

CHIRAYU COLLEGE OF NURSING

BHOPAL

**THE RULES, REGULATIONS & CODE OF CONDUCT
FOR THE STUDENTS**

**BHOPAL –INDORE HIGHWAY, BAIRAGARH,
BHOPAL, M.P.
INDIA, PIN -462030**

Rules & Regulations

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Rules & Regulations

CCON,BHOPAL

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1. Under the aegis of chirayu group, chirayu College of Nursing (CCON), Bhopal was established in the year 2012 in the chirayu medical College Campus at Bairagarh,Bhopal –Indore Bypass, Bhopal, (the Institution), has been approved for intake of 100student's per batch every year .
2. The Institution has all the required Departments, laboratories, library with a long range of reference books and periodicals. All the facilities like hostels for boys and girls, messes, gym, cafeteria and buses for transporting from the city are available.
3. Chirayu medical College & Hospital, the Associate Hospital of the College with 538 beds is also located in the campus and provides extensive facilities to the students for learning along with rural and urban centres.

The CCON has all necessary approvals of the Indian Nursing Council; Madhya Pradesh Nurses Registration Council, Bhopal.

The Institution is affiliated to the Barkatullah University of Bhopal and is conducting 4 Year B.Sc. Nursing degree course.

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Bhopal, 462030

Rules & Regulations

1. PREAMBLE

CHIRAYU College of Nursing believes that health is a fundamental right of all people and everyone has responsibility towards maintaining their own health.

The institution believes that undergraduate nursing programme is broad based education directed towards helping the student in their all around development and become exemplary citizens by adhering to the code of ethics and professional conduct at all times. The students take pride in their profession in fulfilling personal, social and professional obligation so as to respond to national and international aspiration.

Towards this end in view as also smooth and efficient functioning of the institution necessary discipline has to be observed by all the students, with the parents and guardians ensuring compliance framed by the Institution. These rules and regulations and code of conduct have been given in detail in following chapters.

The students and parents/guardians are advised to go through them thoroughly as many of them are mandatory and confirm their acceptance for compliance on the undertaking enclosed herewith.

Bhopal

Principal

Date

2 .GENERAL RULES, REGULATIONS

&

CODE OF CONDUCT

- 1 The students (s) will comply with the Rules, Regulation and the Provisions of the Code of conduct incorporated in this Code Book.
- 2 The principal CCON is the Head of the Institution and it will be incumbent upon every student to comply with his/her oral/written instruction. The disciplinary action taken by the Principal against any student shall be final.
- 3 The student will conduct himself / herself in a civilized and cultured way, whether in the campus, classroom, hospital, hostel, mess, auditorium, gatherings, programmes or the transport bus.
- 4 The student will invariably carry his / her identity Card (issued by the institute all the time and will show it, if asked for, to the Principal / other authorities of the Institute and the Security personnel.
- 5 The student will not resort to or indulge in any acts of violence or use un parliamentary language in any part of the campus or in the transport bus. Indecent behavior will amount to gross misconduct and will be dealt – with seriously.
- 6 No damage, disfiguring or loss of Institution’s property will be caused by the student(s). No slogans will be raised or written by them in any part of the campus. The student will facilitate in keeping the premises clean, serene and beautiful, conducive to desired environment.
- 7 Student will not indulge in any criminal activities alone or jointly with others within or outside the campus.
- 8 No political activity of any kind is permitted within the campus.
- 9 Any anti-social activities or illegal acts or sheltering anti-social elements also are strictly prohibited in the campus or any of its parts.
- 10 No arms or weapons will be used or brought inside or kept in possession by any student.

- 11 The campus is a 'drug' free-zone and no prohibited drug will be brought in, consumed or kept in possession by any student. Consuming of alcohol in any form in the campus or its part is also strictly prohibited.
- 12 Smoking in the campus is strictly prohibited.
- 13 Student may submit his/her request or grievance to the Principal collective or group representation shall be submitted to the Principal through class – representative only. Student (s) will not meet / approach. Top management at the corporate office without prior approval of the Principal.
- 14 Student (s) will not make any direct complaint / representation, individual or collective, to any body, office or Authority of any grievance without prior written approval of the Principal.
- 15 Demonstration, procession, slogan-shouting etc. are strictly prohibited within any part of the campus and therefore no student will organize or participate in such acts nor he or she will form or become member of any Union or Association by whatever name it is called except Student Nurses Association.
- 16 Rash or careless driving within the campus is prohibited. The student driving the vehicle must possess proper license and helmet including pavilion rider. No student will drive a two-wheeler inside or outside the campus, without wearing helmet.
- 17 The necessary documents to prove the ownership or authorized possession of the vehicle must be available with the student possessing the vehicle. Student having a vehicle in his/her possession and kept within the campus, whether owned or not will record necessary particulars with the Security department to enable them due identification.
- 18 The vehicle must be parked at the parking zone earmarked for the purpose and in the manner prescribed at own risk.
- 19 Mobile phones are to be kept in vibration mode, if not switched off, in the class-room, practical halls, clinical area, library, auditorium and the institute office, ensuring that others are not caused any disturbances.
- 20 No tour/picnic, outing or party will be organized, without prior written approval of the Principal or his authorized functionary.
- 21 Ragging of student or even an attempt in any form is totally banned and will be sternly dealt with as further detailed under the chapter "Discipline". **If any incident of ragging comes to the notice of the Authority, the concerned student shall be given liberty to explain and if**

his explanation is not found satisfactory, the Authority would expel him from the Institution.

- 22 The Institute may intimate parents or guardians on their known addresses or through telephone about the conduct and academic performance, at its option.
- 23 The Institution reserves its right to have the student suspended, rusticated and the hostel vacated from him or her and intimating the police authorities, depending on gravity of misconduct.
- 24 Parents /Guardians, depending, in case of need, will address all correspondence/communications to the Principal only.
- 25 Parents / Guardians desirous of calling on the student or on the college authorities may do so with prior intimation / appointment and after making entries in the Register kept for the purpose. They may also stay and avail canteen facilities as per the provision contained in this Code Book.
- 26 A NOTICE displayed on Institution's NOTICE BOARD will be deemed to have been brought to the notice of the student (s). They, therefore, must keep watching the NOTICE BOARD.
- 27 The rules and Regulations detailed herein are to be read in conjunction with those of the affiliating body – Barkatullah University, Bhopal and provision of applicable law (s) and rules laid by the Indian Nursing council of India.

Dress Code:

- i The students must dress themselves properly, appear smart and decent and present themselves in the class-room, clinical areas and the Institute premises in befitting manner.
- ii In the campus also its parts like library, auditorium, parks, mess cafeteria, telephone booths etc. the students should be properly dressed and carry themselves decently.
- iii The students must remove shoes / sandals / chappals etc..., wherever notified to do so.

3. CLINICAL ETHICS

(Applicable to Clinical Courses)-

- a) The patients coming to the hospital will be offering themselves for the treatment thereby giving an opportunity to the students to learn. Hence a sincere and human approach is must; any complaints of misbehavior with the patients will amount to a major act of indiscipline / misconduct.
- b) The student should learn local language and usages for better communication with the patients. If the student is not well-versed with the local language, he/she must seek assistance of Incharge nurse or colleagues. Problems created due to improper communication may result in complaints and litigation (with avoidable consequences). Hence, proper communication is essential.
- c) The students must care for or examine patients under the supervision or instruction of the teaching staff and their approval. No student is permitted to examine a patient without the prior permission of the faculty. A record of clinical work done has to be maintained and duly certified for submission at the time of examination.
- d) The students are required to carry with them the instruments & articles required for that particular specialty.
- e) Student should maintain the hospital equipments in condition and they will be held responsible to damage destruction or loss & recovery will be made for any damage or loss.
- f) The students shall complete all pre-clinical preparations before presenting themselves to the clinics. The faculty in –charge may send out a student if he/she feels that the student is not well prepared.
- g) Indecent behavior like laughing, teasing, switching on loud music etc. in the clinical premises is strictly prohibited. Relationship with the patients is strictly prohibited.
- h) Relationship with the patients is strictly professional and no student is allowed to meet the patients or their relatives or their representatives for any reason outside the hospital premises.
- i) Wearing apron in the hospital / clinical / laboratory is compulsory.

4. THE ADMISSION

The Principal of the college is vested with the powers to admit student to the institution as per the rules and regulations laid down by the competent authorities.

The Rules, Regulations and provisions relating of the admission to the Institution will be as per the instructions of:

- The concerned Statutory Body – The Indian Nursing Council of India.
- Govt. of India, Ministry of Health & Family welfare.
- The Govt. of Madhya Pradesh, Deptt. Of Medical education.
- The Affiliating Body – The Barkatullah University, Bhopal.
- Rules, Regulations and Orders of the Institution.

The instructions currently applicable relating to rules, regulation and provisions for admission to the institution can be ascertained from the competent authority at the institute.

5. FEES STRUCTURE:

FEES STRUCTURE: The tuition fees and other fees will be notified from time to time by the Management as per the guidelines of the competent authorities.

- a) Payment of tuition, and other fees & charges including enrollment fee & examination fee and other university fee shall be paid on or before due date notified. Payment shall be made either in cash or by crossed account payee bank draft favoring the Institute and payable at Bhopal as notified from time to time at the designated office counter only. Cheques are not accepted unless agreed by the institute in specific cases.
- b) Late payment of tuition fee will be accepted on payment of late fee as notified by the institute.
- c) The names of defaulter students will be deleted from the institution register. Such candidates will have to seek readmission by paying admission charges. Such students themselves are responsible for the consequences arising out of delayed and or non-payments.

6. HOSTEL AND MESS

The student may avail the facility of the hostel, provided by the institution, separate for girls and boys with all basic amenities and round the clock security. The relevant provisions are as under.

- 1) Accommodation in the boy/girls hostels is provided to the students on availability (first come first serve) and not as a matter of right but as per the policies framed by and at the discretion of the institution.

A Policy and Procedure for Allotment of Rooms- The policy for allotment of rooms will be decided by the Institution, Management and may be changed to cater to the unforeseen cases/circumstances. Allotment of rooms made by the Principal or any authorized staff will be strictly adhered to. Changes shall not be made on their own on mutual or other basis.

B Payment of Hostel fee- No student is permitted to stay in the Hostel without having paid the fee in full, in advance and obtaining an allotment order from the Principal.

C Stay of Parents/Relatives- Parents /relatives of bonafide hostellers are not permitted to stay in the hostel. However, in case of any emergency mother/father may be allowed in girls and boys hostel guestrooms respectively with prior permission of the Principal and not for more than 2 days in any case after giving satisfactory explanation. They have to pay charges of guestroom and can also avail the facility of mess on payment. No food will be served in rooms.

D. The Main gate of the Hostel will be closed at 7.00pm in the evening and be opened at 5.00am in the morning. Any student coming after 7.00pm will have to deposit his/her identity card to the security at the main gate. These identity cards will be sent by security to the principal next morning from where the student can collect them back.

E. No personal Music system and television are allowed in the hostel. Only walkman/portable CD player with earphones may be permitted. Any loud music which disturbs other is prohibited.

E. The LAPTOP will be allowed with prior permission of Principal and against payment of prescribed fees. A student can be expelled from the hostel by giving a notice of 48 hours within this period the student can submit explanation after which with due scrutiny/she may be expelled from the Hostel. Inmates expelled on grounds of indiscipline will forfeit hostel fees paid by them.

2. MESS DINING HALL

1. Student shall have breakfast, lunch evening tea and dinner within stipulated hours. Late comers will not be entitled for these services.
2. Student shall have the breakfast, food etc. in the dining hall only. Food is not permitted to be carried outside the dining hall or to the hostel rooms.
3. Student shall not waste food. They must take care in serving themselves the required quantity.
4. Student shall not enter into the kitchen and storage areas or make any direct interference in them.
5. In cases of problems relating to the quantity, quality of food, sanitation, behavior by the hostel staff or any other such problem the inmates will not attempt to settle the problem directly. The matter is to be addressed to the Warden / Principal who will arrange to redress the same.

3. CARE OF HOSTEL ASSETS / PROPERTY

1. **Room Inventory:** All furniture and fixtures in the room allotted to student must be properly taken care of. Student will be required to pay the original cost of any item found missing from the room and also be required to pay the charges of repair of items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear, along with penalty, such acts will attract disciplinary action.
2. **Interchange of Furniture / Fixtures:** Students are prohibited from interchanging any furniture / fixture from one point /location in the hostel to another. Such acts will be willful acts of indiscipline.
3. **Assets in common areas / corridors:** Theft / damage to hostel Assets in common areas / corridors will be recovered from all the students involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries may be made from all the occupants of the hostel.
4. **Economy in Consumption of Water and Electricity:** It will be incumbent upon a student to exercise restraint in the use of water and electricity. Lights / fans/ coolers, water taps not in use must be switched off whenever a student leaves his / her room.

4. PRIOR PERMISSION TO GO OUT:

1. The student (s) who desires to leave the hostel for specific purpose is required to obtain prior written permission from the Class Coordinator, Warden .If a student is leaving for outstation, permission should also be taken from Principal.
2. Student is required to enter the time of departure and sign in the register at security while going out and enter the arrival time and signature on return.

5. VISITS TO LOCAL GUARDIANS

1. The inmate of the hostel is required to fill up a prescribed application format to stay out of the hostel and get it duly approved by the warden before leaving. (Not more than 2 days)
2. Girl student when returning from such leave is required to have her out pass endorsed by the guardian in confirmation that she stayed with the guardian. (Telephone no. of guardian should be mentioned)
3. Night – outs or staying in night at local guardian’s place is neither encouraged nor normally permitted in the institution and prior consent of the parent’s, local guardian and the warden is required.

6. VISITORS TO THE HOSTEL INMATES:

1. Hostels are provided with visiting area for the visitors to meet the students.
2. Hostel visits are to be between 4:00 pm to 6: 00 pm only.
3. Visitors are requested to fill in the details completely in the visitor’s book duly signed before meeting the inmate.
4. Visitors are not allowed to enter the hostel rooms since this will lead to intrusion into the privacy of other hostellers.
5. All guests are to be registered at the gate and with the warden.

7. ATTENDANCE

1. The requirement of attendance will be basically as laid down by the affiliating body Barkatullah University Bhopal. The student must fulfill the minimum attendance in terms of

requirement of the affiliate body for that particular course. Those who fail to secure the minimum required attendance will not be permitted To appear in the university examinations and will not be allowed to move on to the next level of the course.

2. Absence or leave due to any reason including medical cannot be considered in calculating the minimum required attendance. The candidate is required to adjust the leave in such a manner as to ensure that he/ she fulfills the minimum required attendance.
3. Some subject wherever applicable in the year of study may not be examined in the same year. The attendance for the same will be taken into consideration when the candidate is due to appear for that subject taught.
4. Candidates who have failed in one or more subject or have been detained for any reason will have to attend classes for the same subject and secure a minimum of attendance stipulated.
5. Periodical evaluation of performance of students with their attendance will be done by the Institute. The same may be informed to the parents / guardians of the students. However, the students or their parents cannot claim it as a right to be informed. If such information is not received by them they should contact the Principal of the Institute to get such information. Students and their parents are required to take corrective steps at that juncture.
6. Institution may announce special classes even without notice. These classes are to be attended and the attendance will be calculated accordingly.
7. Attendance at national and group level functions and programs will be mandatory.
8. Attendance at national functions such as flag-hoisting at Independence Day and Republic Day are compulsory for the student.
9. The attendance for all the courses will be calculated from the date of commencement of the course. Students who join the course late should make up for the deficit otherwise they may be detained.
10. Punctuality: In all programmes organized by the Institution, the student will ensure to be present well in time and follow the required discipline.
11. The student is required to be present at least 5 minutes before the commencement of the class. Late arrival of the student is not allowed in the class and will be marked absent.
12. The Institution provides transportation only as an additional responsibility of arriving in time for the classes and specifically for the examination or practical.

8. INTERNAL ASSESSMENT EXAMINATION

1. Internal assessment examinations are conducted regularly either as a part of the university examinations or as a part of the internal training to assess the progress and preparedness of the student.
2. No examination shall be missed on self assumption that it is not essential or anticipating that the student can do better in the remaining examinations. The students are marked zero in the examination for absence when calculating the Average score as internal assessment component of the university examination.
3. Dates of internal assessment examinations will be notified in advance. The students shall not remain absent from the academic program before the internal assessment. Examination Attendance should be as per University rules.
4. No re-exam for the missed internal assessment examination will be conducted.
5. The student is continuously assessed during the course period. This may reflect in the final internal assessment score.

9. UNIVERSITY EXAMINATION

1. Theory Examinations: while appearing in the examinations of the student(s) will ensure as under:
 - a They must make a note of correct timings' and days of the examination and attend accordingly.
 - b Reach the examination hall 20 minutes before the scheduled time.
 - c They will bring the admission cards to the examination hall every day and must read the instructions given in the admission cards and act accordingly
 - d Student has to carry pen, pencil, eraser, color pencil and other material required for the examination.
 - e They will not wear aprons in the examination hall.

- f They will not carry chits, slips, or any written matter into the examination hall. They are responsible for checking thoroughly the desks allotted to them for any slips or written material kept there.
- g The students should not reveal their identity in any manner and only the registration / roll number is to be written on the first page or as instructed in the examination hall & strictly comply with instructions on question / answer books.
- h They are solely responsible for any act which may make them liable to be booked under malpractice / cheating / copying.
- i Carrying of mobile phones and other electronic gadgets are not allowed in the examination.

2. Practical examinations:-

- a They shall note properly the day, date and timings of examination.
- b They shall reach the practical examination hall 20 minutes before scheduled time.
- c They should wear neat uniforms / aprons as prescribed.
- d Bring the admission cards with them on each day of the examination.
- e Bring the required instruments and other accessories required for particular subject.
- f Bring the record books of work done which are duly certified, by the head of the department for award of marks.

10. INSTITUTIONAL LIBRARY

1. Timing- Library will remain open from 9.00AM to 5:00PM on all working days.

2. Conduct-

1. Entry to the library is restricted to the bonafide student and faculty only.
2. Instruction of the Chief Librarian /Asst.Librarian will be adhered to.
3. Silence is to be strictly maintained. Group Discussion, Chatting or sleeping are not permitted within the library.
4. Apron/Bags and Personal textbook will not be permitted for reading within the library. They will be permitted to carry only notebook.
5. Books are to be handled carefully. Underlining or highlighting in the book is not permitted.

6. If the books are damaged or lost, the student will have to pay four times the cost of book as a penalty.
7. Library furniture is to be kept clean and carving or writing graffiti is prohibited. Penalty will be levied on those who practice it.
8. Eatables/beverages will not be permitted in the library.
9. Drawing of charts and fabrication of models or any other work causing destruction to others is not permitted in the library.

3. Issue of Books

1. Books will be issued to the student once in the seven days as per the timetable. Maximum 2 books will be issued at a time to the students. Student has to keep issued book for a minimum of 3 days. Only prescribed books will be issued as per the syllabus.
2. No books will be issued to the outsiders.
3. Any special request will be entertained with the permission of Principal.
4. Books will be returned in good condition in the stipulated period, failing which fine will be levied upon as per the order.
5. On return of books the user has to ensure that the return is noted in the issue register. Library staff will not accept any responsibility for loss of any book on such account.
6. Reference books and journals are not to be issued. They can be carried to reading table after making necessary entries in the issue register by the library staff. Reference books and journals should be returned and entry noted before leaving the library.

4. Use of Computer

1. Students will be permitted to use computer & internet after prior permission of the authority (class coordinator) and permitted to browse only educational sites.

11. SCHOLARSHIP, REWARDS AND RECOGNITION

The Institute will consider all cases of outstanding and meritorious performance achievements in the extracurricular field as sports, cultural and other spheres, notified from time to time will be given due consideration.

Deserving students will be considered for scholarships, rewards and recognition on outstanding performance and for bringing honor to the Institute.

12. RESEARCH, INNOVATION AND SPECIAL STUDIES

The college, as a matter of policy, is interested in encouraging and promoting outstanding work in the field of research, innovation and special studies at the student level itself and students, will be duly rewarded for special contribution recommended by the Principal.

13. RELATIONSHIPS

1. Student to student Relationship

a **Relationship with senior students** will give due respect to their seniors and behave courteously.

b **Relationship with junior students:** Under no circumstances the junior students will be utilized for attending to their personal work, running errands(short trip to buy something for seniors) or for any other personal work for them. It is expected of seniors to motivate, help and guide their juniors. No physical punishments will be awarded by the seniors.

c **Relationship with opposite sex: Students** are required to treat members of the opposite sex with respect and due courtesy and behave in a decent manner.

d **Relationship with students of other institutions** of the group: It is incumbent(someone holds an official post at particular time) upon a student to behave decently and courteously with students and staff of other institutions of the group.

2. Relationship

a Student to faculty relationship-Students are to extend due respect and courtesy to the faculty at all times and obey their instructions.

b Visiting staff quarters: students are not expected to visit residential quarters of staff members unless it is for unavoidable / urgent work and prior consent has been obtained personally or on phone of concerned faculty / staff.

c Student: Non-Teaching staff relationship: The students are expected to behave courteously with the non – teaching staff and follow the rules / procedures laid down by the Institute.

14 .DISCIPLINE

Inculcation of discipline among the student is an integral part and important component of the educational process, training and character building exercise.

As such, rules and regulations relating to the discipline will be enforced strictly by the authorities of the Institute, the Principal being the final disciplinary authority for the students. Individual or collective acts of indiscipline will be dealt sternly. It will be a sole discretion of the Principal, as head of Institution, to consider an act as of major indiscipline or gross misconduct and decide penalty / punishment, the severity of the same depending on the gravity and the intention behind the act. Acts of indiscipline may be-

- I. Minor indiscipline / misconduct.
- II. Major indiscipline / gross misconduct.
- III. Criminal acts which have to be reported to the police authorities like ragging.

The penalty or punishment may range from a simple caution or warning, monetary fine, to restriction from the Institution / legal action.

Parents and students will note that the Supreme Court of India has directed all the educational institution to register FIRs against student indulging in ragging.

Stern action will be taken by the authorities of the Institution in case of major indiscipline / gross misconduct, e.g. act of violence, misleading fellow students and acts falling in the category of crimes which will be reported to police authorities, even without information to student or parents.

15. STUDENTS GRIEVANCES / SUGGESTIONS

- a Any student who wants to inform any problem / suggestion in relation to Institution / Hostel Other facility or against any employee / person working on contract must do so in writing to the Principal or authority nominated by him/her..
- b The student having individual problems may approach the Principal or Authority nominated.
- c Common problems shall be represented to the Principal or and authority nominated by him thought the respective class representatives only.

16. ANNUAL FUNCTIONS, SPORTS, CULTURAL AND RECREATIONAL ACTIVITIES

The college, as a matter of policy, will encourage the students for participation, in competitions and award outstanding achievements in these activities, in addition to their academic performance.

For planned, systematic and smooth conduct of various activities in these spheres, the Principal will constitute necessary committees headed by senior faculty with participation by the nominated students.

For the Annual function as also celebration of Independence Day, Republic Day and any special event, the Principal would nominate faculty and also students as members of the committees.

The students will be included in various committees to be constituted by the Principal to play responsible roles as a part of self development for tasks of higher responsibilities.

18. HOLIDAYS AND VACATION

The holidays declared by HR department of Chirayu group, will be applicable to the Institution. The vacations and preparatory holidays will be as per INC.

1. **Interpretation:** The interpretation of any of the articles of the Rules, Regulation and Code of conduct for the students and any dispute arising out of such interpretation shall be decided by the head of the institution and shall be final and binding on all.

2. **Amendment, Alteration, Addition:** The head of the Institution shall be competent to add, alter or amend the Rules, Regulations and code of conduct for the students and shall be binding on all.

In case of any dispute, only courts at Bhopal shall have the jurisdiction to adjudicate such disputes.

UNDERTAKING

To
The Principal,
Chirayu College Of Nursing
Bhopal

Sir,

Rules, Regulation and Code of Conduct

I, the undersigned, have thoroughly gone through the book of rules, Regulations and the Code of conduct of Chirayu College of Nursing, provided to me by the institution and clearly understood them. I solemnly undertake to abide by and be subjected to the various provisions contained in the book and conduct myself in conformity of them.

Signature of the Student

Place:

Name

Date:

I/We, the parents/guardian of Mr/Missundertake to ensure that he/ she will invariably conduct himself, as laid down in the above mentioned book on the institution's Rules, Regulations and Code of conduct.

Place:

1. Signature

Name:

Date

2. Signature

Name

Date