibited. Furniture & fixture must be cared properly.
3. Students are prohibited from interchanging any furniture / fixture from one point / location to another.
4. Student shall not bring any extra furniture or fixture in the room.
5. Lights / fans and other electric appliances must be switched-off while leaving the hostel room or when they are not in use. Amount of money saved through economy in use of electricity can be utilized for improvement of facilities to the hostel.
6. Room lights must be switched-off before 11 pm, only study lamps allowed.
7. Close water taps when not in use. Do not waste water unnecessarily.
8. Dispose sanitary pads in the pad-incineration-machine. Waste, trash, etc shall be disposed in the dustbin, and make sure of not throwing such things anywhere that blocks-up drainage system.
9. Students shall keep their room, verandah and surrounding areas clean at all times.
10. No wet clothes shall be dried on furniture or in the corridors/ balconies.
11. No students shall store any cooked food in the room.
12. If any common property damaged or lost, the same shall be charged in equal shares that are in common use of said property.
13. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
14. Students will be required to pay double the original cost of any college item found missing from their room. Students will also be required to pay twice the charges of repair to college items that found to have will-fully damaged or have been damaged on account of misuse.

7.3: General rules of hostel

1. Student shall follow hostel rules & regulations to ensure safety practices and their well-being.
2. Students are advised not to keep any cash / jewellery or any costly items in the room. Hostel authorities will not be held responsible for any loss of money, jewellery or any personal belongings of students.
3. College will provide lights only once at the time of admission.

4. Do not use electric stoves, cylinder gas, heaters/immersion rod, induction cooker etc in the rooms. If found, such electric appliances shall be seized with a penal of Rs. 1000/-.
5. No student shall bring or store any firearm, ammunition, explosive, harmful weapon, or any inflammable goods in the hostel premises.
6. Any complaints regarding electric equipment, plumbing etc., is required to be entered in the 'Complaints Book'.
7. It is mandatory to undergo medical check-up at Dr. PDMMC & Hospital every 6 months.
8. Students shall report the hostel warden if any student falls sick or need to hospitalized. In case of medical emergency, the student will be shifted to the Dr. PDMMC & Hospital.
9. Student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.
10. Not to bring discredit to the hostel or to themselves. Insubordination and rude behaviour of any kind inside or outside the hostel shall be severely dealt with.
11. Any changes in the contact address / phone number shall be informed to hostel authorities.

7.4: Discipline

1. Students shall be decently dressed when they are out of rooms. For girls, tight body hugging clothes, short tops etc forbidden outside the room.
2. Students shall treat the warden and housekeeping staff with due courtesy at all times. Services of housekeeping staff shall not be utilized for private or personal work. No tips in cash or a kind gift shall be given to the hostel staff.
3. Strict silence shall be observed in hostel from 10.30 pm to 5.30 am. Care should be taken at all times to ensure that music \ loud talking is not audible outside the room.
4. Loitering in hostel campus will not be appreciated.
5. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.

6. Do not use mobile phone after 10 pm. Phones of those at-fault shall be confiscated.
7. Recreational facilities to be turned off-by 10.30 pm.
8. Birthday / other celebrations are strictly prohibited.
9. Smoking, alcohol & narcotic consumption strictly prohibited in & around the hostel premises.
10. Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the government.
11. Students shall exhibit highest order of self-esteem & self-respect and prohibit themselves from indulging in anti-institutional, anti-national anti-social communal, immoral or political expressions.
12. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.

7.5: Attendance / in & out timings / visitors

1. Adhere to hostel attendance rules, in & out timings etc.
2. Biometric attendance compulsory to record physical presence. A student must use biometric machine while coming in & going out of the hostel premises.
4. Use gate register to record the reason of outgoing. Follow outgoing & incoming timings for the purpose of shopping, purchase, and other basic needs.
5. Hostel gate closes by 8.30 pm.
6. Daily Attendance shall be marked at 8.30 pm every day. Thereafter no student shall be allowed to go out. Attendance may also be taken randomly to ensure the physical presence of every student.
7. If any student arrives frequently late, he/she may be brought to the principal's office for disciplinary action.
8. No student shall leave the hostel premises without permission of warden. In such case, he/she shall be expelled from the hostel.
9. If any student absent continuously for 15 days, he/she shall be expelled from the hostel.

9. Night out shall not be allowed without the substantial reason. The Principal may still permit the students in exceptional circumstances and it shall be conveyed to the warden in writing.
10. Students may be permitted to go home during holidays with a written permission. Use printed format of leave application provided by the hostel to avail holidays / vacation.
11. Sign in the daily attendance register every month for the purpose of record. Also sign in the Monthly Attendance Report as provided by the warden.
12. Parents and guardians are allowed to visit only on specified date & time, and it shall be recorded in the visiting register.
13. Visitors allowed only in the visitor's lobby on the service floor. No student shall take them to the room.

7.6: Hostel fee / caution deposit

1. Student must pay a caution deposit at the time of admission.
2. Hostel fee to be paid on 10th of every month. If not, a penal of Rs. 50/- per week shall be charged against the late payment.
3. Hostel fee to be made in favour of Principal, Dr. PDNI Amravati.
4. Hostel fee receipts to be kept safely, and produce it on demand by the hostel authorities.
5. Student shall clear outstanding hostel fee before leaving for vacation.
6. No students are entertained to stay in the hostel, if he/she doesn't follow the rules of hostel payments. However, in an exceptional case, a student can obtain permission from the college authorities to stay in the hostel in case of non-payment, provided an assurance of payment in the due course.
7. Course completion certificate and original documents will not be issued unless outstanding hostel fee is cleared.

7.7: Mess rules

1. Mess compulsory for all students residing in the hostel.
2. Student shall pay food expenses for one month in advance on 1st of every month.
3. Mess timings shall be strictly followed by the students:
 - Breakfast - 7.30 am to 8.30 am
 - Lunch - 1 pm to 2 pm

➤ Dinner - 7.30 pm to 8.30 pm

4. Food will be served only in the designated dining hall during the specified timings.
5. Keep your dining clean & dry.
6. Do not waste food & water. Discard food waste hygienically in a specified place and wash your plates.
7. Students are not allowed to share the hostel food.
8. Outsiders are not allowed in the mess. Outside food / food boxes are strictly prohibited in the hostel.
9. Student must inform their non availability to the mess supervisor well in advance.

Note: *These hostel rules may be revised from time to time without assigning any reason. Principal shall be the final authority in interpretation of hostel rules. And matters not covered in these rules are left to the discretion of Principal, and his/her decision shall be a final.*

Principal
Dr. PDNI Amravati

8. CONCLUSION

This Code of Conduct lays down norms of behavior for the most important contexts of college life. These guidelines, however, are not exhaustive. Any conduct that goes against the letter and spirit of these principles shall be considered a violation of this Code. This code of conduct invites every individual staff and students of Dr. PDNI to make timely use of opportunities and experience the college life.

Principal

Dr. PDNI Amravati