



Dr. Vithalrao Vikhe Patil Foundation's
COLLEGE OF NURSING

CODE OF CONDUCT

HANDBOOK



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Table of contents

Sr. No.	Content	Page No.
1	Message from Principals desk	1
2	Vision and Mission	2
3	Code of professional conduct by the International Council of Nurses	3
4	Code of conduct for Faculties	4
5	Code of conduct for Administrative staff	7
6	Code of conduct for Non-teaching Staff	11
7	Code of conduct for Support Staff	13
8	Code of conduct for Students	15
9	Institutional Library Rules and Regulations	22
10	Anti-ragging Rules	24

MESSAGE FROM THE PRINCIPAL'S DESK



"Success comes to those who work hard."

Confidence is preparation; everything else is beyond your control.

-Richard Kline.

Aiming towards building a holistic culture and values each student's individuality to uplift the innate potential. Aristotle said, "educating the mind without educating the heart is no education at all ."The pandemic made us skilled in technological competencies to cope with the modern challenges underpinning our vision. The current situation portrays future generations as being exposed to violence and deviant behavior; hence, It is a matter of great concern. The dedicated, passionate teachers, cooperative parents, supportive management, and Society are the hope to overcome this situation. Our prime goal is to instill good values and a code of conduct in our students. In this process, the acquired knowledge and skills are necessary to build a compassionate nurse personality and prepare to care for the sick. This transformation creates cultured, developed, compassionate human minds with efficient working skills. Intelligence plus character is the true goal of education, well said by Martin Luther King Jr. We encourage students to be lifelong learners. Therefore, we make an effort for comprehensive education and achieve their potential not just in the academic field but also in the co-curricular and extracurricular activity, which will help in creative and innovative thinking among the students.

Prātibha Arun Chandekar

Dr. Prātibha Arun Chandekar

Principal

VISION

To develop the center of professional excellence in nursing with global standards, quality education, health care, and research towards the prodigious dedication to the nation.

MISSION

1. To prepare the nursing students with a global standard curriculum, learning, teaching, technology, and research catering to professional excellence.
2. To make learning as an experience that will inspire learners to reach their full potentials to become as a role model.
3. To fulfill comprehensive health care needs of the nation with holistic approach.
4. To foster the leadership through the values based on patient care practices integrated with interdisciplinary collaboration and partnership.
5. To contribute the professional development of the faculties as per the academic requirements

Code of Professional Conduct by the International Council of Nurses

1. Nurses (Educators and Researchers) and People

- In curriculum include references to human rights, equity, justice, and solidarity as the basis for access to care.
- Provide teaching and learning opportunities for ethical issues and decision-making.
- Provide teaching/ learning opportunities related to informed consent, privacy and confidentiality, beneficence, and maleficence.
- Introduce into curriculum concepts of professional values.
- Sensitize students on the importance of social action in current concerns.

2. Nurses (Educators and Researchers) and Practice

- Provide teaching/ learning opportunities that foster lifelong learning and competence for practice.
- Conduct and disseminate research that links continual learning and competence to practice.
- Promote the importance of personal health and illustrate its relation to other values.

3. Nurses (Educators and Researchers) and Profession

- Provide teaching/ learning opportunities in setting standards for nursing practice, research, education, and management.
- Conduct, disseminate, and utilize research to advance the nursing profession.
- Sensitize learners on the importance of professional nursing associations.

4. Nurses (Educators and Researchers) and Co-workers

- Develop an understanding of the roles of other workers.
- Communicate nursing ethics to other professions.
- Instil in learners the need to safeguard the individual, family, or community when care is endangered by healthcare personnel.

Code of Conduct for Faculties

A. Code of Conduct for Head of Department

1. The Head of the Department should fix the workload (teaching and departmental) of all the staff.
2. The Head of the Department should be responsible for academic planning and academic audit of the Department and implementation of educational policies approved by the Principal/ Dean.
3. After considering the Faculty Member's interests/choices, the H.O.D. should allot the teaching load.
4. The Head of the Department should arrange weekly meetings with the staff to appraise the progress of academic and administrative work.
5. The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences.
6. The Head of the Department should encourage Faculty Members to author textbooks and publish research papers in reputed International / Indian Journals / Conferences.
7. The Head of the Department should arrange for feedback responses from the students and the parents on quality-related department processes.
8. The Head of the Department should write a confidential report for all staff members of their Department and submit it to the Principal.

B. Code of Conduct for Teaching Faculties

1. Faculties should be open to hearing the student's viewpoints and concerned with making extra efforts for the disadvantaged students.
2. Faculties should be tolerant of criticism.
3. Faculties should create an educational ambiance in the classroom and not show favoritism to any set of students and treat them alike irrespective of caste, creed, color, gender, religion, and socioeconomic status.
4. Faculties should set an example and be role models to the students, making them curious and explorers of knowledge.
5. In addition to making the students professionally competent, Faculties should also inculcate patriotism, community service, and social responsibility.
6. Faculties should be conscious of maintaining the dignity of the profession
7. Faculties should be aware of making every student understand the basics of medical science and prepare the students to face the challenges thrown across during the practice and nurture the habit of exploring the new horizons of healthcare
8. Faculties should be enthusiastic about learning the recent advances and innovations and apply the same to become a teacher of updated knowledge
9. Faculties should find time to do research and create an opportunity for the students to follow it up
10. Faculties should involve themselves as a mentor for students in conducting seminars, C.N.E.s, Workshops, Interactive sessions, sports, and cultural activities
11. Faculties should behave, and function in a manner described by the Institution and make it a collective effort for the student's educational, mental health, and social well-being
12. Faculties should interact with the parents of the students during Parent Teacher Meetings two times a year
13. Faculties should adhere to professional ethics and behavior by executing the passion for needed training, certifications, and license.

B. Code of Conduct for Teaching Faculties

14. Faculties should adhere to the principles of scientific research and writing.
15. Faculties should care for the patients appropriately and honestly to the highest standard of medical care and be open enough to take peers and experts' opinions in delivering health care.
16. Professional faculties should respect their professional fellow commendably and treat non-professional, ministerial, and support staff similarly.
17. There should be no conflict between professional work and private practice
18. Faculties should avoid taking unnecessary leave and maintain regularity for the smooth functioning of the Institution

C. Code of conduct of Administrative staff

1. Administrative staff are expected to proceed in their daily duties in a manner that upholds the dignity of their profession; to honor the terms and intent of the collective agreements that have been entered into with faculty and support staff and the terms and conditions of employment for administrative staff; and to exhibit a commitment to excellence in learning and teaching and a concern for the well-being of students, faculty, support staff, colleagues, the College, and the broader Society in which all exist.
2. All administrators in its employ to conform to the explicit standards of Professionalism is defined in this document.
3. Administrators who demonstrate behavior that does not comply with or is inconsistent with this document's minimal standards of professionalism may be subject to the range of disciplinary actions specified in the College's Discipline Policy.
4. The term "professionalism" describes adherence by administrative staff to an acceptable standard in the method, manner, and spirit in which they perform their duties.
5. **The College also expects that administrative staff will:**
 - 5.1.Familiarize themselves with College policies that are relevant to their responsibilities,
 - 5.2.Adhere to those policies to the best of their ability;
 - 5.3.Assist and encourage others to adhere to the policies, for example, by directing a student to the appropriate channels for appeal;
 - 5.4.Draw perceived problems with the policies to the attention of the Office.
 - 5.5.Familiarize themselves with and adhere to the relevant provisions of the Human Rights Code and the College Prevention of Discrimination and Harassment policy;
 - 5.6.Familiarize themselves with and adhere to the policies regarding Intellectual Property, and Academic Freedom and Academic Dishonesty.

C. Code of conduct for Administrative staff

6. Unacceptable Behaviors –

- 6.1. Administrative staff will not use the workplace or online environment to: - use scurrilous, profane, or obscene language;
- 6.2. Make remarks or engage in behavior that could reasonably be considered racist, sexist, or discriminatory according to the Human Rights Code and will intervene if they witness such behavior;
- 6.3. Engage in conduct or make remarks that could reasonably be interpreted as threatening and will intervene if they see such behavior;
- 6.4. Intimidate any employee or student verbally while they strive actively to prevent others from engaging in such behavior; or encourage, by inaction or innuendo, the development of an environment that is fractious, disrespectful of others, or intolerant of order and good manners;
- 6.5. Promote their personal, religious, political, social, or business agendas. In addition, administrators will avoid attempts to use their authority as managers or the reputation of the College to forward any personal or political agendas.

7. Online Environment/Communication Facilities-

- 7.1. All staff must always apply professional and ethical standards when accessing, using, and distributing information and materials through learning technologies.
- 7.2. Staff must use computing and communication facilities and services only for the purposes for which they are authorized.
- 7.3. Technologies must not be used to access, use or distribute materials that are obscene, vulgar, or pornographic, or others might perceive that as harassment or intimidation.
- 7.4. The College believes users are primarily responsible for the material they access, send, or display.

C. Code of conduct for Administrative staff

8. All policies regarding academic staff conduct and responsibilities also apply to the online teaching environment. Copyright-

- 8.1. Administrative staff will abide by all copyright laws, which apply to the internet and paper.
- 8.2. Staff wishing to copy original work shall receive written permission from the copyright owner before copying
- 8.3. Those unfamiliar with these laws may clarify their responsibilities with any College librarian.
- 8.4. The College will not provide assistance or protection relating to charges arising from violating copyright law.

9. Administrative staff are expected to

- 9.1. Demonstrate courtesy and respect in all dealings with students, academic employees, and support staff;
 - 9.2. Be fully conversant with all aspects of the College's policies and procedures and will be prepared to implement them;
 - 9.3. Demonstrate their respect for the professionalism of faculty and support staff;
 - 9.4. Ensure that the work assigned to an employee meets the terms of the employee's job description and the collective agreements and that the duties are appropriate to the qualifications and skills of the employee;
 - 9.5. Give faculty and support staff who agree to accept assignments currently outside their capabilities and skills but within their expected potential a commitment to provide the time or training needed to perform these assignments successfully;
 - 9.6. Be clear and specific in communications with faculty and staff so that all concerned will know precisely what behavior is expected of them;
10. Administrators will ensure that the priorities of the College are addressed.

C. Code of conduct for Administrative staff

11. Administrative staff will:

- 11.1. Communicate these priorities to everyone in their Department;
 - 11.2. Ensure that no activity in the Department is running counter to those priorities;
 - 11.3. Articulate departmental goals that further those priorities; and
 - 11.4. Seek training in those areas where they are not equipped to meet the priorities of the College.
12. Administrators will demonstrate their understanding that their relationships with faculty and staff in their departments are governed by the terms of the collective agreements into which the College has entered with faculty and support staff.
 13. Administrators must understand that how they represent the College is vitally important to all members of the College community.
 14. Professionalism in the realm of public relations will be demonstrated by ensuring that public statements are accurate and do not misrepresent or distort the intentions of the College.
 15. Administrators are responsible for ensuring that the statistical data provided by external agencies providing funds is accurate.
 16. Administrators will avoid attempts to use their authority as managers or the reputation of the College to forward any personal or political agendas.

D. Code of conduct for Non-teaching Staff

1. No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall abstain.
2. (a) No staff employed in the College shall send any application for employment under any other agency except through the Principal.
(b) The secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him.
3. When a staff employed in a college seeks to accept honorary work without detriment to their duties, prior permission of the Principal in writing shall be obtained.
4. Any staff employed in a college when involved in criminal proceedings shall inform the committee of each proceeding.
5. No staff employed in a college shall engage themselves in any political activity. She/he shall not associate with any political party or organization that participates in politics or shall subscribe to, or assist in any other manner, any political movement.
6. No staff employed in a college shall bring or attempt to obtain any political or other influence on their superior authority regarding their service interests.
7. No staff employed in a college shall engage themselves or participate in any activity which is anti-secular or which tends to create disharmony in Society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
8. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities that bring disrepute to the Government.

E. General Code of Conduct

1. All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft, misuse, or damage to Institute assets, including all kinds of physical assets, movable and immovable property.
2. All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
3. All staff shall devote their time and their best efforts to the progress of the Institute.
4. Staff should contribute to the vision, mission, and goals of the Institute through the engagement of working hours.
5. Staff must be punctual, sincere, and regular in their approach.
6. Staff must attend all functions of the College per the instructions of coordinators and the Head of the respective departments.
7. Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to o gender/sexuality/age/marital status or pregnancy or likelihood of pregnancy or physical features, disability or impairment (physical disability or medical status).
8. Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
9. Every staff should maintain confidentiality regarding the College's affairs and the affairs of its constituents and should not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of their duties.
10. The Faculty Member should show no partiality to any segment / individual student.
11. Staff shall get casual, medical leaves, earned leaves, and vacations as per rule.

F. Code of conduct for Support Staff

1. A confidential report of the Department should be part of the personal file of that employee and should be kept confidential by staff members working with this Department.
2. Staff should take on additional responsibilities if required as assigned by the Principal/Dean.

3. Accountant-

- 3.1. Should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- 3.2. The accountant should prepare accounts, taxes, and tax returns, ensuring compliance with payment, reporting, and other tax requirements.
- 3.3. The accountant should establish tables of accounts and assign entries to proper accounts.
- 3.4. The accountant should report to the Principal/dean regarding the College's financial status at regular intervals.
- 3.5. The accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- 3.6. The accountant should provide all the necessary account statements and documents for various committees of the Institute.
- 3.7. The accountant should provide all necessary accounting documents and financial statements for yearly account audits.

4. Student Section –

- 4.1. The student section should ensure the students' eligibility and prepare related documents to submit to University within the prescribed time limit.
- 4.2. Ensure the student document verification by University within the time limit
- 4.3. Submit the student Prorate, eligibility, and student insurance to University.
- 4.4. Ensure timely submission of examination forms to the University
- 4.5. Ensure caste certificate/caste validity from the concern divisional office
- 4.6. Provide all necessary student data to prepare various committee reports

G. Code of conduct of Support Staff

5. Lab Assistant-

- 5.1. Lab assistants should help the lab in charge to carry out the lab-related work.
- 5.2. The lab assistant should maintain an attendance register.
- 5.3. Lab assistants should keep the setup ready before the conduct of the practical.
- 5.4. Lab assistants should ensure the cleanliness of laboratories
- 5.5. The lab attendant should help the lab assistant carry out the lab-related responsibilities.
- 5.6. The clerk should maintain the service book of all the staff of the Institute. In addition, the clerk should maintain all document files at the college level/department level.

6. Peon –

- 6.1. He should report to the College half an hour before college time.
- 6.2. Peons should maintain the cleanliness of laboratories, class, and staff rooms.
- 6.3. Peon should do all the work assigned by the Head of the Department and other staff members.
- 6.4. Peons should only leave the Office once and if the higher authority permits.

Professional Ethics Act-

- With the highest standards of honesty and ethical conduct while working on the college premises and at on-site locations such as workshops, seminars, social events, or any other place where the staff represent the Institute.
- .Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person and privacy of students and other staff members of the Institute. Staff should treat students, parents, and colleagues courteously and sensitively to their rights, duties, and aspirations.
- Staff should respect colleagues' and students' dignity, rights, and opinions.
- Staff should respect the cultural, ethnic, and religious differences of colleagues and students

Code of Conduct for Students

In our Institution, at the time of admission, each student is given the Undertaking to abide by the following codes:

1. Will be on time for all sessions, including theory, practical classes, and O.P. or Clinical
2. Will always wear an apron once they enter the campus
3. The use of mobile phones are strictly prohibited in classrooms, laboratories, Clinical, Library and Office
4. No leave will be availed unless it is permitted by the Class Coordinator/Staff in charge of the concerned Department
5. If any medical leave has been taken, a medical certificate must be produced on arrival day.
6. Smoking, use of tobacco products, alcohol, and addictive drugs are strictly prohibited on the college premises.
7. Eve-teasing and ragging are prohibited inside the college campus, and anyone found guilty will be punished according to the law
8. Organizing mass absence from classes, holding any agitation and demonstration, and instigating violence inside or outside the campus are considered as a serious breach of discipline, and suitable severe action will be taken against offenders
9. Boys should not enter into girl's common room/lounge or vice-versa
10. the Principal is empowered to file, withhold any certificate and suspend or expel any student if considered necessary to do so
11. Students should be cooperative in keeping the college campus neat and tidy.
12. Students who are found guilty of damaging any college property will be punished and charged according to the damage. If a group of students is responsible for the damage, they will be evenly charged.
13. Students are advised to utilize the college transport facility to be safe and on time.
14. Students should be in the classroom at least five minutes before each session.

Code of Conduct for Students

15. Students should take Periodic tests and assessments seriously
16. Students are expected to go through the course entirely, in which they have joined.
If any student wants to discontinue in the middle, Transfer Certificate will be issued only if they pay the entire college fees in full for the remaining forthcoming semesters of the course
17. Any change in residence of students / parents / guardians should be reported to the Principal immediately
18. Students without I.D. cards will not be permitted inside the campus.
19. Students are forbidden to organize tours or meetings to attend any meeting in the College, or to collect money for any purpose without prior permission of the Principal
20. Unnecessary roaming inside the campus is not permitted.

A. Dress Code:

Students should adhere to the following dress code very strictly:

Boys:

1. Should wear formal pants and shirts (half or full sleeves)
2. Jeans, casuals, and T-Shirts are not allowed
3. Should wear only proper shoes. Slippers, sports shoes, etc., are not allowed
4. Should trim nails, hair, mustache, beard regularly and neatly

Girls:

1. Should wear only a churidar with a long top and dupatta. Dupatta should be neatly pinned on both sides.
2. Short tops without dupattas, Jeans, and T-Shirts are not allowed.
3. Should not wear tight bottoms, leggings, etc. which gives an odd appearance
4. Should wear normal shoes

Code of Conduct for Students

B. Hostel Rules:

a. Admission:

1. Students will be assigned a room after filling out the hostel admission form.
2. It is mandatory to pay the entire hostel fee when entering the new academic year.
3. Along with the hostel admission form, students should submit a hostel fee payment receipt, 2 passport-size photos, and parents and guardians' details and photos.
4. Any student's room is liable to be inspected by the authorities, including Hostel Incharge, Rector or warden at any time in day or night.
5. Students are not allowed to keep valuables, cash, or gold jewelry in the hostel. Authorities will not be responsible for any loss.

b. Daily attendance and prayer:

1. All students must be present for attendance at 7.00 am and 8 pm daily.
2. The main gate will be locked at 9.00 pm
3. Students should strictly follow the timings of the hostel.
4. Entry into IN and OUT registers is compulsory for all students.

c. Visitors:

1. The visitors must present their identity cards at the hostel entrance and make the necessary entry in the register kept for the purpose.
2. The visitors will be allowed to meet students only on Sundays and holidays.
3. Visitors are strictly not allowed in the hostel. They should wait in the visitor's room only.

Code of Conduct for Students

d. Leave from the hostel:

1. Students cannot remain absent from the hostel without written permission from the Rector/ class coordinator/ warden.
2. All students must fill out a night pass and take proper permission from the coordinator (during college timings, 9.00 am-5.00 pm) to remain absent from the hostel.
3. All students should make an entry in the leave register before leaving the hostel during the night or outing.
4. Students should avoid outings and night passes on every Sunday. If necessary, Parents will be notified about it.
5. If only there is any genuine reason, students can go out after 5.00 pm and should report back to the hostel before 8.00 pm.
6. If a student is found absent from the hostel without permission, the concerned student and her helper/ supporting friend will be suspended from the hostel.
7. Parents of students need to be present in person while going home for summer and Diwali vacations.

e. Cleanliness and maintenance

1. Students are responsible for the cleanliness and good upkeep of room.
2. Every Monday, rooms will be inspected by the hostel warden.
3. Students are not allowed to shift furniture from one room to another.
4. Any damage to the room or furniture should be reported to the warden.
5. Severe damages will result in a "Fine" to all the students in a particular room.

Code of Conduct for Students

f. Electrical Equipment's:

1. All lights and fans must be switched off when leaving the room.
2. Electric applications like heaters, iron boxes, T.V.s, Heat convectors, or Electric rods are not allowed in the room.
3. Hostel and college authorities will not be responsible for accidents or electrical shocks.
4. It should be noted that if such items are found, they will be confiscated.

g. Celebration:

1. Celebration of Festivals and Birthdays: Students shall take prior permission from the Rector/warden to celebrate any festivals and birthdays.
2. Birthdays should be held in a familiar place for one to two hours between 8.00 pm to 10.00 pm.
3. It is mandatory to follow the rules while celebrating festivals or birthdays and ensure that the rest of the students are not disturbed.
4. Students should clean the area after the celebration.

h. Code of conduct:

1. Ragging is strictly forbidden.
2. Students should follow all the hostel rules strictly.
3. The student should pay the correct honor to the hostel in charge, Rector, and warden and respect senior students and housekeeping staff.
4. Silence: Strict silence shall be observed in the hostel from 12.00 am to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room.
5. If you want to listen to music after 10.00 pm, use earphones.

Code of Conduct for Students

6. Students shall not indulge in theft, immoral acts, misbehavior with hostel/mess staff, the spread of regionalism, communalism, and casteism, etc.
7. No one is allowed to use abusive language in the hostel.
8. No intoxicants/ Alcoholic drinks/ smoking is allowed in the hostel.
9. The hostel and the College will not be responsible for any disputes arising outside or outside the hostel.
10. If found guilty, the student will be suspended from the hostel.

i. Mess and meal context:

1. Students are expected to dine in the Institution's mess only.
2. Outside tiffins are not allowed in the hostel. If found, strict action will be taken.
3. Cooking in hostel rooms/ premises using induction gases or electric appliances is prohibited. The hostel and College will not be responsible for accidents while using these items.

j. Health:

1. If there are any health issues (Hypertension, Diabetes Mellitus, Skin allergies, or any other), all students must report it to the hostel and college authorities.
2. If you experience any health problems while in the hostel, inform to the warden immediately.

k. Leaving Hostel

1. Students, who want to leave the hostel, must obtain prior permission from the hostel in charge and class coordinator.
2. To leave the hostel, the consent letter of the parents is mandatory. Therefore, parents of the concerned students must be present personally while going from the hostel.
3. While taking the luggage from the hostel, the duly signed application by the class coordinator and Rector should be submitted to the warden.

Code of Conduct for Students

I. COVID-19 safety guidelines:

1. Students should avoid frequent home visits or outings during the COVID period.
2. If any student wants to go out of town for unavoidable reasons, it is mandatory to bring the COVID Test report with you when you return to the hostel.

If any student develops any symptoms related to COVID-19, she should report it to the warden immediately.

Code of Conduct for Students:

C. Institutional Library Rules and Regulations:

1. Every student must possess their library card while using the library facility and produce the same for the library staff entering the Library.
2. Strict discipline must be maintained in the Library indiscipline may lead to disciplinary action, and the Library privileges may be withdrawn.
3. Using Cellular phones and Audio instruments with or without speakers or headphones is strictly prohibited on the library premises.
4. Enter your name and sign in the register at the entrance before entering Library.
5. Bags, personal belongings and books borrowed from other libraries must not be brought inside the Library. These must be kept outside the Library.
6. Any damage found in the books taken out for reading or borrowing should be brought to the notice of the staff before getting issued.
7. Loss of any borrowed book must be reported immediately to the Librarian/Library Staff. The member must replace the lost book/ pay the cost of the latest edition of the lost book along with overdue charges if any.
8. Library materials must not be marked, defaced, mutilated, or annotated in any way.
9. Library internet facility can be utilized for research and project work.
10. Users are not allowed to remove or change the placement of furniture or equipment in the Library.
11. Books will be issued to the student and staff for 7 days only a fine will be charged after the due date till the book is returned to Library.
12. Undergraduate and postgraduate students can issue 2 books at a time and staff can issue 3 books.
13. Economically backward students can apply for M.U.H.S. and institutional Book bank facility. A set of textbooks will be issued to the student for one academic year, depending on eligibility as per M.U.H.S. rules.
14. Violating library rules or misconduct by a member may invite discontinuation of the library privileges.

Code of Conduct for Students:

15. The Library is closed on Sundays and all public holidays.
16. Only one library card will be issued for one year.
17. The borrowing period is between 9:00 am to 1:00 pm & 2:00 pm to 4:30 pm
18. A user must be a registered student in the current term to be able to use the library services
19. Library materials may only be removed from the Library if the library staff has properly issued them.
20. Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students.
21. The Following Materials Can Be Only Used Within The Library And Can Not Be Issued Inside The Library
22. For entering the library, use sanitizer kept on the table, sanitize your hands and then only handle the books.
23. While replacing books, sanitize it and then replace them.

Code of Conduct for Students:

D. Anti-Ragging Rules:

1. RAGGING IS BANNED, thereof all the students of D.V.V.PF'S COLLEGE OF NURSING are advised to refrain from all such activities which are directly or indirectly related to ragging
2. Wholehearted coordination with the members of the Anti-ragging Committee will be appreciated
3. All students will be bound to obey the appropriate punishments, if found guilty without any prior indications whatsoever.
4. All students should intimate the incidents of ragging, if any, to the officials of Anti Ragging Committee Members number (Please find the numbers from the displayed Anti Ragging committee list on this website), immediately after witnessing the matter.
5. All students must fill in an Anti-Ragging Undertaking online soon after admission in the College. For details, please visit <http://www.antiragging.in>

Punishment

1. The punishment to be meted out has to be exemplary and justified harshly to act as a deterrent against the recurrence of such incident.
2. Every single incident of ragging a First Information Report (F.I.R.) must be filled without exception by the Institutional authority with the local police authorities.
3. Anti-ragging committee of the Institution shall make an appropriate decision about punishment.
4. Depending upon the nature and gravity of the offense as established, the possible punishments for those found guilty of ragging at the Institution level shall be any one or any combination of the following:-
 - I. Cancellation of admission
 - II. Suspension from attending classes
 - III. Withholding/withdrawing scholarship/fellowship and other benefits



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