Sumantai Wasnik Institute of Nursing, Nagpur

Student Rules, Regulations and Disciplinary Code

Applies to all students of all programmes. Issued by the Principal.

This Code is read together with the regulations of the Indian Nursing Council (INC), the Maharashtra Nursing Council (MNC), the Maharashtra University of Health Sciences (MUHS) and the laws of India. In case of conflict, those regulations and laws prevail.

Part A: General Provisions

1. Application and Interpretation

1.1 This Code binds every student from admission until leaving the institute, including vacations and periods of suspension.

1.2 It applies on campus, in the hostel, in every hospital, community and field area of posting, in institute transport, on tours and at events, and on any online platform where the student is identified with the institute or the matter concerns the institute community (Section 16).

1.3 Ignorance of this Code is no excuse. Every student and parent/guardian signs the Undertaking (Section 29) at admission and every year.

1.4 A nurse is accountable for patient safety and public trust. The institute therefore enforces this Code strictly and equally on every student.

1.5 Meanings used in this Code:

- Day: any day on which classes, postings, examinations or duties are scheduled, including Saturdays and notified Sundays and holidays. Working day excludes Sundays and notified holidays.
- Half-day: an absence counted under Section 3.5.
- Committee: the Disciplinary Committee under Section 2.
- Convener: a senior faculty member appointed by the Principal, as Convener of the Committee.
- Senior Student Leader: a student appointed in writing under Section 21.
- Student Council: the body of student office-bearers, Heads and In-charges under Section 21A, with the Principal as President and an Advisor and Co-Advisor who only advise.
- Notice: takes effect from the day it is displayed or circulated. Not having seen a notice is no excuse.

1.6 Order of precedence: the law of India; INC, MNC and MUHS regulations; this Code; the Principal's notices issued under this Code.

2. Authority and Disciplinary Machinery

2.1 Principal. The Principal is the chief authority of the institute and passes the final written order in every disciplinary matter, subject to appeal under Section 26.

2.2 Disciplinary Committee. All disciplinary inquiries and penalties under this Code belong to the Disciplinary Committee, except the minor punishments allowed by Section 21A.16.

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- Composition: the Principal (Chairperson); a senior faculty member appointed by the Principal (Convener); all Class Coordinators and Class Teachers; the Vice President and the Disciplinary Head of the Student Council (Section 21A.17); the Hostel Warden for hostel matters; the Clinical Coordinator for posting matters; the Examination In-Charge for examination matters. At least one woman member sits on every matter involving a female student.
- A Senior Student Representative appointed under Section 21 may attend as a non-voting observer in Level 1 and Level 2 matters, never in matters of ragging, sexual harassment or other confidential matters.
- Quorum is the Chairperson (or Convener) and members of the faculty (student members do not count). Decisions are by majority, and the Chairperson has the casting vote.
- The Committee sits as needed, when called by the Principal or the Convener, and within 3 working days of any Level 2 or Level 3 referral. A meeting every month is mandatory, whether or not any matter is pending.
- Level 1 matters may be disposed of by the Convener on behalf of the Committee and are ratified at the next sitting.

2.3 Special bodies. The Anti-Ragging Committee and Squad (Sections 14 and 28.4) and the Internal Committee (Sections 15 and 28.8) handle their own subjects within the timelines the law prescribes. The Unfair Means Committee (Section 8) is a standing sub-committee of the Disciplinary Committee for examination matters.

2.4 Class Coordinators and Class Teachers. Their role is to guide, record and report, not to punish. They are responsible for the education and discipline of their classes, and the Student Council only assists them (Section 21A.5). They may:

- take and maintain attendance and class records;
- give an oral reminder on the spot;
- record any violation in the discipline register and forward a written report to the Convener within 24 hours (the same day for Level 2 and Level 3 matters);
- forward leave applications with their remarks;
- inform parents/guardians when the Committee or Convener directs;
- mentor students and refer them to the counselling cell.

Acting alone, and apart from their membership of the Committee (Section 2.2), they may not impose any fine, written warning, suspension, restriction or other penalty, and may not conduct inquiries. A coordinator or class teacher who is the complainant, a relative or otherwise interested in a matter must not sit in it.

2.5 Area In-Charges. The Hostel Warden, Clinical Coordinator, Examination In-Charge, Transport In-Charge, Library In-Charge and the Anti-Ragging Squad may call out any student for a violation in their area. To call out means to stop the student, ask for name, class and ID card, order the violation to stop, note it down, and report to the Convener within 24 hours. In an emergency they may hold a prohibited or unsafe item against a written receipt and hand it to the Convener. They do not impose penalties. The student must stop, show the ID card, give the correct name and class, and obey. A student who disagrees obeys first and objects in writing afterwards.

2.6 Interim measures. Only the Principal or the Convener may impose an interim restriction (on hostel out-passes, events, bus facility or entry to campus or clinical areas) for up to 3 working days. The Committee confirms, changes or cancels it within 2 working days, failing which it lapses. For a Level 3 offence or any risk to safety, the Principal may suspend the student, remove her/him from the hostel, or restrict entry pending inquiry. This is not a penalty, and parents are informed the same day. Anyone may stop an unsafe act on the spot and call the faculty.

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2.7 Who may do what:

Action	Authority
Oral reminder	Any faculty member, area in-charge, Class Coordinator or Class Teacher; a Senior Student Leader on duty (Section 21)
Reminder Slip (a record, not a penalty)	Senior Student Leader on duty
Minor punishment for a first-time Level 1 offence (Section 21A.16)	Vice President, Secretary or Disciplinary Head of the Student Council, subject to the Convener's review
Fine, written warning, suspension, loss of privileges or any other penalty	Disciplinary Committee only (except minor punishment under Section 21A.16)
Interim restriction up to 3 working days	Principal or Convener
Leave, gate pass, condonation of late marks, correction of records	Principal (the Convener in her/his absence), in writing
Conduct inside the examination hall	Invigilator (Section 7)
Unfair means in examinations	Unfair Means Committee (Section 8)
Rustication or expulsion	Committee's recommendation; Principal's order with Management approval

2.8 Safeguards on every power: call a student out respectfully and, where possible, privately. No shouting, sarcasm, humiliation or public shaming; no corporal punishment; no physical contact; and no pocket or body search outside the examination hall (if a personal search is needed, the Principal calls the police). Every power is subject to Student Rights in Section 26.

Part B: Attendance and Leave

3. Attendance, Punctuality and Biometric Record

3.1 Eligibility for the university examination requires minimum 80% attendance in theory and 100% in practical/clinical in every subject and year, as per INC/MUHS norms. Practical shortfall must be made up in full before the examination. No concession is given beyond what INC/MUHS permit.

3.2 Every student must mark biometric attendance (fingerprint or face, as installed) on arrival and on departure every working day. The biometric record is the primary record and class roll calls are secondary. If they conflict, the biometric record prevails, except where a device failure is certified under 3.8.

3.3 The reporting time is 9:30 a.m. (or as notified for the programme), and for a posting it is the shift time of the site. The device opens 30 minutes before. Any punch after the reporting time is LATE. There is no grace period.

3.4 Late marks. Four late arrivals in a calendar month (not necessarily consecutive) count as one full day of absence, and every further block of four counts as another. Late marks at the institute and at posting sites are added together. The count restarts on the 1st of each month. Parents are informed after the 3rd late mark. On the 4th, the absence is recorded and the student submits a written explanation to the Convener, through the Class Coordinator, within 2 working days. Lateness is dealt with under this Section and not under the repeat-offence rule of Level 1.

3.5 Half-days.

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- A half-day absence is recorded for: a sanctioned half-day leave; absence from either the first or the second half of the working day; a missing out-punch not corrected under 3.6; and leaving before closing time without a gate pass.
- **Three half-days in a calendar month count together as one full day of leave (absence).** This applies whether the half-days were sanctioned or unsanctioned, and whether or not they fall on consecutive days.
- Half-days are added up for the month and every third make one full day. A single remaining half-day stays on record as a half-day. The count restarts on the 1st of each month.
- Absences created by late marks (3.4) are counted separately and then added to the monthly total.
- In a practical or clinical area, half-days counted as one leave must be made up as one full day of duty under Section 10.4.

3.6 A missing out-punch makes the day incomplete and counts as a half-day, unless the student corrects it within 2 working days with a written reason approved by the Convener.

3.7 Leaving before closing time needs a gate pass signed by the Principal or the Convener. Punching in and then leaving the campus or skipping classes without permission (punch-and-leave) counts as absence for the full day.

3.8 A device failure gives no automatic exemption. The student must report to the office at once and sign the manual register with the time, and the office must record the failure that day. A manual entry is valid only if the office confirms the failure. A student whose fingerprint is affected by injury, dirt, wet hands or a bandage must inform the office the same day so that face or card authentication, or verified manual marking, can be arranged. Every student must check that the device shows a successful punch.

3.9 Late marks are condoned only by the Principal's written order, on an application made within 2 working days, in these cases only: (a) a delay of institute transport, certified the same day by the transport in-charge; (b) a documented emergency such as an accident, hospitalisation or a death in the family; (c) a certified device failure; (d) duty assigned by the institute. The following are never condoned: traffic, rain, a missed bus, breakdown of the student's own vehicle, oversleeping, queues, family functions, and hostel or personal reasons. No late mark is recorded where an approved leave or an approved late-reporting letter covers the time.

3.10 Punching for another student, getting punched for by another student, sharing a fingerprint, using photographs, silicone, tape or any false means, and damaging, covering, resetting or tampering with a device or its record are prohibited. Both the giver and the taker are liable.

3.11 The monthly attendance statement, with late marks and half-days, is displayed. A student may object in writing within 7 days, after which the record for that month is final. Only the Principal's written approval can correct a record, and every correction is logged. Staff who alter records without approval are answerable.

3.12 Sundays, holidays, special duties and night duty follow the same rules. For night duty, punch in at the start and out after handover. Rest after night duty, as per the roster, is not absence.

3.13 A student whose attendance in any month falls below 80% is called with the parent/guardian, given a written academic warning, and must attend remedial classes. A student whose attendance is below the INC/MUHS requirement at the end of the term is not sent up for the university examination.

3.14 Penalties under this Section:

- **Late marks 1 to 3 in a month (Level 1): 1st, oral warning recorded; 2nd, written warning; 3rd, written warning, and parents informed.**

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- Every 4th late mark in a month (4th, 8th and so on): one absence is recorded, and the written explanation under 3.4 is required.
- Level 2: repeated missing out-punch, leaving early without a gate pass, punch-and-leave, a false claim of device failure, and punching for another student (both giver and taker; Level 3 on repetition).
- Level 3: damaging, covering or tampering with a device, and falsifying any attendance record.

4. Leave

4.1 Leave must be applied for in writing on the institute format, through the Class Coordinator (who forwards it with remarks), and sanctioned by the Principal at least 3 days in advance. Leave is not a right and is not granted merely because it is applied for. Leave, sanctioned or not, counts toward the attendance requirement in 3.1 unless INC/MUHS norms permit otherwise.

4.2 A half-day leave is applied for on the same format. Three half-day leaves in a calendar month count as one leave (3.5).

4.3 In an emergency, the parent/guardian must inform the Class Coordinator by phone on the same day. The leave application with a registered medical practitioner's certificate must be submitted within 2 days of rejoining. Certificates are verified.

4.4 No leave is granted during university, internal and practical examinations and their preparation period, except in a medical emergency or with the Principal's written approval.

4.5 Leave during a clinical posting needs the approval of the Clinical Coordinator and the Principal, and the missed duty must be made up in full.

4.6 Bereavement: on the death of a parent, sibling, spouse, child or grandparent, leave of up to 7 days is granted on a written request. Missed practicals are made up, and documents are submitted on return.

4.7 Long illness, accident, hospitalisation or pregnancy: inform the Class Coordinator in writing within 3 days. Leave and any extension are as per INC/MUHS norms and the Principal's approval. The institute may assign safe clinical duties and may ask for a fitness certificate before rejoining.

4.8 No student may leave class, ward, posting area or campus during working hours without written permission (gate pass).

4.9 Absence without sanctioned leave is unauthorised. Parents are informed on the 3rd day. After 7 consecutive days a show-cause notice is issued. After 15 consecutive days without valid reason, the name may be struck off the rolls after due notice, and fees paid are not refunded. Unauthorised absence beyond 15 days is a Level 3 offence.

4.10 Participation in notified institute programmes (orientation, seminars, guest lectures, health camps, community programmes, national days, annual day, rehearsals) is compulsory.

4.11 If a student is absent on the working day immediately before and on the working day immediately after a holiday notified in advance (or a block of consecutive holidays), the holiday is not counted as a holiday for that student, and the student is marked absent for the whole period, including the holiday. These days count as absence under Section 3.

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Part C: Academics and Examinations



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5. Academic Work

5.1 Students must attend all lectures, practicals, demonstrations, seminars, tutorials, field visits and remedial classes. In class: be seated before the teacher arrives, rise to greet faculty, keep silence, do not sleep or eat, and leave only with the teacher's permission.

5.2 Assignments, records, procedure books, care plans, case studies and projects must be complete, original and submitted on the due date. Non-submission leads to withholding of internal marks and of eligibility for the university examination.

5.3 Copying, plagiarism, copying another student's records, and getting work done by others are academic misconduct. Using AI tools, websites, a senior's work or purchased work without the teacher's written permission is treated as copying.

5.4 Post-graduate dissertation or thesis, where applicable: topic, protocol and guide approval as per MUHS/INC; ethics committee clearance before data collection; original data only; plagiarism check within the limit set by MUHS/INC before submission; submission by the due dates. Fabricating, falsifying or copying data or text is a Level 3 offence.

6. Examinations: Eligibility, Conduct and Procedure

6.1 This Section covers every assessment: unit and class tests, internal and preliminary examinations, practical and clinical evaluations (procedure demonstration, OSCE, case presentation, care plan, viva), assignments, and the INC and MUHS university examinations. Appearing in every assessment is compulsory.

6.2 Eligibility for the university examination requires: attendance as per Section 3; completion of all records, procedure books, clinical requirements and postings prescribed by INC/MUHS; the minimum internal assessment marks required by INC/MUHS; clearance of all fees and dues; and a satisfactory conduct record. The examination form is forwarded only after the Principal is satisfied that every condition is met. A student under suspension cannot appear in internal examinations unless the Principal permits it. Debarment from a university examination is imposed only where INC/MUHS norms or an inquiry order permit it.

6.3 The schedule for an internal examination is displayed at least 7 days before. Students must check it. Only the Principal may reschedule, and never at a student's request.

6.4 Carry the hall ticket (university examinations) or ID card (internal examinations), and a black pen, pencil, eraser, ruler and, if the notice allows, a non-programmable calculator. Everything else is prohibited in the hall: books, notes, bags, mobile phones, smartwatches, earphones, cameras, programmable devices, pen drives, and any written or printed paper.

6.5 Report 30 minutes before the start. A student arriving within 15 minutes of the start is admitted with a written reason and gets no extra time. Beyond that, the student is not admitted and is marked absent. Traffic, rain, a missed bus and oversleeping are not accepted reasons. A delay certified by the transport in-charge is considered by the Principal. For a vehicle breakdown on the way, inform the examination in-charge by phone before the start and keep proof; a student reaching within 30 minutes of the start may be admitted at the Principal's discretion. No student leaves the hall in the first 30 minutes or the last 15 minutes. For university examinations, MUHS timings and rules prevail.

6.6 In the hall: sit only at the allotted seat; keep bags and belongings where the invigilator indicates, at your own risk; keep silence; raise a hand to ask for anything. Toilet breaks are one student at a time, with

- decide on the spot every matter of conduct and procedure in the hall, including seating, breaks, replacement of material and time lost. Extra time is given only for a delay caused by the institute and is noted in writing.

7.3 Duty to obey. Every student must obey the invigilator at once. A student who objects does so in writing after the examination, never in the hall. Refusing to obey, arguing, or disturbing the hall is a Level 2 offence. Abusing, threatening or assaulting an invigilator is a Level 3 offence and a Category 3 matter under Section 8.

7.4 Records. The invigilator records the facts, takes the student's signed statement (a refusal to sign is noted and the report stands), and reports to the Principal the same day. The invigilator's report is the primary evidence before the Unfair Means Committee.

7.5 Access to the hall. Nobody enters the hall during an examination except the Principal, the Convener, the Examination In-Charge, the invigilators and persons they authorise. Class Coordinators, class teachers, senior students, Student Leaders and parents have no authority in or near the hall.

7.6 Limits. The invigilator's authority is over the conduct of the examination and not over penalties, which the Unfair Means Committee decides under Section 8. The invigilator acts with respect, makes no public accusation, and uses no abuse, humiliation, corporal punishment or unnecessary physical contact. Where the evidence is insufficient the student gets the benefit of doubt and the seat may be changed. The invigilator is answerable to the Principal for the use of these powers. For MUHS examinations, MUHS and centre rules prevail where they differ.

8. Examinations: Unfair Means and Penalties

8.1 Unfair means includes: copying; passing or receiving answers; whispering or signalling; possessing books, notes, slips or any written material; writing on the body, clothes, hall ticket, desk, hand, scale or calculator cover; having a mobile phone, smartwatch, earphone, camera or any electronic device (even switched off) in the hall; exchanging question papers or answer books; taking out an answer book, blank sheet or question paper; impersonation; tampering with an answer book, marks or records; obtaining, photographing, leaking or circulating a question paper; using AI tools or the internet; abusing, threatening or assaulting an invigilator; disturbing or boycotting the examination; refusing to hand over an answer book; destroying evidence; collusion with staff; and pressure on an examiner. An attempt is punished in the same way as the act.

8.2 When unfair means is suspected, the invigilator acts under Section 7. The student may complete the examination unless disturbing others. The Unfair Means Committee (the Principal and at least two faculty members) examines the report. The student submits a written explanation within 24 hours, and the Committee decides within 7 working days.

8.3 Penalties in internal examinations:

- Category 1 (possession without use): a mobile phone, smartwatch, notes or books found in the hall without evidence of use, talking, or a small exchange. Penalty: written warning, fine of ₹50, the item confiscated, and parents informed. A phone is returned only to the parent/guardian.
- Category 2 (use or attempt): copying, passing or receiving, using notes or a phone, writing on the body or hall ticket, exchanging answer books, or a repeat of Category 1. Penalty: zero in that paper, fine of ₹100 to ₹200, suspension for 7 to 15 days, parents called, and a conduct entry.
- Category 3 (gross): impersonation; leaking, photographing or circulating a question paper; tampering with an answer book, marks or records; organised or group copying; assaulting or threatening an invigilator; collusion with staff; or a repeat of Category 2. Penalty: cancellation of the whole examination session (zero in all papers), suspension for a semester or a year, rustication or expulsion, a report to MUHS, MNC and INC, and a police complaint.

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permission, accompanied, for a few minutes, with the time noted. A student who leaves without permission is not readmitted.

6.7 Answer books: write only your roll number or seat number in the space provided. No name, mark, symbol, appeal, religious or obscene remark, or message to the examiner. Use only the answer book and supplementary sheets issued. Do rough work on the last pages and strike it through. Never tear, fold, damage or take out any sheet, answer book or question paper. Sign the attendance sheet only for yourself.

6.8 When time is called, stop writing at once, hand over the answer book personally, and stay seated until all books are counted. Then leave the premises quietly. Discussing the paper in corridors, photographing the question paper, and sharing or posting it anywhere before the last paper of the day ends are prohibited. No celebration, noise or gathering near examination halls.

6.9 Practical, clinical and viva examinations: report 30 minutes early in complete uniform with ID card and your own equipment as notified. A student who arrives after the batch begins is marked absent. Follow the examiner's instructions exactly, and observe hand hygiene, patient privacy, consent, infection control and safety at every step. An unsafe act that endangers the patient is stopped by the examiner and the student fails that component. Do not discuss questions or cases with other batches until all batches finish. Do not argue about marks. Records and logbooks must be complete and signed on the day.

6.10 Internal marks are displayed within 7 days of evaluation. A student may object in writing to the Examination In-Charge within 3 working days, and the Principal's decision is final. Verification and revaluation of university results is only through MUHS, within its timelines.

6.11 No student, parent or guardian may approach an examiner, evaluator or staff member to influence marks by request, pressure, gift, threat or social-media campaign. This is a Level 3 offence.

6.12 Every student must check each detail of the examination form (name, photo, signature, subjects, centre) and pay fees by the due date. The institute is not responsible for loss caused by a student's delay or error. At an examination centre outside the institute, the centre's rules apply in addition to this Code.

7. Authority of the Invigilator

7.1 Full authority. The invigilator has full authority in the examination hall from the time the hall opens until the last answer book is collected and the hall is cleared. Inside the hall the invigilator's word is final, and no other person's instruction overrides it.

7.2 Powers of the invigilator. The invigilator may:

- check hall tickets, ID cards and identity, and inspect pens, scales, pads, calculators, hall tickets, clothing, pockets and sleeves, and require a student to turn out pockets and show hands and sleeves;
- allot, change or reseat any student at any time, without giving a reason;
- seize any book, paper, note, device, suspect material or answer book and keep it as evidence;
- warn a student, stop a student from writing, take away the answer book (endorsed with the time and reason), and remove a student from the hall for unfair means, disturbance, refusal to obey or disrespect, and refuse readmission;
- allow or refuse toilet breaks and any other movement, and refuse entry after the cut-off in 6.5 (subject to the Principal's discretion in the cases listed there);
- stop the examination in the hall in case of disorder and report to the Principal/Convener;
- where there is reasonable suspicion, have a student checked more closely by same-gender staff in a private area in the presence of a witness (female students only by female staff);

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8.4 University examinations: MUHS unfair-means rules apply and the institute reports every case to MUHS. In addition the institute acts under this Code, including suspension from the institute, hostel and clinical postings, and expulsion in Category 3 cases.

8.5 In group or mass malpractice every student in the group is liable, and the Principal may cancel the examination and conduct it again at the cost of the students concerned. A student who knowingly stays silent about mass malpractice is an abettor (Level 2). A staff member who assists a student is dealt with under the service rules and reported to the Management.

8.6 A phone ringing in the hall is Category 1. A phone kept in the bag at the place indicated outside the hall is not an offence, and use of a phone in the hall is Category 2. Where there is suspicion without proof, the seat may be changed and the report is made quietly, with no public accusation. The student explains in writing and the Committee decides, giving the benefit of doubt where the evidence is insufficient. An appeal lies under Section 26.

9. Examinations: Special Situations

9.1 Lost or forgotten hall ticket or ID card: apply to the office for a duplicate before the examination day (fee ₹100). On the day, report to the office 30 minutes before the start. The student may be allowed on a written undertaking and identity verification with a fee of ₹200, and only if university rules allow it. Repeated forgetting is a Level 1 offence.

9.2 Illness before the examination: inform the Principal before the examination starts and submit a medical certificate within 2 days. Illness or emergency during the examination: tell the invigilator at once. Medical aid is given and the answer book is collected and marked with the time. The Principal decides on a re-examination on the basis of a certificate showing the date and time. A claim made only after seeing the paper and leaving the hall is not accepted.

9.3 Accident, hospitalization, death of a parent, sibling, spouse, child or grandparent, or a natural disaster: the parent/guardian informs the institute within 24 hours and documents follow within 3 days. One re-examination is allowed for an internal examination. For university examinations, the MUHS procedure applies.

9.4 Bandh, strike, heavy rain, flood, road block or accident on the route: examinations go on as scheduled unless the Principal announces a postponement by notice or message. A new date announced after postponement is binding.

9.5 Clash of an examination with a clinical posting: the examination prevails and the posting day is made up. Two examinations on the same day: inform the office at least 7 days before.

9.6 Disability, injury (for example a fractured writing hand), long-term illness or pregnancy: apply to the Principal at least 7 days before with a medical certificate for a scribe, extra time, seating or breaks as allowed by INC/MUHS norms. The scribe is approved by the Principal and must not be a student of the same class or subject. A student must not bring a scribe of their own choice without approval.

9.7 Wrong or misprinted question paper, or a question outside the syllabus: raise a hand and the invigilator informs the Convener. Do not argue, leave or boycott. Written grievances are given after the examination. Missing or damaged pages, pen failure or a delay caused by the institute: the invigilator replaces the material and records the time lost. Power failure, fire alarm or evacuation: follow the invigilator, leave answer books on the desk, do not talk and do not carry any paper. The Principal decides whether the examination continues or is conducted again.

9.8 Re-examination: for an internal examination missed with a sanctioned reason, one re-examination is allowed with the Principal's written approval and the prescribed fee. An unsanctioned absence gets zero for that component. For university examinations the MUHS supplementary rules apply. A student must

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not skip an examination because of a posting, leave or a personal problem without the Principal's written approval. A suspension for examination malpractice bars the student from the affected examination.

Part D: Clinical and Community Postings

10. Postings: Clinical, Community, Outside and Outstation

10.1 Postings are of four kinds: (a) in the institute's own or attached hospital; (b) in other hospitals or agencies within Nagpur (outside postings); (c) outside Nagpur (outstation postings), including rural and community health postings; (d) field visits, camps and educational tours. All are part of the course. This Section applies to all of them, together with Sections 3, 11 and 18.

10.2 Posting schedules, groups and duty rotations are issued by the Principal or the Clinical Coordinator, and a group leader is appointed for each group. Students carry the posting letter with the ID card. The Principal may change or cancel any posting at any time.

10.3 Report at the site's reporting time in complete uniform with ID card, posting letter, logbook and notified equipment. Mark biometric attendance where it is installed. Where it is not, sign the attendance sheet countersigned by the ward in-charge. The group leader submits the day's attendance to the Clinical Coordinator before the day ends.

10.4 100% attendance in every posting is compulsory. Every absence, including an absence created by late marks, and half-days counted as one leave under 3.5, must be made up day for day before the university examination, on dates fixed by the Principal. Evaluation and signatures in logbooks stay pending until the make-up is complete.

10.5 No swapping of duties, groups or shifts, and no exchange of postings, without the Principal's written approval. A request is made in writing at least 7 days in advance. Refusing a posting, ward, shift or duty (including night, Sunday and holiday duty) is prohibited.

10.6 Night duty: students work in groups of at least two and never alone, and leave only after handover to the next shift. Sleeping on duty is prohibited. The institute arranges safe transport.

10.7 Leave a unit only after proper handover and sign-out. Leaving the posting area or the hospital, or going to the canteen, market or home during duty hours without permission, is leaving duty.

10.8 Work only under the supervision of the assigned staff nurse or clinical instructor. No injection, IV, medication, dressing, catheterisation, procedure or patient teaching without prior permission and supervision, and never operate equipment unless authorised. Follow infection control: hand hygiene, PPE, biomedical waste segregation. Report any needle-stick injury or exposure immediately. Hospital property, drugs, linen and equipment must not be taken, misused or damaged.

10.9 Patient safety comes first. Verify every medication against the rights of medication administration, ask when in doubt, and report every error, near miss or accident to the supervisor immediately. Hiding an error is more serious than the error itself. All clinical entries must be truthful, accurate, timely and signed by the student alone. Never falsify, back-date or copy records, and never sign for another student. Logbooks, procedure books and care plans are signed by the staff nurse and clinical instructor during the posting.

10.10 Outside postings: students represent the institute and obey the host institution's rules and supervisors, and perform only tasks allowed for students. Report any incident, error, injury or conflict to the host supervisor and the Clinical Coordinator within 2 hours. A complaint by a host or agency authority is treated as a complaint to this institute. A complaint, or a request to remove a student, leads to withdrawal from the posting and an inquiry by the Committee, and the posting must be made up.

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10.11 Travel to postings is by institute bus (Section 18) or approved transport. A personal vehicle or any other mode needs written permission and is at the student's own risk. Travel together by the shortest route, with no stops or detours.

10.12 Outstation postings and tours:

- The prior written consent of the parent/guardian is mandatory. The faculty in charge holds the student list and emergency contacts, and a faculty member stays with the group at all times.
- Students stay only at the accommodation arranged, follow the daily programme and roll call, and move in groups.
- No leaving the group, accommodation or campus without the faculty's permission. No visits to relatives, markets or tourist places, and no rivers, waterfalls or swimming. No night travel unless arranged by the institute.
- No alcohol, tobacco or drugs. Follow local dress and customs.
- Carry the ID card, personal medicines and emergency contacts. Report illness at once. The faculty takes the student to the nearest hospital and informs the parents the same day.
- A missed outstation posting must be made up. Costs are as notified.

10.13 Community and field postings: follow the supervisor's plan. Enter houses only with the community health worker or faculty. Respect privacy, customs and beliefs. No photography of households or individuals without written consent. No gifts, money, food or favours. No medical advice or treatment beyond the assigned task. Keep the daily diary and survey records accurate. No political, religious or personal discussions.

10.14 Safety: report threats or violence by patients, attendants or others at once to security, the instructor and the Clinical Coordinator, and do not confront. No student is sent alone to an isolated area. Do not carry cash or jewellery. Female students stay in groups after dark and return by institute transport. Emergency, epidemic, disaster, vaccination-drive and health-camp duty assigned by the institute or the health authorities is compulsory and counts as posting attendance.

10.15 Prohibited during postings: sitting idle or chatting; mobile phone use; photographs; visitors; personal use of hospital telephones, computers or stores; moving in groups to the canteen; wearing the uniform outside duty; representing oneself as staff; accepting tips; and entering restricted areas (OT, ICU, blood bank, pharmacy) without permission.

10.16 Penalties under this Section:

- Level 1: first late reporting, untidy uniform, missing logbook or equipment.
- Level 2: absence from a posting; leaving duty or a unit without handover; refusing a shift or duty; swapping without approval; misbehaviour with host staff, patients or attendants; not reporting an incident; phone use on duty; unauthorised personal transport; breaking group travel; entering restricted areas.
- Level 3: forged signatures or false records (including getting records signed for work not done); endangering a patient; photographing patients; removal from a posting at the host's request for misconduct; any outstation violation (leaving the group, unauthorised travel, alcohol, tobacco, drugs, entering water bodies); harassment; theft; false reports.
- The cost of extra posting days caused by misconduct is borne by the student, and the course may be extended accordingly.

10A. Internship

10A.1 Internship is a compulsory part of the programme. An intern remains a student, and this Code applies to every intern in full. The internship completion certificate is issued only after the internship is complete (Section 10A.9).

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10A.2 The duration, schedule, rotation and duty hours of the internship are as per the orders of the University and the institute, as issued or changed from time to time. The Principal or the Clinical Coordinator notifies each roster and every change as a notice (Section 1.5).

10A.3 An intern is responsible for her/his own attendance and punctuality. Attendance is 100% of internship days, and every absence, including an absence created by late marks, must be made up day for day on dates fixed by the Principal (Section 10.4).

10A.4 The late-mark rule in Section 3 applies to interns, including condonation under Section 3.9, except that two late marks in a calendar month count as one full day of absence, and every further two count as another. On each such absence the written explanation under Section 3.4 is required. The count restarts on the 1st of each month. The warnings and the information to parents in Sections 3.4 and 3.14 do not apply to interns.

10A.5 The half-day rules in Section 3.5 do not apply to interns. A missing in-punch or out-punch counts as absence for the full day, unless the intern corrects it within 2 working days with a written reason approved by the Convener. Leaving before closing time without a gate pass counts as absence for the full day, as does punch-and-leave under Section 3.7.

10A.6 Leave during the internship is only as the University permits. It is applied for and sanctioned in writing under Section 4, and Sections 4.6 and 4.7 apply.

10A.7 An intern works only under the supervision of the assigned staff nurse or clinical instructor (Sections 10.8 and 11.4). An intern is a learner, is never used as a substitute for hospital staff, and is never left in sole charge of a ward or unit.

10A.8 For an intern, the clinical diary takes the place of the logbook, and every reference to a logbook in this Code means the clinical diary. The diary is completed every day and signed by the staff nurse or clinical instructor, and the competency assessment is completed as the University requires. Section 10.9 applies to every entry.

10A.9 The completion certificate is issued after the full duration, the clinical diary and the assessment, and clearance of dues. Absence, suspension days and gaps extend the internship until they are made up.

10A.10 Night duty is in groups of at least two and never alone, with safe transport (Section 10.6). Immunisation, fitness and needle-stick reporting follow Sections 10.8 and 19.1.

10A.11 An intern complaint about duty hours, workload or hospital staff goes to the Clinical Coordinator and then to the Grievance Redressal Committee (Section 28.7), and a complaint of harassment goes to the Internal Committee (Section 28.8). A complaint made in good faith is never penalised (Section 26.5).

10A.12 Interns are not available for campus activities. An intern holds no post in the Student Council and is not a Senior Student Leader, does not take part in campus events or clubs, and is exempt from the compulsory programmes in Section 4.10 unless the Principal notifies otherwise. A post that is drawn from the senior-most batch under Section 21A is drawn from the senior-most batch on campus, not from interns.

10A.13 The internship is a posting for the purposes of Sections 10 and 11. The penalties in Section 10.16 apply to interns.

10B. Clinical Incident Reporting

10B.1 This Section applies to needle-stick and sharps injury, blood or body-fluid exposure, medication errors, near misses, and complaints by patients or attendants, in every clinical and community posting and in the internship.

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10B.2 First aid for exposure: wash a needle-stick or cut with soap and running water, without squeezing or scrubbing. Rinse eyes, mouth or skin with plenty of water. Do not use bleach or other strong chemicals.

10B.3 Report the exposure at once to the supervising staff nurse or the infection control nurse and to the Clinical Coordinator. Post-exposure treatment is time-critical, and the host hospital's protocol and the national guidelines apply. Treatment starts as early as possible (for HIV post-exposure prophylaxis, ideally within 2 hours and not later than 72 hours).

10B.4 Baseline testing, post-exposure treatment, a check of vaccination status, follow-up testing and counselling are arranged without delay through the attached or host hospital, with confidentiality and without stigma. Leave is granted for treatment and follow-up.

10B.5 The cost of care is borne by the person in default, that is, the person whose default under this Code, the host hospital's protocol or the supervisor's instructions caused the incident, as decided by the Principal after an inquiry under Section 24. Treatment is never delayed or withheld for this reason: the institute advances the cost and recovers it from the person in default. A student who is injured despite following the rules is not in default, and where no one is found in default the institute bears the cost.

10B.6 Medication errors and near misses: make the patient safe first, inform the supervisor at once, and complete the incident report within the shift, and in any case within 24 hours (Section 10.9).

10B.7 Complaints by a patient or attendant: take the complaint to the supervisor, who records it. A written complaint goes to the Clinical Coordinator and follows the host hospital's process.

10B.8 The Clinical Coordinator keeps an incident register, and the Convener reviews it every month to learn from it and to prevent a repeat.

10B.9 A report made in good faith is never penalised. Concealing an incident is a Level 2 offence, and falsifying an incident report is a Level 3 offence (Section 10.16).

11. Professional Code of Conduct for Nursing Students

11.1 A nursing student is a future professional and must uphold the INC Code of Ethics: honesty, accountability, compassion, confidentiality, and respect for life and dignity. Treat every patient, attendant and staff member with courtesy and equality.

11.2 Patient rights: every patient has the right to dignity, privacy, safety, information, consent and refusal. Introduce yourself as a student, explain what you will do in simple words in a language the patient understands, take consent, and stop when the patient refuses or asks for the supervisor.

11.3 Confidentiality: patient information, records and images are confidential. No photographs, videos or recordings of patients, records, procedures or hospital areas. No discussion of patients in public places, on messaging groups or on social media. Never discuss a patient's diagnosis, HIV or other health status, caste, religion or family matters with anyone not involved in the care.

11.4 Scope of practice: do only what is part of the course and permitted by your supervisor. If you are not trained or not supervised for an act, say so and do not perform it. Do not take orders from relatives or anyone who is not your supervisor. Check the patient's identity and every order before acting. Accept a verbal order only from the supervisor and write it down.

11.5 Honesty and speaking up: be truthful in reports, records and replies, and admit a mistake at once. Never cover up your own or another student's error where a patient's safety is concerned. Report unsafe practice, abuse, neglect, bribery or misconduct by anyone to the clinical instructor or the Principal. A report made in good faith is protected from retaliation.

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11.6 Professional boundaries: do not accept or ask for money, gifts, food or favours from patients or relatives. No personal relationships, social media contact or exchange of phone numbers with patients or relatives, no private visits after discharge, no medical advice or prescriptions, and no recommending of private doctors, shops or laboratories.

11.7 Fitness to practise: do not report for clinical duty under the influence of alcohol or drugs, with an infectious illness, or too unwell or exhausted to practise safely. Tell the instructor if you are not fit.

11.8 Aggressive patients or relatives: stay calm, step back, call the supervisor and security, and never argue or retaliate. Report in writing the same day. Respect each patient's language, religion, food and customs, with no comments on appearance, religion or social status and no preaching. Treat a deceased patient with dignity, with no photographs or jokes. Respect doctors, nurses, technicians and ward staff, and never quarrel in front of patients. In uniform outside the institute you represent the nursing profession.

11.9 Penalties under this Section: Level 2 for unprofessional behaviour or communication, discussing a patient in a public place, ignoring a patient's refusal, and quarrels in front of patients. Level 3 for crossing professional boundaries (financial, personal, sexual), abusing or neglecting a patient, reporting for duty under the influence, covering up an error that risks patient safety, breaching confidentiality, performing any procedure or medication without authorisation, a negligent act that causes or risks harm, and abandoning a patient or duty.

Part E: Conduct, Dignity and Campus Life

12. Dress Code and Personal Appearance

12.1 The uniform is compulsory on all working days, in classes, laboratories, the library, clinical and community postings, examinations, institute events, hospital visits, institute transport, and whenever the student represents the institute. The only exception is a civil-dress day notified in writing by the Principal.

12.2 The uniform of each programme and year is as per the notified specification. No student may change the design, colour, fit or length, or add, remove or substitute any part. Every student must hold at least two complete sets.

12.3 The uniform must be loose enough to move and bend safely, and must not be tight, transparent, short, low-cut or torn. In clinical areas forearms must be bare below the elbow. It must be clean, ironed and complete, with no stains, tears, missing buttons or visible safety pins. A uniform soiled with blood or body fluids is changed at once, and a uniform is washed after every day of clinical duty.

12.4 The ID card is worn on the left chest, facing the front, clearly visible at all times on a plain lanyard or clip. It must not be covered, altered, defaced or lent, and a lost card is reported the same day (duplicate ₹200). Only institute-issued badges and pins are allowed, with no other badges, stickers, slogans or political or religious symbols. The lab coat or apron is white, clean and buttoned, and is worn in laboratories and where required, not in the canteen, or outside the campus or hospital.

12.5 Footwear must be closed-toe, non-slip, clean and black, with plain black socks. No sandals, slippers, heels, crocs, flip-flops, coloured sports shoes or noisy footwear.

12.6 Hair: female students tie hair in a neat bun or plait, pinned up off the face and above the collar in clinical areas, with plain black or matching clips only with hair nets. Male students keep hair short, neat and above the collar, and are clean-shaven or have a short, neatly trimmed beard. No fashion styles, bright accessories or hair colour. Religious adjustments are decided by the Principal under 15.5.

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12.7 Jewellery: only a wristwatch with a second hand and, for female students, one pair of small ear studs. A married student may wear a plain wedding band and a small mangalsutra tucked inside the uniform. No bangles, bracelets, necklaces, chains, anklets, dangling earrings, nose rings or body piercings.

12.8 Nails short, clean and unpolished, with no artificial nails or nail art. No visible tattoos, and no mehendi on the hands or forearms in clinical areas. No heavy makeup, dark lipstick, coloured contact lenses, strong perfume or deodorant, and no sunglasses indoors. Carry the notified equipment every day (watch with second hand, black and blue pens, scissors, torch, notebook, and stethoscope for clinical years) and only a plain, moderate-sized bag.

12.9 Civil-dress days: dress must be decent and covering, with no torn, transparent, sleeveless, tight, short or slogan clothing, and the ID card must be worn. Ceremonies, examinations and official events require the formal uniform unless notified otherwise.

12.10 Outside the institute the uniform may be worn only while travelling directly between home or hostel and the institute or posting site. It must not be worn in malls, cinemas, restaurants, public gatherings, political events, or in reels and videos for non-academic purposes. Lending, borrowing or exchanging a uniform, ID card or badge is prohibited. A lost or damaged item is replaced at the student's cost within 7 days.

12.11 Any faculty member, area in-charge, clinical instructor, the Principal or hospital authorities may inspect uniforms at any time. A student reporting out of complete uniform is not admitted to class or the posting and is sent to correct it. The time lost counts as absence for that session, and as a late arrival under Section 3 if the student returns after the reporting time.

12.12 Penalties under this Section:

- **Level 1: incomplete or untidy uniform, missing ID card or badge, wrong footwear, jewellery, nails, hair or grooming lapse. 1st, the student is sent back, the session counts as absent, an oral warning is recorded and a fine of ₹100 is charged. 2nd, written warning, a fine of ₹200 and parents informed. A 3rd violation in the same academic year is treated as Level 2.**
- **Level 2: repeated violation after a written warning; altering the uniform design; wearing the uniform in public places, reels or videos for non-academic purposes; lending or borrowing a uniform, ID card or badge; refusing inspection.**
- **Level 3: impersonating staff or hospital personnel using the uniform; forging or altering an ID card or badge; using the uniform or ID to gain entry or benefit by false pretence.**

13. Campus Conduct and Respect

13.1 Address faculty, staff, seniors and visitors respectfully as Sir or Madam, and obey their lawful instructions. Disagree respectfully and with reasons, never by arguing, shouting or gestures. Security guards, housekeeping staff, canteen staff, drivers, attendants, ward staff and clerks are to be treated with courtesy.

13.2 Greeting. Wish teachers, clinical instructors, staff, doctors, nurses, senior students, visitors and guests when seen, with a polite greeting (Good morning, Good afternoon, Good evening or Namaste). Where a teacher is present, wishing the teacher (the senior-most, where there are several) is enough for everyone present. The greeting is brief, given in passing, in a normal voice, standing where you are. It is not required in class, in the examination hall, during a procedure or patient care, in washrooms, on stairs or in crowded corridors, or while eating. Seniors return the greeting courteously. No senior may demand a salute, posture, gesture, repeated greeting or any ritual (Section 21).

13.3 Maintain silence and decorum in classes, corridors, library and laboratories. No sleeping, eating or loitering in them during teaching hours.

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13.4 The following are prohibited on campus, in the hostel, in hospitals, in institute transport and at any institute activity: smoking, tobacco, gutkha, paan, e-cigarettes, hookah, alcohol and narcotic drugs, and being under the influence of any of them; weapons, sharp objects, firecrackers and explosives; fighting, abusive or obscene language, bullying, threats, intimidation, gambling, vulgar gestures and teasing; and public display of affection and indecent behaviour. A romantic or sexual relationship between a student and student, a faculty member, staff member, hospital staff member, patient or patient's relative is prohibited at institutional and professional capacity and is a Level 3 offence.

13.5 Strikes, boycotts of classes or postings, dharnas, processions, unauthorised meetings, collection of money, posters, canvassing, and political, communal or outside-organisation activity are prohibited. Grievances must follow Section 26.

13.6 Outsiders (including friends and relatives) are not allowed in classrooms, laboratories or the hostel. Parents and guardians meet students at the reception during notified hours with prior information.

13.7 Damage to property, writing on walls or desks, littering, and wastage of water and electricity are prohibited. The student who damages property pays the full cost. If the person is not identified, the affected class or hostel floor pays collectively.

13.8 No photography or videography or audio recording of faculty, staff or students without consent. Giving false information to the institute, and forging any signature or document, is prohibited. A change of name, address, phone number or guardian must be reported within 7 days with supporting documents.

13.9 Two-wheeler and car users must register the vehicle number at the office, display the parking sticker, hold a valid licence, wear a helmet, and park only in the designated area. Triple riding and rash driving are prohibited. A student must not take another student in a private vehicle for institute travel without the Principal's approval.

13.10 Students must not take part-time jobs, private duties or outside hospital work without the Principal's written permission. Gifts, tips and favours to faculty or staff, collecting money for gifts, and private tuition by faculty are prohibited. Birthday parties and celebrations on campus need the Principal's permission.

13.11 Cultural, sports and festival events, clubs, NSS and student bodies need the Principal's written permission, a faculty member present, a notified dress code, no alcohol, no loud DJ music, no outsiders and no collection of money. Organisers are accountable for any breach or damage.

13.12 Students must not speak to the media, politicians or outside organisations on behalf of or against the institute. This does not restrict any student from approaching MUHS, INC, MNC, the anti-ragging helpline, the police or a court.

13.13 Among peers: no bullying, name-calling, body-shaming, rumours, mimicry, social exclusion, or sharing of anyone's private matters. No lending or borrowing of money, and no forcing anyone to share notes, assignments or passwords. Share group work fairly. Disputes are reported to the Class Coordinator, who forwards them to the Convener. Do not take the law into your own hands or air a dispute on social media.

13.14 Conduct outside the institute that brings disrepute to the institute or the nursing profession is also an offence under this Code.

14. Anti-Ragging (Zero Tolerance)

14.1 Ragging in any form is banned, as per the Supreme Court directions, the UGC Regulations on Curbing the Menace of Ragging (2009), the Maharashtra Prohibition of Ragging Act, 1999 and INC directions.

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14.2 Ragging means any spoken, written, physical or electronic act that teases, humiliates, frightens, harms or burdens a fresher or any student. This includes forced acts, forced performance, forced dress or hair, demands for money or work, physical or sexual abuse, and online ragging.

14.3 Every student and parent/guardian submits the anti-ragging undertaking at admission and every year. The National Anti-Ragging Helpline is ***1800-180-5522***. Anti-Ragging Committee and Squad details and the complaint box are displayed on the notice boards and in the hostel.

14.4 Any student who takes part in, encourages, records, or knowingly fails to report ragging is an abettor and is punished equally. Retaliation against a complainant is a separate Level 3 offence.

14.5 Seniors may guide juniors only within the limits of Section 21. Any coercion, humiliation, private summons, forced greeting, punishment (other than a minor punishment given under Section 21A.16) or demand by a senior, including a Senior Student Leader, is ragging.

14.6 Ragging is a Level 3 offence. Penalties include immediate suspension from classes and hostel, withholding of scholarship, results and examination eligibility, rustication, expulsion with cancellation of admission, and a police complaint (FIR).

15. Sexual Harassment, Equality and Inclusion

15.1 The institute follows the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC Regulations, 2015. The Internal Committee handles all complaints. Prohibited acts include unwelcome touch, advances, remarks or jokes on body, dress or gender; sexual or obscene messages, calls, images or videos; staring, stalking, voyeurism, showing pornography, demanding sexual favours, and threats.

15.2 Complaints go in writing to the Internal Committee or the Principal. The complainant's identity is kept confidential, and interim relief (separation, change of seat or posting) is given. Sexual harassment is a Level 3 offence, and a police complaint is made where the law requires. A complaint proved to be knowingly false is also a Level 3 offence. A complaint that merely could not be proved is not punished. A complaint of sexual harassment or gender-based violence from any student, whatever the student's gender or gender identity, is accepted by the Internal Committee, which acts under this Code with the same confidentiality, interim relief and procedure, and the offence is a Level 3 offence.

15.3 Every student, patient and staff member must be treated equally and with respect, irrespective of caste, religion, gender, gender identity, sexual orientation, disability, health status, language, region, economic status, appearance or marital status. Prohibited: caste or communal slurs, jokes and stereotypes; exclusion from groups, seating, mess or hostel on the basis of identity; mocking an accent, language or disability; body-shaming; spreading anyone's health information; and treating scholarship or reserved-category students differently. The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989 and other laws apply, and the institute reports such offences to the police.

15.4 Students may speak their own language informally. English, Marathi or Hindi must be used in class, clinical areas and official work. No one may be mocked for their accent or language.

15.5 Students may follow their faith in private. Prayer and observance take place outside class and duty hours, with no preaching, forced participation, or religious processions, loudspeakers or displays on campus without the Principal's permission. A student who needs a reasonable adjustment (for example a head covering that is safe in clinical areas) applies to the Principal, who decides as far as safety and infection control allow. Reasonable adjustments for disability and long-term illness are made as allowed by INC/MUHS norms and the Rights of Persons with Disabilities Act, 2016.

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15.6 Complaints about discrimination go to the Principal, the Grievance Cell or (for gender-related matters) the Internal Committee. The complainant's identity is protected, and retaliation is a Level 3 offence.

16. Social Media, Mobile Phones and Digital Conduct

16.1 Scope. This Section applies to every platform and tool: messaging apps (WhatsApp, Telegram and similar), Instagram, Facebook, X, Snapchat, YouTube, LinkedIn, reels, shorts, stories, live streams, blogs, forums, gaming chats, email, and AI or image-editing tools. It applies to public and private accounts, closed groups, and anonymous, fake and secondary accounts, and to posts made after hours, in vacations or from a personal device. Deleting a post, a disappearing message or a closed group is no defence. Forwarding, reposting, sharing and commenting on a post is treated as posting it.

16.2 Core duty. Every student is personally responsible for what she/he posts, shares, forwards, comments on, or allows to be posted in her/his name. A student who is identifiable as a student of the institute, or whose post concerns the institute community, patients or hospitals, carries this Code online.

16.3 Patients, hospitals and clinical areas (Level 3). Absolutely prohibited: any photograph, video, audio recording, screenshot or description of a patient, a patient's records, a procedure, a ward, the OT or ICU, a deceased person, or any hospital area, even if the face is hidden or the post is later deleted; selfies, reels or live streams in a clinical area; and posting duty experiences or cases from which a patient or hospital can be identified.

16.4 The institute's name, logo, uniform and campus. Without the Principal's written permission the following are prohibited: reels, videos, dances, trends, challenges, memes or advertisements using the uniform, campus, hostel, bus, classrooms or laboratories for non-academic purposes; any page, group, handle, hashtag or channel in the institute's name; fundraising, products, events or monetised content linked to the institute; and any statement made on behalf of the institute. A student may state her/his programme and the institute's name in a personal or professional profile such as LinkedIn.

16.5 Content that is never allowed, on any platform and whatever the intention:

- defamatory, abusive, obscene, sexual, casteist, communal, sexist, body-shaming or demeaning content about any person;
- bullying, trolling, threats, doxxing (publishing addresses, phone numbers or private details), rumours and false news;
- memes, edits or videos mocking faculty, staff, students, patients or hospitals;
- morphed, edited or AI-generated images, voices or videos of any person (deepfakes);
- sharing anyone's photographs, private chats, screenshots or personal information without consent;
- secret recording or screenshotting of lectures, faculty, staff, seniors, juniors or meetings for posting;
- content that promotes drugs, alcohol, violence, self-harm or ragging;
- question papers, answer keys, or anything about an examination before the last paper ends (6.8).
- Any allegations, false accusations or defamation of institute.

16.6 Fake and anonymous accounts. Creating or running a fake, anonymous, parody or impersonating account, or a confession page or group, that names, targets or identifies members of the institute community is prohibited (Level 3). Impersonating any person or official, or using another person's account, is also prohibited.

16.7 Contact with faculty, staff, patients, seniors and juniors. No friend requests, follows, private messages or calls to faculty, clinical staff, hospital staff, patients or their relatives, except on academic matters through official channels. No calls or messages to faculty at night or on holidays except in an

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emergency, and no sharing of a faculty member's personal number or photograph. Seniors and juniors must not use private messages to give orders, or to ask for personal information, phone numbers, photographs, social media accounts, money or favours (Section 21).

16.8 Class, hostel and posting groups. Official groups are created only with the approval of the Class Coordinator and the Convener, with a faculty member as admin. A student admin is accountable for the group's content, must remove prohibited posts at once and report them to the faculty admin, and must not add anyone without consent. Official groups are for notices and academic matters only, with no messages between 9:00 p.m. and 6:00 a.m. except in an emergency. Unauthorised groups or pages in the institute's name, or created to discuss, rate or target faculty, staff or students, are prohibited.

16.9 Grievances. Grievances and complaints are not aired on social media and must follow Section 26. Nothing in this Section restricts any student from approaching MUHS, INC, MNC, the anti-ragging helpline, the police, a court or the Internal Committee, or from reporting an offence but not on social media.

16.10 Mobile phones and computers in the institute. Phones must be switched off (not just silent) in classrooms, laboratories, the library, examinations, clinical areas and ceremonies, and are used only in designated areas during breaks. Recording of lectures, faculty, patients or examinations is prohibited. Bluetooth devices, earphones and smartwatches are prohibited in class and examinations. A phone found in use in a prohibited area is confiscated and returned only to the parent/guardian. Computers and Wi-Fi are for academic use only, with the student's own login: no pornography, hacking, unauthorised downloads or software installation.

16.11 Online classes. Keep the camera on, wear the uniform top, do not record or share links, and do not allow outsiders to join. Attendance counts as shown by the platform's log, and late joining is a late arrival. The Principal's notices on closure or online classes are binding.

16.12 Take-down, preservation and evidence. On a written notice from the Principal or the Convener, a student must remove the content within 24 hours, or within 2 hours where it concerns a patient, an examination or obscene material. Before removing it, the student must keep a screenshot and give it to the Convener on request. Refusing to remove content, deleting evidence, or lying about an account or device is a separate offence (Level 2, or Level 3 if it hides a Level 3 offence). The Committee may rely on screenshots, links, reports, CCTV and device records as evidence. A device used in a serious offence may be seized and handed to the Committee or the police.

16.13 Personal safety online. Keep profiles private, do not share your live location from the hostel, buses or postings, and do not share passwords. Report harassment, blackmail or sextortion at once to the Class Coordinator, the Internal Committee or the Principal. A student who is a victim of online harassment, morphing or blackmail is not punished for reporting it, and the institute helps to report it to the police or the National Cyber Crime Reporting Portal (cybercrime.gov.in).

16.14 Penalties under this Section:

- Level 1: first-time visible use of a phone in a restricted area; messages in official groups during quiet hours; minor lapses of group etiquette.
- Level 2: reels, videos or posts in uniform or on campus for non-academic purposes; unauthorised groups or pages in the institute's name; insulting posts; recording or photographing people without consent; sharing others' photographs or private chats; private contact with faculty or staff outside 16.7; Bluetooth devices in class; phone misuse after warning; failing to remove content on notice; a student admin who fails to remove prohibited posts.
- Level 3: any patient, hospital, ward or record content; examination papers or answer keys; fake or anonymous accounts and impersonation; deepfakes, morphed, sexual or obscene content; cyber-bullying, threats and doxxing; defamation or a malicious campaign against the institute, faculty, staff or students, including online; casteist or communal content; monetised misuse of the

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- institute's name; deleting evidence to hide a Level 3 offence; and a repeat of a Level 2 offence in the same academic year.
- In addition, the Committee may order a written apology and the removal of content, and may bar the student from administering any group or representing the institute online. Where the content also breaks the law (including the Information Technology Act, 2000 and the Bharatiya Nyaya Sanhita, 2023), the institute reports it to the police and the councils.

17. Hostel Rules

17.1 Hostel residence is a privilege subject to good conduct. It may be cancelled by the Principal, on the Committee's recommendation or at once under 2.6. These rules are in addition to this Code.

17.2 Roll call is compulsory. The in-time is 7:00 p.m. every day. Silence and study hour is observed from 10:30 p.m.

17.3 Going out needs a written out-pass from the Warden, with the prior written consent of the registered parent/guardian. Sign out and sign in every time. Going home needs the parent's confirmation. Overnight stay outside the hostel without prior approval is prohibited (Level 3).

17.4 Visitors: only parents and registered guardians, in the visitors' room during visiting hours after ID entry. No outsider enters any room.

17.5 Rooms must be kept clean and may be inspected by the Warden at any time. No cooking, heaters, immersion rods, hot plates, extension boards or unauthorised electrical items. No pets, candles or inflammable materials. No change of rooms without permission, and no non-resident may stay in a room.

17.6 Alcohol, tobacco, drugs and weapons are prohibited in the hostel. No gatherings, loud music or noise after lights out.

17.7 Follow mess timings, avoid wastage, and take no food to rooms except with permission during illness. Complaints go through the mess register.

17.8 Students are responsible for their own valuables, and the institute is not liable for loss. Damage in rooms and common areas is recovered in full. Report illness to the Warden immediately, and students with an infectious illness are isolated or sent home. Follow fire safety, keep exits clear, attend drills, and do not access terraces, kitchens or restricted areas.

17.9 Hostel Prefects assist the Warden within the limits of Section 21.

17.10 Eviction from the hostel for a Level 3 offence is immediate, and hostel fees are not refunded. Level 2 hostel offences are: late return, going out without an out-pass, outsiders in rooms, prohibited electrical items, cooking, repeated untidiness, and noise after lights out.

18. Institute Transport

18.1 All students are registered with the transport office, with the bus fee paid, may travel in institute buses. The pass is personal and not transferable. Fees are not refunded once the term begins. No outsider may travel on the bus.

18.2 Routes, stops and timings are fixed. Board and alight only at the assigned stop. A change of stop needs a written application at least 7 days in advance. The bus does not wait for any student. Be at the stop 10 minutes before the time. A missed bus is no excuse for lateness or absence.

18.3 On the bus every student must carry the ID card and bus pass, take the allotted seat and stay seated (with a seat belt where fitted), keep the aisle and emergency exit clear, and obey the driver, the attendant, the faculty in charge and the route monitor.

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18.4 Prohibited on the bus: standing near the door or footboard; leaning out of windows; throwing anything out; eating (water is allowed) and littering; smoking, tobacco or alcohol; loud music, singing or shouting; speaker use (earphones only); photographing or recording others; damaging seats, windows or fittings; tampering with the emergency door, fire extinguisher, first-aid box, GPS or CCTV; changing seats while the bus moves; and arguing with or abusing the driver, attendant or other students. Queue in order when boarding, alight only after the bus stops, and never cross the road in front of or behind the bus.

18.5 Each bus has a route monitor (a Senior Student Leader under Section 21) who keeps the list, calls the roll at boarding and alighting, and reports any incident to the transport in-charge the same day.

18.6 Delay: the transport in-charge informs students by message. A late arrival caused by a bus delay is condoned under 3.9 only if the in-charge certifies the delay in writing the same day. Breakdown: stay in or near the bus as the attendant directs, and no student walks on the highway or leaves alone. Accident: stay calm, follow the driver, attendant and faculty, accept first aid, and do not record or post anything on social media.

18.7 Posting buses leave at the set time and students board with the group. The group leader calls the roll at departure and on return. No student stays behind at the hospital or boards another vehicle without written permission, and no student travels alone at night. No relatives, patients or strangers ride with the students.

18.8 The student who damages the bus pays the full cost. If the person is not identified, all students of that bus share the cost equally. Complaints about a driver or attendant go in writing to the transport in-charge or the Principal, and students must not confront them.

18.9 Withdrawal of the bus facility is ordered by the Committee. 1st violation: written warning and parents informed. 2nd: fine of ₹200 and suspension of the facility for 7 days. 3rd: withdrawal for the rest of the term or year without refund. Level 3 conduct on the bus (sexual harassment, violence, intoxication, tampering with safety equipment, wilful vandalism, endangering others) means immediate withdrawal and Level 3 action. Withdrawal of the bus facility does not excuse lateness or absence.

19. Health, Safety and Wellbeing

19.1 Medical fitness and immunisation (including Hepatitis B and others required by INC or the hospitals) must be completed as notified. Report any infectious illness to the Class Coordinator immediately, and do not attend clinical postings until a fitness certificate is submitted. Report every accident or injury on campus, in the hostel or in postings on the same day. Know the fire exits, take part in drills, and do not tamper with fire extinguishers or alarms.

19.2 The institute runs a counselling cell. Any student may approach the Counselling Cell (Section 28.12) or any faculty member about academic stress, personal or family problems, bullying, financial difficulty or mental health. Counselling is confidential, except where there is a risk to life or safety or a legal duty to report. No student is punished for seeking help for physical or mental health, and seeking help is not entered in the discipline record.

19.3 A student who notices that a classmate is in distress, withdrawn, not eating or sleeping, or talking about self-harm must tell the Class Coordinator, the Warden or the counsellor the same day, and must not keep it a secret. If there is immediate danger, do not leave the person alone, call the Warden or the Principal, and call emergency services on ***112***. The national mental health helpline Tele-MANAS is ***14416***. The Principal and counsellor involve the parent/guardian, arrange counselling or a medical referral, and make academic adjustments where needed. The matter is not discussed publicly.

19.4 A student with an allergy, chronic condition or special medical need should inform the Class Coordinator or Warden in confidence so that help can be given quickly in an emergency.

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19.5 Alcohol, tobacco and drugs are prohibited (13.4). Possession, use or supply of narcotics also attracts the Narcotic Drugs and Psychotropic Substances Act, 1985. A student who admits use and asks for help before being caught is referred to counselling and treatment, the parents are informed, the student is monitored, and the Principal may reduce the penalty. Supplying, selling or pushing others to use any substance is a Level 3 offence with no reduction.

19.6 Level 2 offences under this Section: mocking a student who seeks help, spreading a peer's health or mental-health information, and failing to report a peer in serious distress.

19A. Emergency Response

19A.1 This Section applies to every emergency on the campus, in the hostel, in institute transport, in clinical and community postings and on tours. Every student must know the emergency numbers, the exits and the assembly points, and must follow the instructions of the Emergency Response Team.

19A.2 The Emergency Response Team is the Principal (chief controller), the Convener (coordinator), the Clinical Coordinator, the Hostel Warden, the Transport In-charge, first-aid-trained faculty and security. Names and numbers are in the annual roster displayed on the notice board.

19A.3 Emergency numbers are displayed on every floor, in the hostel and in the buses, and are printed on the ID card: 112 (all emergencies), 100 (police), 101 (fire), 108 (ambulance), 1091 (women helpline), 14416 (Tele-MANAS) and 1800-180-5522 (National Anti-Ragging Helpline), together with the institute's own numbers.

19A.4 Fire: raise the alarm, leave by the nearest exit, do not use lifts, and go to the assembly point. Class Coordinators and Wardens take the roll call, and no one re-enters until cleared. Evacuation drills, including a night drill in the hostel, are held at least twice a year.

19A.5 Medical emergency: stay with the person, call the first-aider, the Warden or the supervisor, and give first aid only within your training. Take the person to the attached hospital or call 108, and inform the parent/guardian and the Principal the same day. A known allergy or condition is dealt with as Section 19.4 provides.

19A.6 Accidents in transport or postings: secure safety, give first aid, and inform the supervisor and the Clinical Coordinator or the Transport In-charge at once. The host hospital's protocol also applies, and Section 19.1 requires the same-day report.

19A.7 Hostel: inform the Warden at once. Exits and corridors are kept clear, and the night cover and the Warden's number are displayed.

19A.8 Disasters, severe weather and epidemics: the Principal orders closure, online classes or hostel arrangements, and students follow the order and return safely.

19A.9 Security threats (an intruder, violence, a bomb threat): do not confront. Alert security and the Principal, call 112, and evacuate or stay as the Emergency Response Team directs.

19A.10 Mental health crisis: Section 19.3 and the Counselling Cell (Section 28.12) apply.

19A.11 A student who cannot be contacted is treated as missing. The loss of contact must be reported to the Principal, the parent/guardian and the police within 1 hour in an outside posting, tour or outstation activity, and within 24 hours on the campus or in the hostel. The faculty in charge, the Warden or the Class Coordinator informs the Principal at once, and the search starts at once without waiting for the time limit.

19A.12 A student with a disability, an injury or a pregnancy is identified in confidence (Section 19.4) and is helped to leave first in an evacuation.

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19A.13 Only the Principal or a person authorised by the Principal informs parents, the media and the authorities. Students do not post, forward or photograph any emergency or any victim (Section 16).

19A.14 After every emergency an incident report goes to the Principal within 24 hours, the event is reviewed within 7 days, and the corrective action is recorded. Drills and incidents are kept in an emergency register.

20. Fees, Property, Library, Laboratories and Facilities

20.1 Fees must be paid by the due date, and a late fee applies as notified. Students with dues are not issued hall tickets, forms or certificates until the dues are cleared, to the extent permitted by university and government rules. Fines are deposited in the Student Council Fund within 7 days, and non-payment leads to withholding of the hall ticket and certificates.

20.2 Library: bring the ID card, keep silence, no mobile phones, no tearing or marking of books, no reserving of seats, and no taking out of reference books. Late return fine is ₹2 per day per book. A lost or damaged book is replaced and a fine of ₹200 is added. The total of all fines for any one book, under this clause and Section 22 together, never exceeds ₹200. Stealing or defacing a book is a Level 3 offence. No food in laboratories or the library.

20.3 Laboratories, simulation rooms and models: use only under supervision, handle with care and leave clean. Equipment must not be taken out, and breakage or loss is recovered in full. Mannequins and models must not be misused or photographed.

20.4 Original documents, where deposited, are returned at leaving as per UGC/MUHS norms, after clearance of dues.

20.5 The campus, hostel entrances, corridors and buses are under CCTV for safety. Recordings may be used in inquiries. Covering, damaging or tampering with a camera or its recording is a Level 3 offence.

20.6 Canteen: queue in order, pay for what you take, keep tables clean, do not waste food, and do not enter kitchens. Environment: keep the campus clean, use dustbins, segregate waste (dry, wet and biomedical), use no single-use plastic, save water and electricity, do not damage plants, and light no fires or burning of waste. Quiet zones are the library, laboratories, wards and the hostel at night. Auditorium and seminar halls are used only with the Principal's permission.

20.7 On the written direction of the Principal or the Convener (or at once in an emergency), security or the Warden may check bags, lockers, desks and hostel rooms for prohibited items, with female staff for female students and in the presence of a witness. Refusal is a Level 2 offence. Theft or loss must be reported to the Warden or Class Coordinator the same day. The institute is not liable for lost items, and found items are kept in the office for 30 days.

20A. Fees, Fines and Funds: Transparency

20A.1 A receipt is issued for every payment made by a student: fees, fines, hostel and transport charges, library dues and the Council fund. Payment is made only at the accounts office or by an approved online mode, and never in cash to a student leader, except the Treasurer's collection of the Council fund contribution (Section 21A.9).

20A.2 Every fine is entered in a fine register showing the student, the offence, the Section, the amount and the receipt number, and is deposited in the Student Council Fund within 7 days (Section 20.1).

20A.3 The Treasurer prepares a yearly statement of the Council fund showing receipts and expenditure. The accounts office and the Convener verify it, and it is displayed on the notice board within 30 days of the end of the academic year.

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20A.4 The fees, and the hostel and transport charges, are notified at the start of each academic year, and nothing is charged outside the notified schedule.

20A.5 Refunds are made as the University, UGC and government rules require, within the time they prescribe.

20A.6 A complaint about a fee, a fine or a charge goes to the Grievance Redressal Committee (Section 28.7).

Part F: Senior Students and Student Leaders

21. Student Leaders and Seniors: Powers, Duties and Limits

21.1 Purpose. Senior students help the faculty keep order, guide juniors and link students and faculty. For this they hold the limited powers below. They are not a disciplinary authority, and only the Committee may impose a penalty, except the minor punishments allowed to named Council members under Section 21A.16.

21.2 Who holds these powers.

- Student Leaders are appointed in writing by the Principal each academic year. A leader must be a senior student with attendance of at least 90%, no Level 2 or Level 3 offence on record, and good academic standing. Posts: Batch Captain, Class Representative, Hostel Prefect (with the Warden), Bus Route Monitor, Posting Group Leader, Student Mentor, and the Senior Student Representative who observes the Committee under 2.2. Each leader receives a badge and an appointment letter, attends orientation on this Code, anti-ragging and sexual harassment, and signs a Leaders' Undertaking before taking charge.
- All other senior students have the limited role in 21.5.

21.3 Powers of a Senior Student Leader on duty. A leader may:

- take attendance and roll call in class, bus, posting or hostel in the absence of a teacher, and submit the list to the Class Coordinator or Warden the same day;
- pass on notices, schedules and instructions given by faculty or the Warden, and remind juniors to follow them;
- keep order in assemblies, queues, bus boarding, the library, study hour, the mess and posting groups, by directing juniors to be quiet, seated or in line, or to leave a restricted area;
- ask a junior to show her/his ID card, bus pass or posting letter, and require the junior to correct on the spot a lapse in uniform, ID display, phone switch-off or reporting time (a leader may not send a junior home);
- give an oral reminder, and for a Level 1 lapse issue a Reminder Slip in the prescribed format (name, class, lapse, date, time, place, leader's name). The slip is a record and not a penalty. It goes to the Convener the same day, and two or more slips for the same student in a month go to the Committee for Level 1 action;
- stop an unsafe act on the spot and call the faculty or Warden immediately;
- collect assignments, records and forms from the class or group and hand them to the faculty;
- as Posting Group Leader, check that group members are present, in uniform and carrying equipment, and allot duties within the group as the Clinical Coordinator has directed (never clinical decisions);
- as Hostel Prefect, with the Warden's written authority, conduct roll call and a lights-out check of common areas, in pairs and only for residents of the same gender;
- as Student Mentor, guide juniors in studies and procedures, in groups and in open study areas, with the faculty's knowledge;

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- receive grievances from juniors and pass them to the faculty, and speak for the batch in meetings with the faculty;
- help organise institute-approved events under faculty supervision;
- report any violation in writing, with names, time and place, to the Convener (copy to the Class Coordinator or Warden) on the same day.

21.4 Voice of leaders. The Convener acts on a leader's written report within 2 working days. Student Leaders meet the Principal once a month, and the Senior Student Representative observes the Committee under 2.2.

21.5 Role of all senior students. Any senior student may politely remind a junior of a rule; offer academic guidance in open study areas, the library, classrooms and laboratories, in groups and with the faculty's knowledge; help juniors settle into the campus, hostel and hospital routines; and report a violation or concern to a Senior Student Leader or the Class Coordinator. A senior who is not a leader has no power to instruct, stop a junior or note names.

21.6 Duty of juniors. A junior must follow the lawful instructions of a leader on duty given under 21.3, politely and promptly. A junior who disagrees follows the instruction first and then raises it with the Convener or Principal. Refusing or ignoring such an instruction is a Level 1 offence, and Level 2 on repetition, decided by the Committee on the leader's report. Abusing or threatening a leader on duty is a Level 2 offence, and Level 3 if there is violence or a serious threat.

21.7 Limits. A leader or any senior student must never:

- **impose or threaten any penalty, fine, punishment, extra work, exercise, posture or task, or take away any privilege (except a minor punishment given by a Council member under Section 21A.16);**
- **search a person, a bag, a room or a phone, confiscate any item, or demand money, gifts, favours or personal service (except the Council fund collected by the Treasurer under Section 21A.9);**
- **call a junior to a room or a private meeting, or give instructions outside institute duties, hours or places, or in hostel rooms after lights out except in an emergency;**
- **shout at, abuse, threaten, touch, mock or humiliate a junior, or take a junior's name in public as a form of punishment;**
- **demand or enforce greetings, salutes or forms of address beyond Section 13.2;**
- **grant leave, gate passes, out-passes or any permission, settle a dispute or complaint privately, conceal a violation, or favour any student;**
- **see confidential records, other than attendance lists;**
- **hold any welcome, freshers' or similar event without the institute's permission.**

21.8 Safeguards. Leaders give instructions in the official class or hostel group or in public areas, and never in private. They act in pairs or groups when dealing with juniors, and a faculty member reviews every leader's reports each month. Any junior may complain about a leader to the convener, the Warden, the Anti-Ragging Squad or the Principal, without fear of retaliation.

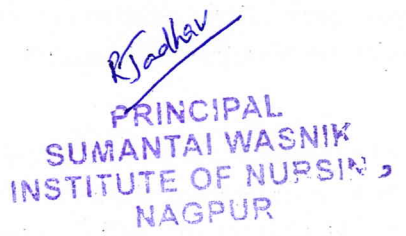
21.9 Accountability. A leader who exceeds these limits, misuses the post, takes sides, hides violations or commits any offence is removed by the Principal at once, and the position of trust is an aggravating factor in deciding the penalty. Any use of force, humiliation, coercion or harassment is ragging (Section 14) and a Level 3 offence.

21.10 Duties and recognition. A leader sets an example in punctuality, uniform and conduct, is fair, neutral and courteous, keeps confidences, reports on the same day, and attends the monthly review. A badge gives no personal privilege. Service as a leader is recorded in the student's file and the conduct certificate, and the Principal may award a certificate of merit at the end of the year.

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21.11 Offences by leaders: Level 2 for carelessness in reporting, absence from duty or discourtesy. Level 3 for punishing, humiliating, coercing, touching, searching, collecting money from or harassing a junior (other than a minor punishment given, or the Council fund collected, as Section 21A allows), and for false reporting against a junior or a leader.





21A. Student Council: Structure, Duties and Limits

At a glance

The table summarises who does what in the Student Council. The clauses that follow give the full rules.

Role	Held by	Main function	Special authority
President	The Principal	Heads the Council and appoints its members	Chairperson of the Disciplinary Committee
Class Teachers and Class Coordinators	Faculty	Responsible for the education and discipline of their classes (21A.5)	Members of the Disciplinary Committee (2.2)
Advisor and Co-Advisor	Faculty members appointed by the Principal	Advise and guide the Council	None: advisory only
Vice President	Student	Leads the Council under the President; the only link with the Principal and the Convener on Council matters	May give minor punishment; member of the Disciplinary Committee
Secretary and Co-Secretary	Students	Agenda, minutes and records	The Secretary may give minor punishment
Treasurer and Co-Treasurer	Students	Accounts of the Council fund	Collects the Council fund contribution decided by the Principal and disbursement
Disciplinary Head	Student from the senior-most batch on campus	Promotes the Code and reports violations	May give minor punishment; member of the Disciplinary Committee
Curriculum, Cultural, Sports and Media Heads	Students	Lead their wings of the Council	None
In-charges	One student for each wing from each batch	Carry out the wing's work within their own batch	None

A. Structure and Appointment

21A.1 Purpose and status

The Student Council is the student body through which students support academic, cultural, sports and media activities, help to promote discipline, and link students with the faculty. The **Principal is the President** of the Council. The Council works under the President, through the Convener, with guidance from the Advisor and Co-Advisor (21A.4).

Apart from the **minor punishments** in 21A.16 and the **seats on the Disciplinary Committee** in 21A.17, the Council is **not a disciplinary authority**. Every other penalty is imposed only by the Committee (Sections 2 and 23). Where this Section differs from Section 2, 14.5, 21 or 23, this Section prevails for the Student Council (27.2).

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21A.2 Structure

The Council is organised as shown in Figure 1 and summarised in the table above. The Principal is the **President.** The **Vice President** leads the Council under the President. The **Secretary** (with a Co-Secretary) and the **Treasurer** (with a Co-Treasurer) are its office-bearers. Five **Heads** (Disciplinary, Curriculum, Cultural, Sports and Media) each lead one wing of the Council, and each Head is assisted by **In-charges, one from each batch.** The Disciplinary Head is drawn from the **senior-most batch on campus (not interns, Section 10A.12).** The **Advisor and Co-Advisor** advise the Council (21A.4).

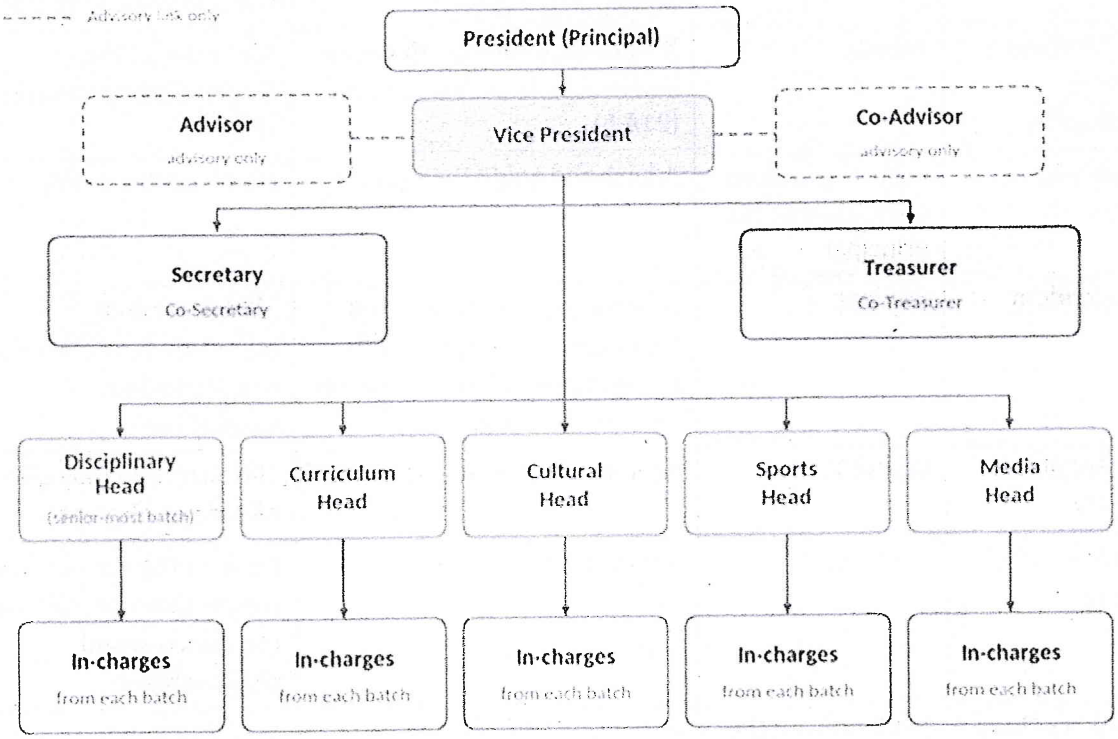


Figure 1: Organisational chart of the Student Council

21A.3 Appointment and eligibility

- Every member of the Council is **appointed in writing by the Principal**, as President, each academic year, and holds the post for that year unless removed earlier.
- A member must have **attendance of at least 90%, no Level 2 or Level 3 offence** on record, and good academic standing, as required of a Senior Student Leader under 21.2.
- Each In-charge is appointed from her/his **own batch**, one for each wing of the Council.
- Before taking charge, every member receives an appointment letter, attends orientation on this Code, anti-ragging and sexual harassment, and signs the Leaders' Undertaking (21.2).
- A member who is placed on **Disciplinary Probation** under 23.2 cannot continue in the post.

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21A.4 Advisor and Co-Advisor

The Principal appoints, in writing, a faculty member as **Advisor** and another as **Co-Advisor** each academic year.

Key point: The Advisor and Co-Advisor guide the Council. The Council decides for itself, within this Code and under the President.

The Advisor and Co-Advisor may
• advise and guide the Council on planning, procedure and this Code, when asked or when they see a need; • attend Council meetings as **non-voting observers**, on the invitation of the Vice President or the Principal; • be consulted by the Vice President and the Heads on programmes, budgets and difficulties; • point out to the Council or the Convener any plan that conflicts with this Code or the institute's rules; • receive a copy of the minutes and the monthly report for information.

Advice given at a Council meeting is recorded in the minutes **as advice**. Reports of violations, complaints and concerns still go to the Convener (21A.6). In a matter of safety, ragging or harassment, the Advisor and Co-Advisor act as any faculty member must under Sections 14 and 15.

21A.5 Class Teachers and Class Coordinators

Key point: The responsibility for **education and discipline in each class** rests with the **Class Teachers and Class Coordinators**.

The Class Teachers and Class Coordinators remain responsible for the education and discipline of their classes, and they act as Section 2.4 provides: to guide, record and report, to mentor students, and, as members of the Disciplinary Committee, to take part in its decisions (2.2). The Student leaders only **assists** them. It passes on notices, collects suggestions, helps students follow this Code, and reports. The Council does not replace, overrule or share their responsibility, and it never takes over the running of a class. A matter of class discipline is reported to the Class Teacher or Class Coordinator and the Convener, and is dealt with only as this Code provides (Sections 2, 23 and 24), with a minor punishment given only under 21A.16.

B. Duties of Members and Office-Bearers

21A.6 Duties of every member

Every member of the Council must:

- set an example in punctuality, uniform and conduct, and be **fair, neutral and courteous** to every student (21.10);
- work under the supervision of the faculty and follow the institute's rules for events, groups and funds;
- report any violation of this Code, and any complaint or concern received, **in writing to the Convener** (copy to the Class Coordinator or Warden) **on the same day**, and never settle it privately, hide it or favour any student;
- send every Council matter (programmes, permissions, budgets, minutes, reports and requests) to the Principal or the Convener only through the Vice President (21A.7); this does not limit the reports and complaints in the point above, in 21A.10 and in 21A.19, which are made directly;
- keep confidences, and see no confidential record other than attendance lists;
- attend the Council's monthly meeting and the monthly review (21.8).

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The functions and powers of the Council and its members are **only those in this Section**. The powers in 21.3 belong only to a person appointed as a Senior Student Leader under 21.2, and the power to give a minor punishment belongs only to the members named in 21A.16.

21A.7 Vice President

The Vice President:

- leads the Council under the President, presides at its meetings when the President does not, and coordinates the work of the Secretary, the Treasurer, the Heads and the In-charges;
- is the only member who communicates directly with the Principal and the Convener on Council matters, and speaks for the students in meetings with the faculty;
- calls the Council to meet at least once a month and sends the agenda to the Convener beforehand;
- collects the monthly report of each Head and submits the Council's monthly report to the Convener;
- sees that no programme, event or collection of money is undertaken without the Principal's written permission (13.11, 21.7);
- refers any complaint against a member, or about the Council's work, to the Convener or the Principal, and does not settle it privately;
- **may give a minor punishment** under 21A.16, and **sits on the Disciplinary Committee** under 21A.17.

21A.8 Secretary and Co-Secretary

The Secretary:

- prepares the agenda, records the minutes of every Council meeting and gives a copy to the Convener, through the Vice President, within 2 working days;
- keeps the Council's records: minutes, list of members, reports, notices, event files and the copies of Minor Punishment Slips;
- circulates notices and schedules approved by the faculty to the batches through the In-charges;
- prepares the Council's correspondence with the faculty and the office, which goes out through the Vice President;
- hands over all records to the Convener at the end of the academic year;
- **may give a minor punishment** under 21A.16.

The Co-Secretary assists the Secretary and acts in her/his absence, but has **no power under 21A.16**.

21A.9 Treasurer and Co-Treasurer

> **Key point:** The Treasurer collects **only the Council fund contribution decided by the Principal**, and every payment is receipted and deposited with the institute's accounts office, and all expenditure is tracked.

The Treasurer:

- collects from each student the **contribution to the Student Council fund** that the Principal has decided, in the amount, on the dates and for the purpose notified to all students.
- spends from the fund only with the approval of the Vice President and of the Convener or the Principal;
- keeps an accurate account of the Council fund and of any other budget the Principal sanctions for the Council, with a bill or voucher for every expense;
- prepares a statement of income and expenditure for each programme and each term, and submits it to the Vice President, who sends it to the Principal through the Convener;

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- gets the accounts checked every month by the faculty in charge or the accounts office.

The Treasurer and the Co-Treasurer collect only the contribution decided by the Principal. **No other member** of the Council may collect or hold money from any student, and no other collection is made without the Principal's written permission (21.7). The Treasurer must not pressure, name in public or penalise a student who has not paid; a non-payment is reported through the Vice President to the Convener, who decides on it. The Co-Treasurer assists the Treasurer, checks the entries and acts in her/his absence.

C. Duties of the Heads and In-charges

21A.10 Disciplinary Head

The Disciplinary Head, drawn from the senior-most batch on campus:

- assists the Class Teachers and Class Coordinators, who remain responsible for class discipline (21A.5), in promoting compliance with this Code on uniform, ID cards, punctuality, silence in quiet zones, and conduct in transport, the mess and the canteen;
- guides and coordinates the Disciplinary In-charges of the batches, and explains to them this Code, Section 14 and the limits in 21.7;
- collects the written reports of the Disciplinary In-charges and forwards them, with names, time and place, to the Convener (copy to the Class Coordinator or Warden) on the same day (21.3);
- helps the faculty to orient new students on this Code;
- reports any ragging, harassment or safety concern **at once** to the Anti-Ragging Squad, the Internal Committee or the Principal, as the matter requires, and does not inquire into it;
- attends the Anti-Ragging Committee as a non-voting observer and acts as its student preventer and action taker, within the limits in 28.4;
- **may give a minor punishment** under 21A.16, and **sits on the Disciplinary Committee** under 21A.17.

The Disciplinary Head has **no other power** to impose or announce any penalty, fine, warning or restriction, to inquire into a complaint, or to summon a student.

21A.11 Curriculum Head

The Curriculum Head:

- is the link between the students and the faculty on academic matters such as timetables, assignments, records, procedure books, tutorials, seminars and remedial classes, and assists the Class Teachers and Class Coordinators, who remain responsible for class education (21A.5);
- passes on academic notices and deadlines, and through the In-charges collects assignments, records and forms from the batches and hands them to the faculty (21.3);
- takes the academic difficulties and suggestions of the batches, in writing, to the Class Coordinator (26.2);
- with the faculty's knowledge, organises study groups and academic guidance in classrooms, the library and open study areas (21.5);
- has **no role** in marking, internal assessment or examinations, and never shares a question paper or any examination information (6.8, 7.5);
- organises programmes and events pertaining to education and academics.

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21A.12 Cultural Head

The Cultural Head:

- plans cultural programmes such as the annual day, national days, festivals and rehearsals, together with the faculty in charge;
- submits each programme in writing to the Vice President, with the date, place, participants, budget and dress code, and holds it **only with the Principal's permission** and a faculty member present (13.11);
- gives students of every batch a fair chance to take part, and never compels any student to perform (14.2);
- holds rehearsals only at the places and times the faculty allow, without affecting classes, postings or examinations;
- keeps every programme free of alcohol, loud DJ music and outsiders (13.11), and holds no welcome or freshers' event without the institute's written permission (21.7).

21A.13 Sports Head

The Sports Head:

- plans sports days, matches, tournaments and practice sessions together with the faculty in charge, and submits each in writing to the Vice President, who obtains the Principal's written permission (13.11);
- keeps the list of teams and players, selects fairly, and never compels a student to play;
- keeps a record of sports equipment issued and returned, in the presence of the faculty in charge;
- holds no activity without faculty supervision, and asks the faculty in charge to arrange first aid;
- schedules practice outside classes, postings and examinations, never at the cost of attendance (3.1, 10.4);
- for any event outside Nagpur, ensures the Principal's written permission, the parent/guardian's written consent and a faculty member in charge of the team before travel (10.12).

21A.14 Media Head

The Media Head:

- records institute programmes (photographs, video and notes) and prepares reports, notices and news for the notice board and the institute's approved channels, only with the written approval of the faculty in charge;
- runs a page, group, handle or channel in the institute's name **only with the Principal's written permission** and with a faculty member as admin (16.4, 16.8);
- publishes only content approved in advance by the Convener or the faculty in charge, and follows Section 16: no patient, hospital or clinical-area content (16.3), no photograph, video or personal detail of any person without consent, and nothing about an examination before the last paper ends (16.5);
- removes any content within the time stated in a written notice from the Principal or the Convener, keeping a copy for the Convener (16.12).

21A.15 In-charges

Each Head is assisted by one In-charge from each batch for that wing: Disciplinary, Curriculum, Cultural, Sports or Media. An In-charge:

- carries out the Head's work **within her/his own batch only**, and has no authority over any other batch;
- passes on notices, schedules and instructions to the batch, and encourages the batch to take part;

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- collects the suggestions and requests of the batch and gives them to the Head (grievances go to the faculty under 26.2);
- reports to the Head in writing every month, and on the same day for any violation of this Code.

An In-charge has **no power to give a minor punishment.** A Disciplinary In-charge only reports. She/he may give a polite reminder or a Reminder Slip only if also appointed a Senior Student Leader (21.3), and never takes a student's name in public.

D. Disciplinary Powers and Committee Membership

21A.16 Minor punishment

The Principal, as President, authorises the **Vice President**, the **Secretary** and the **Disciplinary Head**, and no other member of the Council, to give a minor punishment on the following conditions.

> **Key point:** A minor punishment is **only** an oral warning, a written warning or a small fine, for a **first-time Level 1 offence**, and it is always recorded and reviewed by the Convener.

Rule	What applies
Who may give	Only the Vice President, the Secretary and the Disciplinary Head. The Co-Secretary, the Treasurer, the other Heads and every In-charge have no such power.
For what	A **first-time Level 1 offence** only (22). A repeat of a Level 1 offence, and every Level 2 or Level 3 offence, is reported to the Convener under 21A.6 and decided by the Committee.
What may be given	**Only** one of these: an **oral warning**, which is recorded; a **written warning**; or, where this Code already prescribes a fine for that Level 1 offence, a **fine of not more than ₹100**, which is charged and received only through the institute's office and never by a member. No other punishment may be given.
How it is given	The member tells the student the lapse and hears her/his explanation on the spot. The member acts in the official group or in a public area, never in private, and in the presence of another member of the Council or a faculty member (21.8).
Record	The member records it on a **Minor Punishment Slip** in the prescribed format (name, class, lapse, punishment, date, time, place, member's name), gives a copy to the student, and sends it to the Convener the same day.
Review and appeal	The Convener reviews every slip **within 2 working days** and may confirm, reduce or cancel the punishment. The student may ask the Convener in writing for a review within 3 working days, and may appeal to the Principal. The Committee ratifies the slips at its next sitting (2.2).
Effect	A written warning, once confirmed by the Convener, counts as a written warning under 23.2, and a fine is deposited in the Student Council Fund (20.1, 23.3).
Never allowed	Physical or exercise punishment, extra work, humiliation, public naming, loss of privilege or denial of any facility or service (2.8, 23.5). A member must not act in a matter in which she/he is the complainant, a relative or otherwise interested.

21A.17 Membership of the Disciplinary Committee

- The Principal, as President of the Council, remains the **Chairperson** of the Disciplinary Committee.

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- The **Vice President and the Disciplinary Head** are members of the Committee, together with **all Class Coordinators and Class Teachers** (2.2).
- The Vice President and the Disciplinary Head sit **only in Level 1 and Level 2 matters**. On the Disciplinary Committee they never sit in a Level 3 matter, in a matter of ragging, sexual harassment or any other confidential matter, or in any matter in which they are the complainant, a witness, a relative or otherwise interested. Their roles on the Anti-Ragging Committee (Vice President as senior student representative; Disciplinary Head as observer, action taker and preventer, 28.4) and the Internal Committee (Vice President, Secretary and Disciplinary Head, 28.8) are governed by those Sections.
- They take part in the discussion and vote on the matters in which they sit, but they **do not count towards the quorum** (2.2).
- They keep every proceeding and record of the Committee confidential (26.4), and do not discuss any matter outside the Committee.
- A Class Coordinator or Class Teacher takes part as a member of the Committee, but never sits in a matter in which she/he is the complainant, a witness, a relative or otherwise interested (2.4, 24.3).

E. Meetings, Limits and Accountability

21A.18 Meetings and reports

The Council meets **at least once a month**, and the minutes are recorded under 21A.8. The Vice President and the Heads attend the monthly meeting with the Principal under 21.4. Each Head submits a written report of the wing's work to the Vice President every month, and a faculty member reviews the reports every month (21.8). The Convener acts on a written report within 2 working days (21.4).

21A.19 Limits and accountability

- The limits in 21.7 and the safeguards in 21.8 apply to **every member** of the Council and to **every In-charge**, subject only to 21A.9 (the Council fund) and 21A.16 (minor punishment). Otherwise no member may impose or threaten any penalty, search a person or confiscate any item, demand money or favours, call a student to a private meeting, grant leave or any permission, or settle a complaint.
- Any student may complain about a member to the convener, the Warden, the Anti-Ragging Squad or the Principal, **without fear of retaliation** (21.8).
- A member who exceeds these limits, misuses the post, takes sides, hides a violation or commits any offence is **removed by the Principal at once**. The position of trust is an aggravating factor, and 21.9 and 21.11 apply. A punishment given outside 21A.16, or by a member not named in it, is an offence under 21.11, and any use of force, humiliation, coercion or harassment is **ragging** under Section 14.
- Service in the Council is recorded in the student's file and the conduct certificate (21.10).

Part G: Discipline

22. Classification of Offences

22.1 Offences are classified into three Levels. The Committee may treat any offence at a higher Level depending on its gravity, intent, harm caused and repetition. The penalties stated in Sections 3, 8, 10, 11, 12, 16, 18 and 19 apply along with this Section. For examination offences, this Section gives the general classification and Section 8.3 prescribes the detailed categories and penalties, which apply. An offence declared by another clause of this Code to be of a particular Level (for example 13.4) has that Level even if it is not listed below.

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Level 1: Minor offences

- Late arrival without valid reason (dealt with under Section 3)
- Incomplete or untidy uniform, no ID card, grooming violations
- Not carrying required equipment, notebooks or records
- Delay in submission of assignments or records
- First-time visible use of a mobile phone (even on silent) in a restricted area
- Eating, chewing, sleeping or loitering in class, library, laboratory or corridors in teaching hours
- Littering, spitting, writing on walls or desks, wasting water or electricity
- Noise, disturbing others, not rising to greet faculty
- Improper parking, not updating contact details, late return of library books
- Refusing or ignoring a Senior Student Leader's lawful instruction (first time)

Penalty: 1st offence, oral warning recorded in the discipline register and a fine of ₹100. 2nd offence, written warning, a fine of ₹200 and parent/guardian informed. 3rd offence in the same academic year, treated as Level 2.

Level 2: Major offences

- Absence without sanctioned leave; bunking class, clinical or practical; leaving class, ward or campus without permission
- Proxy attendance (both the giver and the taker); tampering with attendance
- Disrespect, insolence or disobedience towards faculty, clinical instructors, staff, the Warden, security, an invigilator or hospital staff; not stopping or obeying when called out under 2.5
- Abusive or obscene language, quarrels, bullying, teasing, a minor scuffle without injury
- Repeated dress-code violation after warning; wearing the uniform in public places for non-academic purposes
- Phone misuse after warning; recording or photographing without consent; Bluetooth devices in class
- Smoking, tobacco, gutkha or vaping on any premises (off campus in uniform it is Level 3)
- Negligent damage to property; misuse of equipment
- Copying or plagiarism in assignments, records or internal tests; getting work done by others
- Insulting or defamatory social media posts; misuse of the institute's name or uniform online (Section 16)
- Unauthorised gatherings, collecting money, posters or canvassing
- Bringing outsiders on campus; misuse or lending of an ID card
- Hostel offences listed in 17.10
- Clinical: not reporting an incident or near miss; leaving a posting without handover; negligence that did not cause harm
- Giving false information to the institute
- Indecent behaviour or public display of affection
- Failure to report an infectious illness; failure to report a Level 3 offence (22.3); refusing a check under 20.7
- Repeated Level 1 offences

Penalty (any one or more): written warning with the parent/guardian called to the institute; a fine of ₹50 to ₹300; suspension from classes, clinical postings or hostel for 3 to 15 days (counted as absence, with no relaxation of attendance requirements); loss of leave, out-pass and event privileges; deduction of conduct and internal assessment marks; community service on campus; removal from student committees; and full compensation for any damage. A repeat Level 2 offence in the same academic year is treated as Level 3.

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Level 3: Gross offences (offences marked (E) normally result in expulsion)

- (E) Ragging in any form, abetting it, or knowingly failing to report it
- (E) Sexual harassment, assault, stalking, voyeurism, obscene messages or images
- (E) Examination malpractice: copying, impersonation, unfair means, leaking or obtaining papers, tampering with answer scripts, marks or records
- (E) Forgery or falsification of documents, certificates, medical certificates, signatures, attendance, clinical records or fee receipts
- (E) Possession, consumption or sale of alcohol, narcotics or drugs, or being under their influence on campus, hostel, hospital, transport or in uniform; possession of weapons or explosives
- Smoking, tobacco, gutkha or vaping off campus while in uniform (on campus it is Level 2; for outstation postings and tours see 10.16)
- (E) Violence: assault, causing injury, threats, intimidation, extortion, group clash
- (E) Theft, misappropriation, or intentional damage or vandalism of institute, hospital or others' property
- Patient-safety breaches: any procedure or medication without authorisation; a negligent act causing or risking harm; hiding an error; falsifying clinical records; abandoning a patient or duty
- Breach of patient confidentiality (photographing, recording, posting); taking money, gifts or favours from patients or relatives; misbehaviour with a patient or attendant
- Misconduct leading to a complaint by a partner hospital or agency that risks the institute's clinical posting or reputation
- Strike, boycott of classes or postings, dharna, inciting or coercing others, gross insubordination
- Defamation or a malicious campaign against the institute, faculty, staff or students, including online; cyber-bullying; fake accounts and deepfakes (Section 16)
- Unauthorised absence beyond 15 days; overnight absence from the hostel without permission
- Malicious false complaint; threatening, pressurising or retaliating against a complainant or witness; tampering with evidence; refusing to appear before the Committee
- Abusing, threatening or assaulting an invigilator, an area in-charge or a faculty member
- Involvement in any criminal case, arrest or conviction during the course
- Repeat of a Level 2 offence in the same academic year; breach of disciplinary probation
- Any act that seriously endangers the safety, health or dignity of any person or the reputation of the institute or the nursing profession

Penalty: immediate interim suspension and hostel removal pending inquiry. After inquiry, one or more of: suspension for up to one academic year or semester (with extension of the course period); a fine up to ₹1000 plus compensation; withholding of results or certificates; debarment from clinical postings, events and representation; rustication; expulsion with cancellation of admission and a Transfer Certificate with the remark 'Conduct: Unsatisfactory'; reporting to MUHS, MNC and INC; a police complaint (FIR); and recovery of all losses through legal means.

22.2 Where a Level 3 offence is committed while a student is already on probation or under suspension, the Committee must recommend rustication or expulsion unless it records reasons in writing for a lesser penalty.

22.3 Duty to report. A student who witnesses or knows of a Level 3 offence must report it to the Principal or the Convener. Failure to report is a Level 2 offence. A report made in good faith is protected from retaliation.

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23. Penalties, Probation and Records

23.1 Only the Disciplinary Committee imposes penalties (Section 2), except the minor punishments allowed by Section 21A.16. Class Coordinators, class teachers, area in-charges and Student Leaders do not.

23.2 Three written warnings in one academic year place the student on Disciplinary Probation for the rest of the course year. During probation there is no representation, no event participation and no leave except medical, and weekly reporting to the Convener is required. Any offence during probation is treated as Level 3.

23.3 The discipline record forms part of the student's file and appears in the conduct and character certificate. Fines are deposited in the Student Council Fund within 7 days (20.1).

23.4 Penalties under this Code do not bar criminal or civil action. The institute informs parents, the police or the councils wherever required by law.

23.5 The institute does not use corporal punishment or public humiliation. Collective penalty is used only to recover the cost of damage.

23.6 Days of suspension count as absence. No relaxation of attendance or examination rules is given on that account.

24. Disciplinary Procedure

24.1 Reporting. Any faculty member, staff member, hospital authority, Senior Student Leader, student or parent may report an offence in writing to the Convener, directly or through the Class Coordinator or area in-charge. The Principal may also act on her/his own information. Class Coordinators and area in-charges forward every report within 24 hours (the same day for Level 2 and Level 3 matters). They do not decide it.

24.2 Show-cause. A written notice states the allegation. The student replies in writing within 3 working days (48 hours in urgent cases).

24.3 Inquiry. Level 1 matters are disposed of by the Convener on behalf of the Committee. Level 2 and Level 3 matters are inquired into by the Disciplinary Committee, with the Principal as Chairperson. Ragging goes to the Anti-Ragging Committee, sexual harassment to the Internal Committee, and examination malpractice to the Unfair Means Committee, within the timelines prescribed by law or this Code. A Class Coordinator or class teacher who is a witness, a complainant or otherwise interested in a matter may give a statement but does not sit in that inquiry.

24.4 Hearing. The student is heard, may present witnesses and documents, and may be accompanied by a parent/guardian (see Section 25). A written record of the hearing is kept, and the identity of a complainant is protected where necessary.

24.5 Time. The inquiry is completed within 15 working days. If a student fails to appear after two notices without valid reason, the inquiry proceeds in her/his absence.

24.6 Order. The Principal passes a written, reasoned order on the Committee's findings. A copy goes to the student and the parent/guardian. Rustication and expulsion orders require approval of the Management.

24.7 Ragging, sexual harassment and criminal matters are reported to the police or the authority concerned as required by law, regardless of the internal procedure.

24.8 The discipline register, show-cause notices, replies, inquiry reports and orders are kept in the student's file.

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25. Parents and Guardians

25.1 Duty. Parents/guardians must answer calls and notices within 2 days and attend meetings and hearings when called. They may not enter classrooms, laboratories, wards or hostel rooms. Abusive or threatening behaviour by a parent or guardian towards staff leads to a bar on entry to the campus and action under the law, and may be taken into account in the student's continuation. A change of address, phone number or local guardian must be reported to the office within 7 days.

25.2 How a parent is called. By a written notice, an SMS or WhatsApp message, or a recorded call from the office to the registered number or address, stating the date and time. A call recorded in the office register is treated as served.

25.3 Who attends. The parent/guardian who signed the Undertaking attends in person. A registered local guardian may attend only with the parent's written authorisation and the Principal's approval. A parent who cannot attend must tell the office before the date, with the reason, and attend within the time the Principal fixes. For reasons of distance, the Chairperson may allow one video-call hearing, to be followed by attendance in person within 7 days.

25.4 Stricter action when a parent does not come when called, without a valid prior reason:

- First default: the student is not permitted to attend classes, and loses leave, out-pass and event privileges, until the parent/guardian meets the Principal or the Convener. The days count as absence with no relaxation. A fine of ₹500 is charged. The penalty for the underlying offence is raised by one step (a Level 1 matter is dealt with at the Level 2 penalty range, and a Level 2 matter is referred for a Level 3 inquiry). A second notice goes out with a 2-working-day deadline.
- Second default: the non-attendance is a separate Level 2 offence of the student (wilful non-cooperation). The student may be suspended from classes and hostel for up to 15 days, the bus facility is withheld, and the notice is also sent by registered post to the home address.
- Third default, or no response to two notices: the matter goes to the Chairperson. The Committee proceeds in the parent's absence and may open a Level 3 inquiry. Hostel residence is cancelled, hall ticket, internal marks and certificates are withheld to the extent INC/MUHS rules allow, and the Management is informed to decide on the student's continuation.
- Every default is recorded in the student's file.

25.5 Safeguards. Action under 25.4 follows only where the notice was properly served under 25.2. A genuine emergency (illness, accident, death in the family), reported to the office before the date or within 3 days with proof, is a valid reason. A student barred from classes under 25.4 must still be allowed to appear in any scheduled examination, and nothing in 25.4 reduces a right guaranteed by INC, MNC or MUHS rules.

26. Student Rights, Grievances and Appeals

26.1 Every student has the right:

- to be treated with dignity and respect by faculty and staff, free from corporal punishment, abuse, humiliation, threats and discrimination (a complaint goes to the Principal or the Internal Committee, and staff misconduct is dealt with under the service rules);
- to a safe campus and hostel free from ragging, harassment and violence, and to a confidential complaint process without fear of retaliation;
- to know the allegation against her/him, to a fair hearing, to a reasoned written order and to an appeal, as set out in Sections 24 and 26;
- to see attendance, internal marks, and the course and posting schedule, and to raise objections within the stated time;

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- to the library, laboratories, clinical exposure and teaching required by INC/MUHS norms, and to counselling and first aid;

26.2 Grievances and suggestions are submitted in writing to the Class Coordinator, who forwards them to the Principal within 2 working days, or through the Grievance Redressal Committee (Section 28.7) or the suggestion box. A student may approach, in this order, the Class Coordinator, the Convener or head of department, and the Principal. Strikes, boycotts and collective pressure are not accepted.

26.3 An appeal against a Level 2 or Level 3 order may be filed within 7 days with the Management (Chairperson/Secretary), except that an appeal against a ragging punishment lies as stated in Section 28.4. The decision is final. The order stays in force during the appeal unless stayed in writing.

26.4 The institute will display this Code on the notice boards and hand it to every student and parent at admission, explain it at orientation, apply it equally to every student, give notices and orders in writing, keep records confidential (sharing them with parents/guardians, MUHS, INC, MNC, the police and courts as required), and inform parents/guardians of warnings and penalties.

26.5 These rights go with the duties in this Code. A student who exercises a right in good faith is never penalised. A complaint proved to be knowingly false is dealt with as a Level 3 offence.

27. General Provisions

27.1 The Principal and the Management may add to or amend this Code. Amendments take effect from the date of notice or circulation.

27.2 The Principal's interpretation of this Code is final. For any matter not covered, the Principal may act in the interest of discipline on the Committee's advice, following the principles of natural justice. Where a specific rule and a general rule differ, the specific rule prevails.

27.3 This Code is explained to students and parents at orientation. All disputes are subject to the jurisdiction of the courts at Nagpur.

Part H: Institutional Committees

28. Institutional Committees

28.1 Purpose and status

This Section lists the standing committees of the institute: who sits on each, what each does and how each works. Every committee is constituted by the Principal and works within the regulations of the Indian Nursing Council (INC), the Maharashtra Nursing Council (MNC), the Maharashtra University of Health Sciences (MUHS), the University Grants Commission (UGC) and the law of India, which prevail over this Section. Where Sections 2, 8, 14, 15, 24 or 26 already prescribe a procedure, that procedure applies, and this Section adds only who sits and how the committee works.

> **Key point:** The Principal constitutes every committee in writing at the start of each academic year. This Code lists the posts; the names are notified in the annual committee roster displayed on the notice board.

28.2 Rules common to all committees

Unless the entry for a committee says otherwise, these rules apply to every committee in this Section.

- **Constitution and tenure.** A committee is constituted by written order of the Principal for each academic year, and again whenever a member leaves. The term is one academic year, unless a regulation sets another term (Internal Committee, up to three years; IQAC nominated members,

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two years). A vacancy is filled by fresh nomination. The order, with the names, designations and contact numbers of members, is displayed on the notice board and the website.

- **Meetings.** The Secretary (Convener) circulates the date, time and agenda in advance, except in urgent matters. A committee meets at the interval stated for it in this Section, and whenever the Principal or the Chairperson calls it.
- **Quorum and decisions.** The quorum is the Chairperson (or the Convener) and more than half of the members, not counting student members, unless the entry for the committee states a different quorum. Decisions are by majority, and the Chairperson has the casting vote.
- **Fair procedure.** A committee that decides a matter against a student follows Section 24: written notice, a reasonable chance to reply and a reasoned written order.
- **Conflict of interest.** A member withdraws from any matter in which she/he, a relative or a close friend is concerned, or in which she/he is a complainant, witness or respondent.
- **Student members.** A student member never takes part in a matter about her/his own conduct or grievance. On the Disciplinary Committee, the Vice President and the Disciplinary Head of the Student Council never sit in Level 3 matters, or in matters of ragging, sexual harassment or other confidential matters (Sections 2.2 and 21A.17). Their roles on the Anti-Ragging Committee (Vice President as senior student representative; Disciplinary Head as observer, action taker and preventer, 28.4) and the Internal Committee (Vice President, Secretary and Disciplinary Head, 28.8) are governed by those Sections.
- **Confidentiality and records.** Proceedings are confidential and are shared only as Section 26.4 allows. The Secretary keeps a file with the agenda, attendance, minutes signed by the Chairperson, orders and the action taken, and shows it to MUHS, INC, MNC, UGC, NAAC or any other authority entitled to see it.
- **Annual report.** At the end of each academic year the Secretary reports to the Principal on the meetings held, the matters handled and their outcome, and the awareness and training activities conducted. The IQAC uses these reports for the annual quality report (28.11).

28.3 The committees at a glance

Committee	Chair and Secretary	Student seats	Governing rules	Meets
Anti-Ragging Committee and Squad (28.4)	Principal; Convener	One fresher; Vice President (senior student representative); Disciplinary Head (observer, action taker and preventer)	UGC Regulations 2009; INC Regulations 2016; Maharashtra Act 1999	Weekly in the first 3 months of the session, then monthly
Disciplinary Committee (28.5)	Principal; Convener	Vice President and Disciplinary Head (Level 1 and 2 only)	Sections 2 and 22 to 24	As needed on call; monthly meeting mandatory; within 3 working days of a Level 2 or 3 referral
Curriculum Committee (28.6)	Principal; Convener	Curriculum Head	INC and MUHS curriculum	Once a month

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Committee	Chair and Secretary	Student seats	Governing rules	Meets
Grievance Redressal Committee (28.7)	Principal; Convener	Class Representatives for every class (Vice President and Disciplinary wing)	UGC (Redress of Grievances of Students) Regulations 2023	As grievances arise; report within 15 working days
Internal Committee (28.8)	Presiding Officer (a senior woman faculty member); Convener as Member Secretary	Vice President, Secretary and Disciplinary Head, when the matter involves a student	POSH Act 2013; UGC Regulations 2015	As complaints arise; inquiry within 90 days
Research Ethics Committee (28.9)	Chairperson Principal; Member Secretary (Professor)	None	ICMR National Ethical Guidelines 2017	When Needed
Maintenanc e Committee (28.10)	Principal; Management representative as Member Secretary	None	Institute policy, within INC and MUHS norms	Monthly
IQAC (28.11)	Principal; Coordinator (senior faculty)	Vice President and Secretary of the Student Council	NAAC guidelines	At least once a quarter
Mental Health and Wellbeing Committee (28.12)	Principal; Convener	None	Supreme Court guidelines on student mental health, 2025	At least once a quarter and in any crisis

28.4 Anti-Ragging Committee and Anti-Ragging Squad

Aim: to keep the campus, hostels, transport and every posting area free of ragging. The Committee is constituted under regulation 6.3 of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, the Indian Nursing Council Regulations on Curbing the Menace of Ragging in Nursing Colleges, 2016 and the Maharashtra Prohibition of Ragging Act, 1999. What counts as ragging, and the penalties, are in Section 14.

Composition. The Principal nominates the Committee, which has a diverse mix of members in terms of level and gender.

Position	Member
Chairperson	Principal (Head of the institution)
Secretary	Convener
Members	Representative of the civil and police administration Representative of the local media Representative of a non-government organisation involved in youth activities Representatives of the faculty Representative of the non-teaching staff Representative of the parents Representatives of the students: • One from the freshers • Vice President, Student Council (senior student representative) • Disciplinary Head, Student Council (observer, action taker and preventer)

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The Anti-Ragging Squad is a smaller, mobile body nominated by the Principal from the campus community, with no outside members. It stays alert at all times and works under the guidance of the Committee.

- **Prevention.** The Committee displays the anti-ragging posters, the National Anti-Ragging Helpline number and the mobile numbers of its members on the notice boards, in the hostel and on the website. It arranges an orientation for freshers and counselling of senior students by a professional counsellor, complaint and suggestion boxes at several places, surprise rounds of the hostels, regular visits by the Warden, and watch by CCTV and in person. It collects the online anti-ragging affidavits of students and parents every year (14.3), arranges peer buddies, mentoring (one mentor for six freshers) and a lecture on safety by the police, and conducts a discreet survey of freshers every fortnight in the first three months. Before the session starts the Principal meets the Wardens and the student, parent and faculty representatives with the police to plan the prevention of ragging.
- **Squad and enquiry.** The Squad makes surprise rounds of the hostels and other places where ragging may occur. On any report of ragging it holds an on-the-spot enquiry, follows natural justice, and sends its report and recommendations to the Committee.
- **Action on a report.** Anyone may report ragging to the Principal, the Squad, the Warden or any Committee member, and the informant's identity is protected. On a report or on the Squad's recommendation, the Principal decides at once whether a case under the penal laws is made out and, if so, files the First Information Report (FIR) within 24 hours. The Principal reports the incident to the District Level Anti-Ragging Committee and the MUHS nodal officer, and the institute completes its own remedial action within 7 days of the report.
- **Punishment and appeal.** The Committee decides the punishment on the Squad's recommendation, from the penalties in Section 14.6 and regulation 9.1 of the UGC Regulations. Where those who committed or abetted ragging are not identified, collective punishment may be imposed. An appeal against the Committee's punishment lies to the Vice-Chancellor of MUHS, and not under Section 26.3. A fine collected for ragging is used only for anti-ragging awareness, as INC advises.
- **Reports.** As Head of the institution, the Principal submits to the Vice-Chancellor of MUHS a weekly report on the status of compliance with the anti-ragging measures during the first three months of each academic year, and a monthly report after that (regulation 6.4(o) of the UGC Regulations, 2009), and records the action taken on the anti-ragging portal. The Committee reviews compliance at the same intervals.
- **Student members.** The student members are one fresher and the Vice President, who sits as the senior student representative. They take part in the Committee's awareness, prevention and review work, subject to 28.2, and do not count towards the quorum. The Disciplinary Head of the Student Council attends as a non-voting observer and does not count towards the quorum. As the Committee's student preventer and action taker, she/he helps with awareness and prevention in the batches, stops any ragging act seen on the spot (2.6) and reports it at once to the Squad, the Convener or the Principal, and helps the Squad and the Committee in the action they take. She/he does not inquire into a complaint, decide guilt or give any punishment for ragging, and keeps every proceeding confidential (14.5, 21A.10, 21A.19, 28.2).

28.5 Disciplinary Committee

Aim: to maintain discipline and safety for everyone in the campus, the classrooms and the hostel, and in every hospital and area where students are posted, by supporting positive attitudes and practice and by taking corrective steps, up to suspension and expulsion where necessary. The Committee's powers, sittings and procedure are in Sections 2, 22, 23 and 24.

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Position	Member
Chairperson	Principal
Secretary	Convener (a senior faculty member appointed by the Principal)
Members	All Class Coordinators and Class Teachers Vice President, Student Council (Level 1 and Level 2 matters only) Disciplinary Head, Student Council (Level 1 and Level 2 matters only)
Co-opted	Hostel Warden for hostel matters, Clinical Coordinator for posting matters and Examination In-Charge for examination matters At least one woman member for every matter involving a female student

The Committee sits as needed, when called by the Principal or the Convener, and within 3 working days of any Level 2 or Level 3 referral. A meeting every month is mandatory, whether or not any matter is pending. The quorum is the Chairperson (or the Convener) and members of the faculty. Apart from the minor punishments in Section 21A.16 and the bodies named in Section 2.3, the Committee is the only body that imposes penalties under this Code. Appeals lie under Section 26.3.

28.6 Curriculum Committee

Aim: to see that the curriculum is implemented well and stays responsive to the needs of society, students and the regulating bodies. The curriculum and syllabus are prescribed by INC and MUHS, and the Committee works within them; it does not change them.

Position	Member
Chairperson	Principal
Secretary	Convener
Members	Faculty members representing the programmes and departments, nominated by the Principal Curriculum Head, Student Council (no role in marking, assessment or examinations, Section 21A.11)

The Committee:

- approves the institute's academic policies and its plan for implementing new and revised curricula issued by INC and MUHS, and ensures compliance with INC, MUHS and the other regulating bodies;
- reviews and updates the institute's implementation of the curriculum every two years;
- develops short-term courses;
- audits the curricular aspects of the programmes; and
- collects and analyses feedback from students, faculty and other stakeholders to improve the curriculum.

The Committee meets at least twice a year.

28.7 Grievance Redressal Committee

Aim: to give students and faculty equal opportunity, justice and impartial treatment, and to keep the institute free of harassment. The Committee is the Students' Grievance Redressal Committee under the UGC (Redress of Grievances of Students) Regulations, 2023, and it also hears grievances of faculty.

Position	Member
Chairperson	Principal

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Position	Member
Secretary	Convener
Members	All Class Teachers Class Representatives for every class: Vice President, Student Council Disciplinary wing of the Student Council (the Disciplinary Head and the Disciplinary In-charge of each batch)

- **What it hears.** Grievances about admission, fees and dues and scholarships; attendance, internal assessment, academic quality and examinations; library, laboratories, clinical exposure and teaching; hostel, food and other amenities; bullying, discrimination or unfair treatment; and any action contrary to the rules or this Code. Ragging goes to the Anti-Ragging Committee (28.4), sexual harassment to the Internal Committee (28.8) and disciplinary offences to the Disciplinary Committee (28.5).
- **How to complain.** In writing, as Section 26.2 provides: to the Class Coordinator, the Convener, the Principal or the Committee, or through the suggestion box.
- **Hearing and report.** The Committee hears the aggrieved person, following natural justice, and sends its report with recommendations to the Principal, with a copy to the complainant, preferably within 15 working days of receiving the complaint.
- **Appeal.** A student aggrieved by the Committee's decision may appeal to the Ombudsperson appointed under the UGC Regulations within 15 days of receiving the decision. The Ombudsperson tries to resolve the grievance within 30 days.
- **Protection.** Complaints are handled in confidence, and no one is penalised for a complaint made in good faith (Section 26.5).
- **Awareness.** The Committee arranges awareness programmes on gender sensitisation, anti-ragging and workplace violence.

28.8 Internal Committee (Internal Complaint Committee Cell)

Aim: to prevent and redress sexual harassment and other gender-based violence, with zero tolerance. The Committee is the Internal Committee required by section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and regulation 4 of the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015. What counts as sexual harassment, and how to complain, are in Section 15.

Position	Member
Presiding Officer	A woman faculty member at a senior level (not below Associate Professor), nominated by the Principal. The Principal is the Presiding Officer if she is a woman and eligible.
Member Secretary	Convener
Members	Two faculty members Two non-teaching employees Both preferably committed to the cause of women, or with experience in social work or legal knowledge
External members	At least one member from a non-government organisation or association committed to the cause of women. The other may be a person familiar with issues of sexual harassment, such as a lawyer.

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Position	Member
Student representatives	Sitting when the matter involves a student: Vice President Student Council Secretary Student Council Disciplinary Head Student Council



At least half of the members are women. The Presiding Officer and every member hold office for up to three years from nomination.

- **Complaint.** In writing to the Committee or the Principal (Section 15.2), within three months of the incident, or of the last incident in a series. The Committee may extend this by up to three months for reasons recorded in writing. The Presiding Officer or any member helps a complainant who cannot write. A complaint against the Principal goes to the Local Committee constituted by the District Officer.
- **Conciliation and interim relief.** Conciliation takes place only if the complainant asks for it, and never on payment of money. Interim relief (separation, change of seat or posting) is given as Section 15.2 provides.
- **Inquiry and report.** The Committee completes the inquiry within 90 days of receiving the complaint, giving both sides a fair hearing, and sends its report with findings and recommendations to the Principal and to both parties within 10 days of finishing. The institute acts on the recommendations within 60 days. A person aggrieved may appeal within 90 days, as the Act provides.
- **Confidentiality.** The complaint, the identity of the persons concerned, the proceedings and the recommendations are confidential and are not published or shared except as the Act allows.
- **Awareness and annual report.** The Committee holds awareness sessions every year, and its members are trained. Every year it prepares the annual report required by section 21 of the Act for the District Officer, which also goes into the institute's annual report.

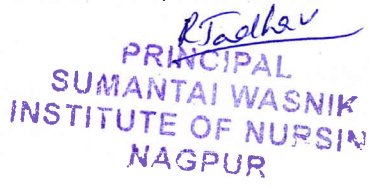
The Committee meets as complaints arise, on the call of the Presiding Officer.

28.9 Research Ethics Committee

Aim: to protect the rights, dignity, safety and well-being of people who take part in research, and to promote high ethical standards in research for health. The Committee is the institute's Ethics Committee under the National Ethical Guidelines for Biomedical and Health Research Involving Human Participants (ICMR, 2017). It reviews research by faculty and students, including post-graduate dissertations and every other study involving human participants.

Position	Member
Chairperson	Principal
Member Secretary	A Professor of the institute, with knowledge of research and ethics
Members	Post-graduate nursing faculty A clinician A basic medical scientist A legal expert A social scientist, ethicist or philosopher A lay person from the community

The Committee has between 7 and 15 members with a balance of age and gender, and preferably at least half of them are from outside the institute.



- **Review.** The Committee reviews each proposal before the study starts, including the protocol, the consent form and the tools. It may approve, suggest changes or reject, and it protects participants' consent, privacy, confidentiality and safety. It follows up approved studies as the ICMR guidelines require.
- **No study without approval.** No research involving human participants, and no data collection, begins without the Committee's written approval. A member does not review a study in which she/he is involved.
- **Quorum and meetings.** The quorum is five members, with both medical or scientific and non-medical members present. Decisions are taken at meetings and not by circulation of papers. The Committee meets at least once a quarter and whenever proposals await review.
- **Research culture.** The Committee suggests changes to improve the quality of studies, and promotes interdisciplinary, multidisciplinary and evidence-based research among faculty and students.

28.10 Maintenance Committee

Aim: to make the best use of the institute's resources, to prevent damage and to prolong the life of the buildings, laboratories, equipment and furniture. The standard to be maintained is the one that INC and MUHS norms require for infrastructure, laboratories, library and hostel.

Position	Member
Chairperson	Principal
Member Secretary	Management representative
Members	Representative of the non-teaching staff Teaching faculty, including the laboratory, library and hostel in-charges as nominated by the Principal

The Committee:

- optimises the use of the facilities available in the institute;
- ensures that adequate resources are available in working condition;
- keeps proper records of stock, purchase, inventory, repair and maintenance;
- supervises electrical, plumbing and carpentry work, reports any fault at once and follows it up until it is resolved; and
- reports loss, breakage and improper functioning of equipment to the Principal.

Damage caused by students is dealt with under Sections 13.7 and 17.8. The Committee meets every month.

28.11 Internal Quality Assurance Cell (IQAC)

Aim: to promote quality in the functioning of the institute through a culture of quality and the best practices, and to coordinate and monitor quality parameters. The Cell is constituted on the lines of the guidelines of the National Assessment and Accreditation Council (NAAC) for the Internal Quality Assurance Cell.

Position	Member
Chairperson	Principal (Head of the institution)
Coordinator	A senior faculty member (the Convener)

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Position	Member
Members	Senior administrative officers, such as the heads of the library, hostel, examination and clinical areas, nominated by the Principal A Management representative Three to eight teachers, including a Teacher representative A local nominee An employer nominee A Parent representative An Alumni representative Student nominees: the Vice President and the Secretary of the Student Council

Nominated members hold office for two years.

- **Functions.** The Cell encourages self-evaluation, accountability and innovation; takes up quality-related studies, consultancy and training; works with other stakeholders for quality evaluation, promotion and sustenance; integrates the institute's activities and institutionalises the best practices; gives a sound basis for decisions; acts as a change agent; and improves internal communication for the implementation of policy.
- **Meetings.** The Cell meets at least once every quarter. The quorum is two-thirds of the total number of members. The agenda, minutes and action-taken reports are signed and kept electronically where they can be retrieved.
- **Annual report.** The Cell prepares the Annual Quality Assurance Report (AQAR) for NAAC in the manner and by the date NAAC prescribes, using the annual reports of the committees (Section 28.2).

28.12 Mental Health and Wellbeing Committee and Counselling Cell

Aim: to protect and promote the mental health of every student through prevention, early identification, confidential counselling and timely referral, in line with the guidelines on student mental health issued by the Supreme Court of India in 2025. The Counselling Cell is run within the institute by its own mental health faculty and is not outsourced.

Position	Member
Chairperson	Principal
Secretary	Convener
Members	Senior teachers nominated by the Principal M.Sc. (Mental Health Nursing) faculty, Lecturer or Associate Professor, nominated by the Principal, who form the Counselling Cell and act as the counsellors
Student seats	None, to protect confidentiality
Co-opted	Hostel Warden for hostel matters Clinical Coordinator for posting matters

- **Counselling Cell.** The Cell keeps fixed hours, which are displayed, and offers confidential individual and group counselling, by appointment or as a walk-in, to every student, including interns and hostel residents. Sections 19.2 and 19.3 apply.
- **Policy.** The Committee keeps a written mental health policy, reviews it every year, and displays it on the website and the notice boards.

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- **Mentorship.** Every student has a faculty mentor who meets the student at least once a month, follows her/his attendance, marks and wellbeing, and refers the student early to the Cell.
- **Prevention.** The Committee arranges orientation, stress and coping-skills sessions and teaching on warning signs, and sensitises staff and parents at least twice a year.
- **Crisis.** A Cell member assesses the risk (Section 19.3) and, where medical assessment or treatment is needed, refers the student to the psychiatry department of the attached hospital. The parent/guardian is involved as Section 19.3 provides.
- **Records and confidentiality.** The Cell keeps its own confidential records, separate from the discipline and academic files. Only anonymised figures go to the Committee. Nothing is disclosed except where there is a risk to life or safety or a legal duty to report, and seeking help is never an offence.
- **Separate roles.** A Cell member withdraws from any Disciplinary Committee matter or assessment concerning a student she/he counsels, and never discloses what was learned in counselling.
- **Fair climate.** No student is ranked, shamed or segregated in public because of performance.
- **Meetings and report.** The Committee meets at least once every quarter, and at once in any crisis. The annual report under Section 28.2 includes anonymised numbers of counselling sessions, referrals, training and awareness activities.

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