

# **SIDANA NURSING COLLEGE, AMRITSAR**

## **Disciplinary Rules and Regulations**

1. The Discipline of Institute is to be strictly observed. For breach of discipline, a Student may be fined or expelled from the Institute. No refund of fee will be allowed.
2. Each Student is issued an identity card which she/ he must always carry and shall produce whenever asked by the college authorities. No student will be allowed to enter the college premises without the identity card.
3. Any harsh or insulting language used in the office or written in the letter may affect the admission of the student.
4. The college will start at 8:30 A.M. All Students should be punctual. Students who are coming from far off places should make their own arrangement for staying at Amritsar or join Hostel. No excuse will be entertained for their coming late to the college.
5. Students are bound to wear the uniform everyday ordered by the institution.
6. The carrying of Mobile Phones in the classes is strictly prohibited. If a Student is found with mobile, it will be confiscated and the Student will be fined with a minimum amount of Rs. 1000/- and she/he will not be allowed to attend the classes for two weeks and permission to attend the classes will only be given on the basis of written apology and assurance from Student and his /her parents that she/he will not carry the mobile in the college henceforth.
7. Punctuality and Regularity in attendance both in the theory and practical classes is compulsory.
8. Every Student has to complete 80% of lectures separately in theory and 100 % in practical. Such a candidate, who does not complete this minimum requirement in theory and / or practical, will not be allowed to appear in the final examination.
9. Appearing of students in internal examinations is compulsory.
10. Do not miss your lecture when you are present in the college. If you do so, you will be identified and action will be taken against you.
11. Students should maintain silence in the classes, library, reading room and in the corridors.
12. If you have an urgent work at home, get leave from the college. Leave must be sanctioned from the Principal, but it should be recommended by the Tutor. During working hours Gate pass is mandatory for going outside the college/or home in case of emergency.
13. The medical leave will be granted by the Principal. This leave application should be supported by a valid medical certificate, and recommended by the Tutor.
14. See the notice board daily. No Excuse will be entertained if a Student fails to read any important notice. The consequences of this negligence will rest upon the Student. Don't remove any notice from the notice board, which has been put up by the college. Such students, if identified, will be fined or liable to disciplinary action.
15. Any willful damage done to the property of the college and hospital will be treated as break of discipline. When leaving the classroom, students should check that all lights, fans and switches are turned off.

16. Students are urged to keep all their valuables and Jewellery at their homes. In case of any damage, theft or loss, the authorities will not be held responsible.
17. Students are required to abide by the rules and regulations laid down by the University, College, Hospital and Hostel authorities.
18. Violating the rules will be dealt with 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.
19. Students are required to maintain ethical and professional standards in behaviour both in and outside the college, hospital, hostel and community premises.
20. All decisions taken by the Principal are final and binding on the students.
21. Parents/guardians are advised to meet the Principal as and when called for.
22. Both the parents and guardians are required to furnish their specimen signatures in the presence of class teacher at the beginning of every academic year.
23. Rules are subject to change from time to time.
24. Ragging is totally banned within or outside the Institution. Ragging is a criminal offence as per Supreme Court and the Central/State Government Directives.