



MIMS COLLEGE OF NURSING, MALAPPURAM

Code of Conduct for students

CLASSROOM

- Students should observe cleanliness of classroom and compound.
- Students should be well groomed, when they appear in class
- Students should maintain silence in class, corridor, library and in College compound other than class hours also.
- Classroom furniture should be maintained in good order. Students are responsible for any damage to the classroom furniture in the form of breakage/scribbling. Amount for the repair/replacement of furniture will be deducted from the caution deposit of all the students in that particular class.
- Keeping valuables are the responsibility of each student. College won't take any responsibility for missing / damage of valuable items of students.
- Ragging in any form (verbal or physical) is not allowed and will be reported to the police without delay.
- Uses of mobile phone by students are strictly prohibited in class rooms and college premises.
- Uses of drugs/smoking/alcoholism etc are strictly prohibited in class rooms
- Any type of in disciplinary behavior (whistling, passing commands, shouting etc) towards teachers, other students or staff will not be tolerated and will be a reason for major disciplinary actions.
- Any change in the contact address/number should be informed to the college (by the parents), in the right time. College will not be responsible for any missing of information/communication due to the change in address
- Visiting time for principal is 3pm – 4pm with prior permission. (Both students and parents)



- Each student should report for class in the specified time. Late comers will not be allowed in class
- Students should inform class teacher/concerned teacher about absenteeism in advance and should submit leave letter in the right time. Absenteeism from class/clinical without prior information will be considered as a serious offense and will be marked as double absence along with other disciplinary actions

ARTICLES ISSUING

- Articles are issued only after entering the details in the issue register.
- The borrower is responsible to return the articles on the due date.
- Articles are issued only by the lab in-charges.
- Articles are to be returned only to the person issued or to the concerned person in his or her absence with permission.
- Articles need to be replaced within two days after the period of use.
- Any damage or loss is considered as negligence from the borrower and must replace the damaged item with new item
- Replace the damaged or missed articles with the same new one and strictly not in terms of money.
- Submit the written request at least two days prior to the date of intended use.
- No due clearance certificate will not be issued to the concerned batch of students, without replacing missed or damaged articles.

LIBRARY

- The Library time will be from 8.30am to 4.30pm
- Undergraduate students will be permitted to borrow one book at a time while Postgraduate students can borrow 3 books.



- Users are allowed to keep the library books for 3 days only and a fine of Rs.5/- per day will be collected from those students who fail to return books in time.
- Reference books, Journals, Thesis and Question papers will not be issued.
- Students should handle the library books carefully and should return the books without any damage.
- Any damage to the book issued will be viewed seriously
- Student should maintain silence inside the Library
- Students can use the library in break times and other allowed times
- In case of any missing of books, students should replace the books within the prescribed time.
- Student should contact Librarian for any matters related to Library or books
- Students should carefully handle the books, furniture, lights and fans inside the Library.
- Student should maintain cleanliness inside the Library
- Use of Mobile phones are strictly prohibited in the Library.
- The Library committee will periodically review the current status of the Library

EXAMINATION

(Internal assessment)

- Students should obtain minimum, of 50% marks for each subject in theory and practical separately to be eligible to appear for University examination.
- There will be periodic unit tests for each subject in theory and every student is liable to write each test given by the individual teacher.
- A minimum of 3 written sessional examinations will be given in each subject for internal assessment.



- Internal assessment consists of the cumulative average of all the test given for a particular subject and the other assignments (eg; Seminar, Project, presentation etc) provided in a given subject.
- The Weightage given for written examination is 70%.
- The Weightage given for assignment is 30%.
- Internal assessment for practical's constitute continuous evaluation , other assignments like case study, case presentation, drug file, patient assessment and model practical examination.
- Weightage for each of these will be given in the course plan.
- Clinical evaluation is based on the planned criteria according to clinical objectives.
- Practical exam will be given at the end of clinical experience for each course.
- Students who have not completed the course assignments, attendance and adequate clinical experience will not be given practical examination.
- The candidate shall sign the internal mark before sending it to the university.
- No written assignment will be the substitute for sessional examinations.
- Periodic evaluation (theory/practical) will be communicated to students and parents within two weeks of completion of examinations.
- Assignments / projects should be submitted in time as prescribed by the teacher and delay will be a reason for reduction of internal marks.
- Parents will be informed about the academic performance and progress of students. Due consideration should be provided by the parents towards this matter.

ATTENDANCE

- A candidate who have undergone the prescribed course of study for a period not less than ten months of the academic year only can appear for the examination. No candidate shall be admitted to any part of the examination unless he/she has secured a minimum of 80% or above attendance separately in theory classes as well as practical in each subject.



- A candidate who is absent for a total of more than 60 days continuous or interrupted within a period of three months during an academic year shall not be eligible to continue the course with the same batch of students.
- He/ she may obtain special sanction for readmission with junior batch from higher authorities (academic and administrative)
- A candidate should have minimum 70% attendance (or as fixed by the University from time to time) to be eligible to condone and should request the University through proper channel with necessary documents.
- A candidate must have 100% attendance in each of the practical areas before award of degree.
- Candidate will be given 8 weeks of vacation including holidays in each year.
- Candidates are also entitled to avail 15 days of preparatory holidays before the commencement of the University Examination. However no preparatory holidays are given for supplementary examination.
- The candidate must utilize the preparatory holidays in the college campus for revision classes as instructed by the class coordinator.
- The candidates have to get the leave sanctioned from the principal through the proper channel before availing the leave.
- Unauthorized absence of candidates will call for strict disciplinary actions.
- Absenteeism of any kind will be viewed seriously