

ST ANDREWS COLLEGE OF NURSING, PUNE

EXAM CIRCULAR

GENERAL NOTICES

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, Nashik
Winter - 2025 Phase - III Theory Examination Time Table
Examination I.C, M.P. Hon. and U.G. Courses University Theory Examinations

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CODE OF CONDUCT HANDBOOK

Class and clinical attendance for the student:

1. As per rules by INC, MNC, and MUHS for appearing the final MUHS examination, minimum of 80% theory attendance and 100% clinical attendance is mandatory. Failure to do so will cause the student to be not eligible for appearing the university exams.
2. Students should be present for the class or clinical posting 15 minutes before the commencement of classes or clinical areas.
3. Students should be present 15 minutes before the class or clinical posting is 8.45 am to the college.
4. Each student should wear their identity card always in college as well as clinical posting.
5. In case of emergency or sickness it has to be communicated to the class coordinator either through phone/sms/email.
6. If a student takes sick leave for more than 2 days, he/she should submit a medical certificate from a registered physician.
7. Students belonging to SDA community need to compensate their deficit hours of duty; thus as a provision they could complete the deficit hours of Saturday by doing duty on Sundays.

Leaves and Vacations

1. All students should be present on the last day before vacation and the first day after vacation whenever it is declared. Failure to do so will result in the entire period of vacation to be counted as absenteeism. In addition he/she will not be allowed to attend classes/clinics and the students reported as absent will be marked as such from parents.
2. Prior permission with written request for any kind of leave from the principal through the class coordinator is compulsory. Makeup for those days is compulsory.
3. Leave other than sickness should be taken at least one week prior written permission by the Principal through the class teacher.
4. In case of marriage of immediate relative, 15 days prior permission to be obtained with request letter from parents.

Assignment/project submission for the student:

1. Use of A4 size plain papers for assignments.
2. All students should submit assignments on time, given by their respective Clinical supervisor/subject teacher.
3. All students should complete their assignments on their own efforts. Copying assignments of other classmates or seniors is not allowed.
4. Teachers will provide a submission date for each assignment allotted to the student. The students are to abide by the date. Failure to do will cause 2marks on the 2nd day of submission and -5 marks on the 5th day of submission.

Submission: Submission after this will not be accepted and that particular assignment will be marked as 'zero'.

5. If the student does the proxy sign of anyone e.g. to sign, non-teaching, librarian or parents, etc. in their assignment or project, they may incur a fine of Rs. 500/- for each assignment.
6. Any grievances regarding assignments or internal assessment has to be submitted to the concerned committee and class coordinator.
7. During examination and preparatory leave duration, no students are allowed to take leave for any reason.

Classroom code of conduct

1. Class rooms should always be kept clean. And if found dirty, the student (whoever class as per situation) will be clean the classroom.
2. Students are strictly informed to speak only in English in college as well as clinical.
3. For any misconduct surrounding the premises of the college, students, the student's parents will be informed by sending letter through the institution's post box or any other mode of written or verbal communication and if found the student will be rusticated from the college for 15 days.
3. The monitor should ensure that all fan, electric lights are switched off, while leaving the classroom.
4. LCD, laptop and other college A.V. aids should be handled with utmost care. Laptops should not be used for any other purpose. Games, messaging or messaging is not allowed. If used other than for instruction purpose fine of Rs. 500/- will be collected from the student.
5. Any instruments manufactured for usage and lost with this A.V. aids should be compensated immediately to the concerned authority. If the damaged is caused by the students they will have to pay for damaged caused.
6. Students have to surrender the mobile phone before the beginning of class every day. Use of mobile is allowed during free time of 15 minutes. If a student is found using mobile during class hours a penalty of 500/- will be collected and the mobile will be confiscated by the college for 5 days.
7. Students should respect all the Management authorities, teaching and non-teaching staff of the college, seniors students, as well as the sister-in-charge of the college.
8. Students should have their breakfast before the college begins.
9. Students should take care of the college and hospital property and should help to maintain it. They should not scribble or write on the tables, chairs and walls.

College premises

1. Students should not meet any visitors during college and clinical hours unless permission is granted.
2. Students should not enter or stand near the Principal's office / staff room or corridor without permission/reason.
3. Students should maintain decorum and discipline while he/she is in college premises.
4. Except for lunch timings no student will sit in the side corridors.

Dress code for the student:

1. All students should wear taat, clean and ironed college uniform for the entire day in the college.
2. In clinical areas, complete clinical uniform should be worn compulsorily. A complete uniform includes white clean dress, a college identity card, a black colored stockings and a white cap.
3. Students should not wear any ornaments like rings, bangles, chains, etc. in the college. Students are not allowed to wear any ornaments like rings, bangles, chains, etc. in the college.
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