

Shriram Shikshan Sanstha's
Shriram Institute of Nursing, Paniv
Tal. Malshiras, Dist.Solapur

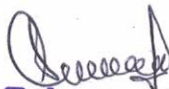
STUDENT CODE OF CONDUCT POLICY

General Rights & Responsibilities of Student

1. Students of a SHRIRAM SHIKSHAN SANSTHA'S have the right to:
 - a) Be free from discrimination based on race, religion, ethnicity, political affiliation, age, sex, disability or any other matter of personal preference.
 - b) Have freedom of expression.
 - c) Freedom of assembly and association, however such freedom should not hinder the effective conduct of classes.
 - d) Fair evaluation.

2. Students of a SHRIRAM SHIKSHAN SANSTHA'S have the following responsibilities:
 - a) To become familiar with the provisions of this Code and all the other policies of their Institute.
 - b) Conduct himself/herself properly.
 - c) Maintain proper behavior.
 - d) Maintain strict discipline both within the campus & outside of the Institution, and also in hostel




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Ethics and Conducts.

1. This Code shall apply to all kinds of conduct of students that occurs at Institute/campus premises including Trust/institute sponsored activities, functions hosted by other recognized organizations or any off-campus conduct that have serious consequences or adverse impact on the Trust/Institute's Interest or reputation.
2. At the time of admission, each student must sign a statement accepting this Code of Conduct policy.
3. All students must follow DO'S and DON'TS related to prevailing rules & regulation. (Please refer to Appendix "I")
4. Failure on the part of the student to abide by the disciplinary rules will result in punishment and such decision of the competent authority will be final. (Please refer to Appendix "II")
5. Misconducts observed will be reported towards competent authority as per policy deviation matrix. (Please refer to Appendix "III")

Power of Competent Authority (Dean/Principal)

1. Dean / Principal of Institute will issue notice in writing to the concerned student about his alleged act of misconduct/indiscipline.
2. Student charged shall be required to submit his/her written representation about such charge/s within 07 days of the notice.
3. If the student fails to submit written representation within specified time limit, the inquiry may be held ex parte.
4. If the student charged admits the charges in writing, Dean / Principal of Institute will finalize punishment and student shall abide to such disciplinary decision.
5. If the student charged denies the charges in writing, the inquiry will be held.
6. Dean / Principal of Institute will issue enquiry committee formation order.
7. During Inquiry the student charged shall be required to produce documents, if any in support of his defense.
8. Inquiry Authority shall record findings on each misconduct or indiscipline, and submit the report along with proceedings to the Dean / Principal of Institute.
9. Dean / Principal of Institute on the basis of findings shall pass punishment order.



Do and Don'ts

| Sr. No. | Description | Do | Don'ts |
|---------|---|---|---|
| 1 | Dress Code | 1) Be decently dressed when coming out of your hostel room. 2) Wear authorized dress while going for your class, library, and hospital duty. | Wear vulgar and socially unacceptable clothes in the campus. |
| 2 | Communication | Read the AETCOM book(s) prescribed by MCI. | 1) Use abusive and / or slang language. 2) Forge signature or use proxy signature in any written communication. |
| 3 | Political Activity | | Indulge in any political activity on the campus. |
| 4 | Indulging in Quarrels and Fights | | Indulge in any quarrel and fight. |
| 5 | Indulging in Anti- Social Activities | | Indulge in any anti-social activity. |
| 6 | No Vehicle Campus | If possible, bring your own bi-cycle for commuting inside the campus. | Bring any self-propelled two wheeler or four wheeler to the campus. |
| 7 | Willfully Causing Damage to the Campus Bi-Cycle | | Damage or abuse the bi-cycle made available for common use. |
| 8 | Hostel | | <ol style="list-style-type: none"> 1) Change your allotted room without prior permission. 2) Damage the hostel furniture and fixture. 3) Dump food and other waste in the commode. 4) Take outside visitor(s) to your room. 5) Adopt any pet(s). 6) Use plastic bags or plastic packing material. 7) Use electrical appliances viz. electric hotplate, water heater, and iron in the room. 8) Keep visitors (parasites) in the room. 9) Shout slogans and / or create noise. 10) Violate silence hours i.e. between 10 pm to 6 am |

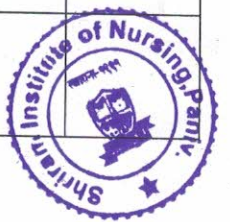


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|----|--|--|---|
| | | | <ul style="list-style-type: none"> 11) Play loud music. 12) Party till late night in the room or corridors or anywhere in hostel. 13) Write or paint on the walls. 14) Waste electricity and water. 15) Gamble in the room or corridors or anywhere in hostel. 16) Celebrate the religious festival outside your room. 17) Leave hostel at night without out-pass. 18) Leave campus without out-pass. |
| 9 | Mess | Follow all the "Students' Mess" rules and regulations given in the "Students' Mess" policy and procedures manual. | <ul style="list-style-type: none"> 1. Arrive for a meal after the dining time. 2. Waste food. 3. Behave rudely with the mess staff. 4. Take mess dining plates and cutlery to the room. |
| 10 | Sports Ground | | <ul style="list-style-type: none"> 1. Fight on the sports ground. 2. Abuse the sports equipment. |
| 11 | Smoking | | Smoke when in the campus. |
| 12 | Substance / Drug Abuse | Report any incidence of possession and / or consumption of any narcotic and / or psychotropic substance. | <ul style="list-style-type: none"> 1. Possess any narcotic or psychotropic substance. 2. Consume any narcotic or psychotropic substance. 3. Trade in any narcotic or psychotropic substance. |
| 13 | Ragging | Report any incidence of ragging. | Rag and / or be a mute spectator of ragging. |
| 14 | Sexual Harassment | Report any incidence of sexual harassment. | Commit any sexual harassment and / or be a mute spectator of sexual harassment. |
| 15 | Theft | Report any incidence of theft immediately on occurrence. | Steal. Theft is a cognizable offence. |
| 16 | Possession of Arm(s) and / or Ammunition | Report if anybody is in possession of any arm(s) and / or ammunition | Do not have possession of any kind of arm(s) and / or ammunition |
| | Instigating or inciting any religious bias and / or sentiments | Report any incidence of instigation or incitement of religious sentiments and / or bias immediately on occurrence. | Indulge in instigating or inciting any religious bias and / or sentiments. |
| | Internet facility | Use internet facility for academic purpose only. | <ul style="list-style-type: none"> 1. Indulge in any kind of misuse internet facility. 2. Indulge in any form of cybercrime. |



Policy Deviation Matrix

| <u>Sr. No.</u> | <u>Description</u> | <u>Offence</u> | <u>Deviation Reporting Authority</u> | <u>Deviation report submission towards</u> | <u>Action Taking Authority</u> |
|----------------|---|---|--|--|--|
| 1 | Dress code | Wears indecent and socially unacceptable dress in the campus. | Faculty, Administrative officer, Student section | Head of Institution | Head of Institution |
| 2 | Communication | Use abusive and / or slang language. Forge signature, use proxy signature. | Student, faculty, warden, rector, administrative officer | Head of Institution | Head of Institution |
| 3 | Political Activity | Indulged in political activity. | Academic Incharge, Student Section | Head of Institution | Head of Institution |
| 4 | Indulging in Quarrels and Fights | Indulged in a quarrel or a fight. | Student section, Administrative officer | Head of Institution | Head of Institution |
| 5 | Indulging in Anti- Social Activities | Indulged in an anti-social activity. | Student section, warden, rector, security staff, Administrative officer | Head of Institution | Head of Institution |
| 6 | No Vehicle Campus | Brought two wheeler (Scooter/ motor cycle etc.) or four wheeler on the campus. | Student section, warden, rector, security staff, Administrative officer | Head of Institution | Head of Institution |
| 7 | Willfully Causing Damage to the Campus Bi-Cycle | Damaged the campus bi-cycle. | Security, warden, rector | Head of Institution | Head of Institution |
| 8 | Hostel | Changed the allotted room without prior permission. Damaged the hostel furniture and / or fixture(s). Dumped the food and / or other waste in the commode. Entertained outside visitors in the room. | Security, warden, rector warden, rector warden, rector warden, rector | Head of Institution Head of Institution Head of Institution Head of Institution | Head of Institution Head of Institution Head of Institution Head of Institution |



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| | | Adopted a pet. | warden, rector | Head of Institution | Head of Institution |
| | | Uses plastic bags and / or plastic packing material. | warden, rector | Head of Institution | Head of Institution |
| | | Uses/ used electric hotplate/ water heater/ iron in the room. | warden, rector | Head of Institution | Head of Institution |
| | | Kept visitor (parasite) in the room. | warden, rector | Head of Institution | Head of Institution |
| | | Shouts slogans and / or creates noise in the hostel. | warden, rector | Head of Institution | Head of Institution |
| | | Violated the silence hour. | warden, rector | Head of Institution | Head of Institution |
| | | Plays / played loud music. | warden, rector | Head of Institution | Head of Institution |
| | | Parties till late night in the room or in the corridor or in the hostel premises. | warden, rector | Head of Institution | Head of Institution |
| | | Writes or paints on the wall(s). | warden, rector | Head of Institution | Head of Institution |
| | | Wastes electricity and / or water | warden, rector | Head of Institution | Head of Institution |
| | | Gambles in the room or in the corridor or in the hostel premises. | warden, rector | Head of Institution | Head of Institution |
| | | Celebrates the religious festival outside your room. | warden, rector | Head of Institution | Head of Institution |
| 9 | Mess | Arrives late for dining. | F& B team | Head of Institution | Head of Institution |
| | | Wastes mess food. | F& B team | Head of Institution | Head of Institution |
| | | Behaves rudely with the mess staff. | F& B team | Head of Institution | Head of Institution |
| | | Takes mess dining plates and cutlery to the room. | F& B team | Head of Institution | Head of Institution |
| | Sports Ground | Fought on the sports ground. | Physical Director | Head of Institution | Head of Institution |
| | | Abuses the sports equipment. | Physical Director | Head of Institution | Head of Institution |
| 11 | Smoking | Found smoking. | Security, warden, rector | Head of Institution | Head of Institution |



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|----|--|--|---|---------------------|---------------------|
| 12 | Substance / Drug abuse, | Possessed and / or consumed narcotic and / or psychotropic substance. | Security, warden , rector | Head of Institution | Head of Institution |
| 13 | Ragging | Ragged or found ragging. | Security, warden , rector | Head of Institution | Head of Institution |
| 14 | Sexual Harassment | Indulged in or found indulging in sexual harassment. | Victim | Head of Institution | Head of Institution |
| 15 | Theft | Indulged in theft. | Victim | Head of Institution | Head of Institution |
| 16 | Possession of Arm(s) and / or Ammunition | Found in possession of arm(s) and / or ammunition. | Security, warden , rector | Head of Institution | Head of Institution |
| 17 | Instigating or inciting any religious bias and / or sentiments | Found in instigating or inciting religious bias and or sentiments on the campus. | Victim | Head of Institution | Head of Institution |
| 18 | Internet facility | Found misusing internet facility. | Security, warden , rector, administrative officer | Head of Institution | Head of Institution |
| | | Found indulging in any kind of cybercrime. | Administrative Officer | Head of Institution | Head of Institution |

Note: Any SHRIRAM SHIKSHAN SANSTHA'S employee or student found that any student has indulged in above offences, then he/she should immediately communicate with student section and accordingly student section will initiate further action.



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Misconduct Report and Action upon misconduct

| Sr. No. | Action By | Description Of Action |
|---------|---|--|
| 1 | Victim/Observer/Deviation reporting authority of Misconduct | He/She will inform to reporting authority/Student Section regarding Misconduct. |
| 2 | Head of Institution | He/She will issue notice in writing to the concerned student about his alleged act of misconduct/indiscipline. |
| 3 | Alleged Student | <p>A) He/she will submit his/her written representation towards HOI about such charge/s within 07 days of the notice and accepted charges.</p> <p>B) He/she will submit his/her written representation towards HOI about such charge/s within 07 days of the notice and denies charges.</p> <p>C) He/she will fail to submit written representation towards HOI about such charge/s within 07 days of the notice.</p> |
| 4 | Head of Institution | <p>A) As the student charged admits the charges in writing, HOI will finalize punishment as per Appendix "II"</p> <p>B) As the student charged denies the charges in writing, HOI will Issue enquiry committee formation order. As the student fails to submit written representation towards HOI about such charge/s within 07 days of the notice, HOI will</p> <p>C) Issue enquiry committee formation order</p> |
| 5 | Enquiry Committee | Will Conduct enquiry and Call alleged student before committee for explanation. |
| 6 | Alleged Student | He/She will produce supporting evidences before committee. |
| 7 | Enquiry Committee | Will submit enquiry report towards HOI alongwith recommendation of punishment as per Appendix "II" |
| | Head of Institution | He/she will finalize punishment and issue order. |



(Signature)
Principal