

ACADEMIC POLICY OF FATHER COLOMBO COLLEGE OF NURSING

FATHIMA NAGAR, KAZIPET, WARANGAL, TELANGANA

2025-2026

1. DRESS CODE

S NO	NAME OF THE COURSE	UNIFORM COLOR CODE
1.	B.Sc NURSING	COLLEGE- Top in Light color checked pattern & Bottom in Think Pink color with matching plain Pink Dupatta. Black shoes and ID card.
		COMMUNITY: violet colored top and bottom salver set with a plain white Dupatta, Black shoes and ID card.
		CLINICAL DRESS: Blue Pant & White Shirt & White shoes and ID card.

2. GENERAL RULES & REGULATIONS OF THE COLLEGE:

1. Students are expected to follow rules & regulations laid by Father Colombo College of Nursing from time to time.
2. It is compulsory all the students to attend the general assembly in the morning at 7.45am. Nursing College timings 7.45am to 5.00pm
3. Students are required to carry their Identity cards during Class hours, Clinical and whenever they are going out and must be produced whenever it is asked by the concerned authority.
4. Students are expected to reside in the hostel provided by the College.
5. The student must have 80% attendance in each subject (Irrespective of the kind of absence) for appearing final examination.
6. The student must have 100% of attendance in each of the practical areas before awarded certificate.
7. The students must have attended each of the practical areas decided by the committee.
8. Parents/ Guardians (Local, if any) of the students must provide an attested photograph of visitors during admission to visit Hostel & College premises and second Sunday of every month.
9. Basic furniture will be provided in the college like table, chair etc.
10. The student will be responsible for replacing any damaged or lost equipment in the Institute, Library, Labs, Hostel, or Hospital. Charges for the replacement will need to be deposited detected in the caution fee.
11. Students are not allowed to communicate directly with any external authority. All such communications must go through the office of the Director & Principal. Any student who violates this rule is subject to suspension.
12. The ragging is prohibited in the premises. Those who are engaged in the activities will be punishable as per the UGC(university grant commissions) and State regulations.

13. The decision of the Director, Principal and Vice Principal shall be final in the matter of Interpretation of the various clauses, mentioned in the prospectus.

3. ATTENDANCE

- The students must have 80% of attendance in theory (irrespective of the kind of absence) for appearing in University exams.
- The students must have 100% in clinical and community practical postings.
- Holidays are provided to all the students according to the Kaloji Narayana Rao University of Health Sciences.
- In case of an emergency, additional holidays may be granted by the Director, Principal and Vice principal.
- Students are entitled to 10 days of sick leave in one academic year, which will be taken into account when they submit a medical certificate from the same hospital where they were hospitalized.
- Students must submit their planned leave request through a written application with valid proof, which must be approved by the Principal and Co-coordinator at least one day in advance.
- The students can report unplanned absences by providing information through a phone call and can submit a leave letter on the day they return to class.
- The students should not leave the institute, clinical and Community premises without prior information to Principal and Clinical Instructor.

SICK LEAVE

- When a student is going home for treatment due to illness, the health information must be reported within three to four days.
- If the information is not provided, the medical certificate will not be considered. Makeup duty will be assigned according to the principal's instructions.
- Students who take leave due to mild illness are required to make up the missed days during study holidays, vacations, or other days specified by the institution.

Leave will be approved only for the following reasons:

- ❖ Sibling's wedding (with supporting documents).
- ❖ Death of a close relative (i.e. 1st degree relatives) these leaves must also be compensated for during study leave/vacation or other days specified by the faculty.

Procedure for Requesting Leave:

Vacation: Before going on vacation, each student must submit two letters - one addressed to the Principal and one addressed to the warden - indicating the dates of absence.

The student must specify the return date and provide the address of their destination.

Sick Leave: If a student is requesting sick leave, they must write a letter to the Principal through the class coordinator and one more letter will be submitted to Hostel Incharge.

COMPENSATION - Students are required to make up missed days if the specified percentage of attendance is not met (80% for theory and 100% for clinical).

- If a student prolongs their leave after a vacation, they must make up for it at a 1:2 ratio (one day of leave is compensated by two days).
- Leave taken without prior notice must also be made up at a ratio of 1:3
- It should be Compensated before university examinations.

ACADEMIC ACTIVITIES:

- The standard college hours are typically from 8.00am to 5.00pm. Clinicals.
- Students are required to be punctual and arrive at the institute by 7:45 am for the morning assembly.
- The students can also utilize the labs and library out of school hours, from 4:00 to 5:00 pm.
- The students must attend the lectures and clinical sessions according to the scheduled timetable.

4. PROFESSIONAL CONDUCT:

Professional Conduct in class:

1. Maintain punctuality in classes.
2. Maintain a good relationship with teachers and others.
3. Clarify doubts when and where needed.
4. 80% attendance is compulsory for each subject.
5. Biometric attendance is compulsory daily.
6. Maintain a proper dress code on college premises.
7. Complete the class assignments within the allotted time.

Professional Conduct in Clinical areas:

1. Maintain a good rapport with staff, patients, and colleagues.
2. Be punctual for clinical areas.
3. Maintain proper decorum.
4. Carry all necessary checklists and pocket articles.
5. Complete all procedures and assessments within the clinical setting.
6. 100% attendance is mandatory.
7. Adhere to the appropriate dress code in the clinical area.
8. Students must obtain permission from the ward supervisor in the clinical area before leaving their respective wards.
9. Beginning of the academic year, each student is required to pay the amount for affiliated to hospitals.
10. Student nurses should not accept any gifts from patients or their relatives.

Professional Conduct in the Community:

1. Be polite when visiting families.
2. Refrain from using disrespectful language with the family.
3. Carry community bags when necessary.
4. Respect and adhere to the culture of the area you are visiting.
5. All procedures and assessments must be completed in clinical areas.
6. Always carry checklists and necessary materials in your pocket.
7. 100% attendance is mandatory.
8. Maintain a proper dress code while in the community posting.
9. Students must obtain permission from faculty in clinical areas in case of illness or when meeting a visitor.
10. Beginning of the academic year, each student is required to pay the amount for affiliated to health centers.

Professional Conduct during field visits:

1. Maintain appropriate behavior during field visits.
2. Gain some basic knowledge before visiting a specific field
3. Maintain appropriate rapport with the person who is explaining the process in different fields.
4. Submit the field visit reports on time after each visit.

Professional Conduct on campus:

1. Maintain appropriate behavior with everyone on campus.
2. Wear appropriate clothing. (no tight clothes)
3. Do not meet anyone on campus without permission from the authorities.
4. Do not take others' mobile phones.
5. Do not leave the campus without permission and a gate pass.

5. DISCIPLINE

1. Students must strictly adhere to the rules and regulations of the college, hostel, clinical, and community areas that are enforced from time to time.
2. Students are expected to maintain proper silence in the institution and clinical premises to prevent disruption and distractions during work.
3. The student will be responsible for replacing any damaged or lost equipment in the Institute, Library, Labs, Hostel, or Hospital. Charges for the replacement will need to be deposited by the student.
4. Mobile phones are not allowed on college and hostel premises.
5. Resting, napping, or sleeping is not permitted in the classroom.
6. Assignments must be submitted on time.

7. Misbehaving with other students, staff, or anyone else is subject to punishment. The school's governing body reserves the right to expel a student from school, based on the principal's recommendation for the following reasons:
 - Unsatisfactory behavior or conduct
 - Unhealthy relationships
 - Involvement in any anti-social demonstrations or criminal cases
 - Engaging in ragging activities
 - Failure to meet the prescribed academic standards

Disciplinary action procedures at the institution level

They shall be any one or any combination of the following:

If a student is absent without permission, the class teacher must send 3 notices after the completion of 7 days, with intervals of 10 days. If the student does not respond to the principal/management, their admission will be temporarily suspended without any further notice.

Suspension from attending classes 2 weeks

If anyone violates the disciplinary rules and regulations mentioned above, the disciplinary committee will take action according to the following steps:

For any form of misbehavior (such as using abusive language, giving backtalk, making comments, or displaying aggressive behavior) towards staff, creating disturbances in the classroom, or on the college premises by a student or group of students, a range of disciplinary actions will be taken, including expulsion from the institute. Depending on the severity of their actions, the student may also face legal consequences. A student expelled for disciplinary reasons will not be readmitted to this.

1. Probationary Period for disciplinary action: Students will receive three verbal warnings along with three explanation/apology letters, which must be recorded in the student's anecdotal records/behavioral assessment registers.

- Counsel the student along with their parents.
- If no changes/repetitions are observed in the student, the disciplinary committee will **suspend them from the college for a month.**

2. Expulsion procedure: After the suspension period is completed, if the student persists in repeating the same issues or violating any institutional rules and regulations, the disciplinary committee has the authority to expel them from the course. Expulsion may also involve being barred from admission to any other institution.

After expulsion, the following benefits are not recommended for students:

- Withholding scholarships
- Debarring from taking any class tests, University examination, or evaluation
- Withholding exam results

- Completely sending students out from the hostel
- Preventing participation in academic and non-academic activities such as seminars, workshops, conferences, sports, cultural events, and other activities.

6. ANTI RAGGING POLICY:

INC REGULATIONS ON RAGGING

Indian Nursing Council (INC) has made it very clear that all INC approved institutions should strictly follow the directions of honrble Supreme Court of India and Raghavan Committee recommendations without exception. It is clearly mentioned in the regulation that RAGGING is totally banned and anyone found guilty of ragging and /or abetting ragging is liable to be punished.

Ragging includes one or more of the following acts:

- Any behavior by a student or students, whether **through spoken or written words or actions, that involves teasing, treating, or handling a fresher or another student rudely.**
- Students are expected to **treat others with respect - no rough play, fighting, bullying, threats, or harassment is allowed.**
- Students must not disrespect the status, caste, dignity, or honor of other students.
- Ridiculing or insulting other students, which may impact their self-esteem, is prohibited.
- Verbal abuse, aggression, indecent gestures, or obscene behavior are not tolerated.

The Anti-Ragging Committee takes action and issues first and second warnings; if the behavior continues, dismissal will be enforced.

Actions to be taken against students found involve in Ragging

1. The punishment for students involved in ragging should be severe and exemplary to serve as a strong deterrent against future incidents. Any student found guilty of ragging should be banned from enrolling in any technical institution in India.
2. Every incident of ragging should be reported to the local police authorities by filing a First Information Report (FIR) without exception.
3. The Anti-Ragging Committee of the institution should determine the punishment based on the seriousness of the offense.

Possible penalties for those found guilty of ragging may include:

- Cancellation of admission
- Suspension from classes
- Withholding or withdrawing scholarships
- Being barred from taking tests, exams, or other evaluations ■

Withholding results

■ Being prevented from representing the institution in any events ■

Suspension or expulsion from the hostel

■ Expulsion from the institution and being barred from admission to any other institution

4. If the individuals responsible for ragging cannot be identified, the institution should impose collective punishment to create community pressure on potential raggers.
5. The institutional authorities must promptly report any incidents of ragging to the Council and provide updates on the actions taken. The courts should prioritize cases involving ragging to ensure swift justice.

7. INTERNAL ASSESSMENT GUIDELINES

EXAMINATION GUIDELINES:

1. A candidate should attend regular theory and practical examinations.
2. All practical examinations must be held in the respective clinical areas.
3. A candidate must secure a minimum of 50% marks in internal assessment separately in each theory and practical.
4. The practical record must be completed before the start of the university examinations.

THEORY

- Calculation of internal marks will be based on the ongoing and continuous assessment.
- A minimum of three sessional exams and a pre-university examination should be conducted for each subject.
- A total of 2 internal exams will be conducted - 1 pre-university exams. The best score from each (1 sessional and 1 internal exams can be considered for internal marks.
- **Marks of evaluation by other methods like assignments, procedures file, clinical and theory box file, seminars, projects (Assignment & Clinical files, A.V aids File, Community Setup, Research) etc. can be added to the internal marks.**

SCHEME OF EXAMINATION

Semester 1:

S NO	COURSE	ASSESSMENT (MARKS)				
		Internal	End. Sem. College Exam	End. Sem. University Exam	Hours	Total Marks
THEORY						
1	Communicative English	25	25		2	50
2	Applied Anatomy & Physiology	25		75	3	100
3	Applied Sociology & Psychology	25		75	3	100
4	Nursing Foundations I	*25				
	Practical					
5	Nursing Foundations I	*25				

*Will be added to the Internal marks of Nursing Foundations II Theory & Practical Respectively in the next Semester.

SEMESTER II

S NO	COURSE	ASSESSMENT (MARKS)				
		Internal	End. Sem.College Exam	End. Sem.Universit y Exam	Hours	Total Marks
THEORY						
1	Applied bio chemistry, Nutrition & Dietetics	25		75	3	100
2	Nursing Foundations (I& II)	25 (1 ST Sem-25 & 2 ND Sem -25)		75	3	100
3	Health/ Nursing Informatics & Technology	25	25		2	50
Practical						
4	Nursing Foundations I & II	*50 (1 ST Sem- 25 & 2nd Sem -25)		50		100

Semester III:

S NO	COURSE	ASSESSMENT (MARKS)				
		Internal	End. Sem.College Exam	End. Sem.Universit y Exam	Hours	Total Marks
THEORY						
1	Applied microbiology & Infection Control Including safety	25		75	3	100
2	Pharmacology I& Pathology I	*25		75	3	100
3	Adult Health Nursing I	25			3	100
Practical						
5	Adult Health Nursing I	50		50		100

*Will be added to the Internal marks of Pharmacology II & Pathology II & Genetics in the Next Semester.

Semester IV:

S NO	COURSE	ASSESSMENT (MARKS)				
		Internal	End. Sem. College Exam	End. Sem. Universit y Exam	Hours	Total Marks
THEORY						
1	Pharmacology & Pathology (I&II) & Genetics	25 (3 rd Sem-25 & 4th Sem -25)		75	3	100
2	Adult Health Nursing II	*25		75	3	100
3	Professionalism, Ethics & Professional Values	25	25		2	50
Practical						
5	Adult Health Nursing II	50		50		100

Semester V:

S NO	COURSE	ASSESSMENT (MARKS)				
		Internal	End. Sem. College Exam	End. Sem. Universit y Exam	Hours	Total Marks
THEORY						
1	Child Health Nursing, I	*25				
2	Mental Health Nursing I	*25				
3	Community Health Nursing-I including Environmental Science & Epidemiology	25		75	3	100
4	Educational Technology/ Nursing Education	25		75	3	100
5	Introduction to Forensic Nursing & Indian Laws	25	25		2	50
Practical						
6	Child Health Nursing I	*25				
7	Mental Health Nursing I	*25				
8	Community Health Nursing-I	50		50		100

*Will be added to the Internal marks of Child Health Nursing II & Mental Health Nursing I in both theory & Practical respectively in the next Semester.

Semester VI:

S NO	COURSE	ASSESSMENT (MARKS)				
		Internal	End. Sem. College Exam	End. Sem. University Exam	Hours	Total Marks
THEORY						
1	Child Health Nursing I & II	25(5th Sem-25 & 6th Sem -25)		75	3	100
2	Mental Health Nursing I & II	*25(5th Sem-25 & 6th Sem -25)		75	3	100
3	Nursing Management & Leadership	25		75	3	100
4	Midwifery & Obstetrics & Gynecology I	25				
Practical						
6	Child Health Nursing I & II	50(5th Sem-25 & 6th Sem -25)		50		100
7	Mental Health Nursing I & II	50(5th Sem-25 & 6th Sem -25)		50		100
8	Midwifery & Obstetrics & Gynecology I	*25				

*Will be added marks of Midwifery II Theory & Practical Respectively in the next Semester.

Semester VII:

S NO	COURSE	ASSESSMENT (MARKS)				
		Internal	End. Sem. College Exam	End. Sem. University Exam	Hours	Total Marks
THEORY						
1	Community Health Nursing II	25		75	3	100
2	Nursing Research & Statistics	*25		75	3	100
3	Midwifery & Obstetrics & Gynecology, OBG Nursing I& II	25(6th Sem-25 & 7th Sem -25)		75	3	100
Practical						
4	Community Health Nursing II	50(6 th Sem-25 & 7th Sem -25)		50		100
7	Midwifery & Obstetrics & Gynecology, OBG Nursing I& II	50(6th Sem-25 &7th Sem -25)		50		100

Semester VIII:

S NO	COURSE	ASSESSMENT (MARKS)					
		Internal	End. Sem. College Exam	End. Sem. University Exam	Hours	Total Marks	
	THEORY						
	Practical						
1	Competency Assessment	100		100		200	

- The class average of internal assessments mark of theory should not exceed 75% of Maximum marks.
- The candidate must secure 50% marks for internal assessment in theory in a particular subject in order to be eligible to appear in the KNRUHS examination of the subject.
- The internal marks shall be signed by the candidate before transmission to the KNRUHS.

ASSESSMENT GUIDELINES

- **Grading of Performance**
- Based on the performance, each student shall be awarded a final grade at the end of the semester for each course.
- Absolute grading is used by converting the marks to grade, based on predetermined class intervals.
- UGC 10 point grading system is used with pass grade modified.
- **Letter grade Grade point Percentage of marks**
- (Outstanding) 10 100%
- A+ (Excellent) 9 90-99.99%
- A (Very Good) 8 80-89.99%
- B+ (Good) 7 70-79.99%
- B (Above Average) 6 60-69.99%
- C (Average) 5 50-59.99%
- P (Pass) 4 40-49.99%
- F (Fail) 0

INTERNAL ASSESSMENT GUIDELINES

THEORY

CONTINUOUS ASSESSMENT: 10 marks

- Attendance – **2 marks** (95-100%: 2 marks, 90-94: 1.5 marks, 85-89: 1 mark, 80-84: 0.5 mark, <80: 0)
- Written assignments (Two) – **10 marks**
- Seminar/microteaching/individual presentation (Two) – **12 marks**
- Group project/work/report – **6 marks**

Total = 30/3 = 10

- ✓ If there is mandatory module in that semester, marks obtained by student out of 10 can be added to 30 totalling
- ✓ **40 marks**
- ✓ **Total = $40/4 = 10$ marks**

SESSIONAL EXAMINATIONS: 15 marks

- ✓ Two sessional exams per course

Exam pattern:

- ✓ MCQ – $4 \times 1 = 4$
- ✓ Essay – $1 \times 10 = 10$
- ✓ Short – $2 \times 5 = 10$
- ✓ Very Short – $3 \times 2 = 6$
- ✓ **30 marks $\times 2 = 60/4 = 15$**

PRACTICAL

CONTINUOUS ASSESSMENT: 10 marks

- Attendance – **2 marks** (95-100%: 2 marks, 90-94: 1.5 marks, 85-89: 1 mark, 80-84: 0.5 mark, <80: 0)
- Clinical assignments – **10 marks**
- ✓ (Clinical presentation – 3, drug presentation & report – 2, case study report – 5)
 - Continuous evaluation of clinical performance – **10 marks**
 - End of posting OSCE – **5 marks**
 - Completion of procedures and clinical requirements – **3 marks**

Total = $30/3 = 10$

SESSIONAL EXAMINATIONS: 15 marks

Exam pattern:

- ✓ OSCE – 10 marks (2-3 hours)
- ✓ DOP – 20 marks (4-5 hours)
- ✓ *{DOP – Directly observed practical in the clinical setting}*

Total = $30/2 = 15$

- ✓ **Note:** For Adult Health Nursing I, Adult Health Nursing II, Community Health Nursing I & Community Health Nursing II,
- ✓ the marks can be calculated as per weightage. Double the weightage as 20 marks for continuous assessment and 30 for
- ✓ sessional exams.

COMPETENCY ASSESSMENT: (VIII SEMESTER)

- ✓ **Internal assessment**
- ✓ Clinical performance evaluation – 10×5 specialty = 50 marks
- ✓ OSCE = 10×5 specialty = 50 marks
- ✓ **Total = 5 specialty $\times 20$ marks = 100**

ASSIGNMENT POLICY

Schedule of assignments as per syllabus made known to students in the beginning of academic year with date of submission notified.

- Assignments evaluated and feedback given to students within 15 days of submission.
- Weightage of assignments in internal assessment shall be informed to the students.

Weightage of assignments in internal assessment

Assignments	Marks
Theory (Class assignments)	5
Practical (Care Plan, Case Study, Case Presentation)	25

- Minimum number of assignments as per the syllabus will be provided for each subject. Record the details of assignments submissions and marks.

INTERNAL ASSESSMENT POLICY

Internal assessment

- a) There shall be a minimum of 3 periodic assessments, for each subject (theory, viva and practical as the case may be) of which the final one shall be in the Board examination
- b) Average of the marks of the best two of the periodical assessments and pre - university exam marks shall be taken as internal assessment mark of the candidate.
- c) The class average of internal assessment marks of theory and practical in each subject shall not exceed 75% of Maximum marks for regular examinations and 80% for supplementary examinations. (This clause shall not be applicable where there is only one student registered for the course.)
- d) One more chance may be given for the slow learners for theory internal assessment.
- e) Declaration of internal examination results within 15 working days after its completion.
- f) The class average of internal assessment for an examination shall be calculated based on the total number of candidates in a particular batch appearing for that internal assessment examination.
- g) Schedule of internal assessment need to be included in the annual rotation plan.
- h) Timetable for internal examination to be informed to the students one week prior.
- i) Common register to be maintained for internal assessment for each batch.
- j) The internal marks shall be signed by the candidate before transmission to KNRUHS

REMEDIAL CLASSES:

1. Revision classes should be conducted if more than 10 students fail in a particular subject/unit.
2. Re-exams will be conducted until the student is competent.
3. Passing marks will be assigned to failing students when they write answers two times.
4. Extra classes are given to weaker students, and a register for remedial classes is maintained.
5. Mentors are assigned to students to motivate them.

8. POLICY FOR COMPENSATION OF LOST DAYS

- 100% attendance is required for practical experience in all subjects.
- Missed days due to medical reasons may be made up on holidays upon request by students in order to meet the eligibility criteria for board examinations.
- All other missed days can be made up according to the convenience of the institute at the end of the course.

9. GREVIENCE CELL:

- The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion boxes provided in front of the College/Hostel building.
- The counseling will be offered where the matter can be resolved
- Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ principal level.

- For other grievances that require review shall be redressed by receiving written and signed application and will be added in their anecdotal record.
- As soon as the application is received, the management shall review the complaint and invites both the parties for clarifying the issue.

10. TRANSPORT FACILITIES

- The school will provide transportation to students for clinical experiences and field visits.

11. SCHOLARSHIP

- All qualified applicants for scholarship must present the necessary documents to the office on the day of admission, including their full name, date of birth, and a link to their bank account, mobile device, Aadhar card, and pan card. (Income certificate of student & parents, caste, residence/ Domicile, ration & Pan card)
- Those who have applied for a scholarship and discontinue the course must present an affidavit along with a refund of a scholarship if it was provided by the Government otherwise all original documents will be withheld.
- For this reason, all individuals who have enrolled in courses other than B.Sc and Study Gap are required to submit documentation and an affidavit.
- No one who is a resident of another state is eligible to apply for a scholarship.

12. HOSTEL RULES AND REGULATIONS

Students shall abide by rules and regulations, maintain decorum and behave orderly in the hostel and underlined acts are strictly prohibited in or around the campus:

- Students will not be allowed to use of phones in the hostel. In case phones are found, students will be liable for the punishment decided by the principal with the consent of management.
- Students are not allowed to keep costly items like Jewelers, money etc....
- Without prior permission, the authorities have the right to search hostel or student's personal belongings any time to maintain discipline and decorum.
- Students should be modestly dressed in and outside the campus during the course of study. (Chudidhar only in Public areas)
- Watching movies on TV is allowed only on Sundays while English News can be watched daily at 7.30PM.
- Wastage of food and electricity is not allowed and food is not allowed to carry to the living rooms
- Students are advised that lights, fans, taps should be switched off when not in use in order to avoid penal actions

13. GRIEVANCE CELL:

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- Watching movies on TV is allowed only on Sundays while English News can be watched daily at 7,30PM.
- Wastage of food and electricity is not allowed and food is not allowed to carry to the living rooms

- Students are advised that lights, fans, taps should be switched off when not in use in order to avoid penal actions.
- Students are responsible for the care of the furniture, personal belongings and for the cleanliness of their own rooms, common rooms, bath rooms, toilets, wash rooms etc....
- Any damage to the hostel/school/ hospital property done by the students will be compensated by the student.
- The students are not allowed to use any type of electrical appliances in the hostel/ school.
- In case of indiscipline in the hostel, after enquiry student may be asked to vacate the hostel immediately.
- All the students will be gathered in the hall by 9.30 pm and give attendance to the Hostel Director.
- All the room lights to be switched off by 10.00pm and those who are interested in studying should be in study hall.
- Students are not allowed to visit faculty rooms nor are the faculties allowed to visit students' rooms.
- Juniors are not allowed to visit seniors' rooms as well as friends
- Resident student shall vacate the rooms immediately on the completion of the academic year and handover with no due form signature by concerned departments.

VISITORS

- Need to submit list of visitors or relatives with photographs who will visit the student in the academic year.
- The visitor list, once provided during selection/admission, along with photographs of the relatives, will not be altered. Any updates to the information should be communicated to the principal/hostel incharge for further changes.
- No visitors are allowed to see students unless his/her signature & photograph have been provided to the Institute duly signed by the concerned persons
- Students are allowed to visit parents only on second Sundays if needed other days prior permission needed by the Principal/Hostel Director.
- In case night stay of any visitors are allowed with the permission of the authority.

OUTINGS

- The students are allowed to go on an outing only on the second Sunday, along with their parents/guardians. The outing is from 10:00am to 1:00pm
- Letter of permission should be written and signed with contact number which is attested by Parent/Guardian and submit to Principal and Hostel Director

ABSENCE FROM THE HOSTEL

- Students going out of the hostel shall be marked as absence signing the register and giving the correct address and contact information. They are expected to be back in time with outgoing pass signed by the Parents/ Guardians and report in writing to the authorities only after getting approval in writing from the concerned tutor on the clinical area.

- Students are responsible for the care of the furniture, personal belongings and for the cleanliness of their own rooms, common rooms, bath rooms, toilets, wash rooms etc...
- Any damage to the hostel/school/ hospital property done by the students will be compensated by the student.
- The students are not allowed to use any type of electrical appliances in the hostel/ school.
- In case of indiscipline in the hostel, after enquiry student may be asked to vacate the hostel immediately.
- All the students will be gathered in the hall by 9.30 pm and give attendance to the Hostel Director.
- All the room lights to be switched off by 10.00pm and those who are interested in studying should be in study hall.
- Students are not allowed to visit faculty rooms nor are the faculties allowed to visit students' rooms.
- Juniors are not allowed to visit seniors' rooms as well as friends
- Resident student shall vacate the rooms immediately on the completion of the academic year and handover with no due form signature by concerned departments.

VISITORS

- Need to submit list of visitors or relatives with photographs who will visit the student in the academic year.
- The visitor list, once provided during selection/admission, along with photographs of the relatives, will not be altered. Any updates to the information should be communicated to the principal/hostel incharge for further changes.
- No visitors are allowed to see students unless his/her signature & photograph have been provided to the Institute duly signed by the concerned persons
- Students are allowed to visit parents only on second Sundays if needed other days prior permission needed by the Principal/Hostel Director.
- In case night stay of any visitors are allowed with the permission of the authority.

OUTINGS

- The students are allowed to go on an outing only on the second Sunday, along with their parents/guardians. The outing is from 10:00am to 1:00pm
- Letter of permission should be written and signed with contact number which is attested by Parent/Guardian and submit to Principal and Hostel Director

ABSENCE FROM THE HOSTEL

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PERSONAL BELONGINGS

- Keeping the personal belongings is the responsibility of the individual student.
- Students are allowed to open Bank Account personally.
- If costly items are missing management is not responsible.

MESS RULES

- It is compulsory all the students follow timings of the mess.
- No students are allowed to carry food outside of the dining hall.
- Sick students can stay in sick room and food will be served there
- Students are not allowed to waste food and water
- The management has the right to revise rules and regulations from time to time.
- Only chudidar will be allowed in common places.
- Mess fee should be paid in two instalments in a year.

EXAMINATION COMMITTEE

The examination committee members consist of

- ❖ The Principal
- ❖ One coordinator from each year (1st, 2nd, 3rd & 4th years).

OBJECTIVES:

1. The examination committee should evaluate the level of questions.
2. The committee is responsible for the process of conducting internal exams according to the schedule.
3. The question paper should include the following levels of Bloom's taxonomy:
 - a. **Remember:** who, what?
 - b. **Understand:** how would you generalize?
 - c. **Apply:** how would you demonstrate?
 - d. **Analyze:** how can you sort the different parts?
 - e. **Evaluate:** what criteria would you use to assess?
 - f. **Create:** what would happen if?
4. The question paper should be written in simple language for better understanding by the students.
5. The question paper should include MCQ, short notes, very short notes and essay type questions.
6. The question paper should be prepared according to the semester
7. The blueprint and answer key should be submitted along with the question paper one week prior to the exam by the subject coordinator.
8. The committee has the authority to ask the subject coordinator to change the question if it is out of syllabus.

Signature of the Director

Signature of the Principal

THE CLINICAL COORDINATION COMMITTEE

The Clinical Coordination Committee consists of representatives from each hospital where our students receive clinical exposure, including

- The Medical Superintendent, HR, Administrator, Nursing superintendent, and Ward Incharge.
- From the college, representatives include the Principal and Speciality/Subject Incharge.
- The committee will meet three times during the posting (before, during, and after) to discuss objectives, clinical rotations, and student-patient ratios by specialty.
- Any clinical issues will be discussed in these meetings.
- In case of a needle stick injury, it will be reported to HSE, and post-exposure prophylaxis will be provided.

The ward in charge will:

- Supervise the student's procedures, monitor student's behaviour and progress.
- Assign students in ward as needed.
- Also report any misbehaviour or misconduct of students to the in-charge tutor.

The Incharge tutor will:

- Teach and demonstrate procedures in the ward.
- Observe student re-demonstrations until they are competent in the procedure.
- Conduct bedside viva.
- Constantly communicate with ward staff to monitor the progress and behaviour of the students.
- Continuously monitor the students throughout their training and provide feedback.