



IQ CITY
INSTITUTE
OF NURSING
SCIENCES
DURGAPUR

RULES AND REGULATIONS

I Fees

- 1 Fees must be paid in advance.
- 2 Once the fees is paid it is not refundable and only caution money will be refunded at the end of the course. Any student who leaves the course before the completion will not be refunded the caution money.
- 3 For any reason if the student wants to discontinue the course, she has to pay the entire course fees to the College.

II Attendance

- 4 Must be punctual and regular in attending the classes and clinical experience as per the schedule given by the class coordinator.
- 5 Any student found short of attendance in theory (<80%) and or practical (<100%) will not be allowed to appear in the university examination as per the WBUHS and INC regulation.

III Uniform

- 6 Must be well groomed (neat and clean uniform, hair tied and put up) for attending the classes.
- 7 While attending the clinical field, uniform must be cleaned, ironed and tidy.
- 8 Dress code to be strictly followed in college and clinicals.
- 9 Students are not allowed to wear any jewellery except wrist watch when they are in uniform.

IV Hostel

- 10 Mobile phones are strictly prohibited in the class room/in the hospital wards/during clinical visits. If found carrying, it will be ceased and not returned.
- 11 Cleanliness must be maintained in hostel rooms, class rooms and the premises.
- 12 Students must attend the evening roll call by the warden/teacher as scheduled.
- 13 Students must maintain silence and a peaceful environment in the hostel.
- 14 Students should take care of the furniture etc provided to them properly. Any damage of the hostel/college property if done by student will be charged.
- 15 Students should be decently dressed while in the hostel and premises.
- 16 In case of sickness it must be reported to the warden/class teacher/tutor immediately.
- 17 Permission to stay outside the hostel will be granted only to places approved by the parents/guardian in writing.
- 18 Parents/guardians are required to appoint a responsible person as local guardian to the satisfaction of the authority.
- 19 Local guardian will represent the legal guardian in case of unforeseen emergency, sickness etc. until parents/legal guardian reaches.
- 20 No students will be allowed to go home without prior permission of the class teacher/warden.
- 21 No electrical equipment are allowed in the rooms of the hostel.
- 22 Guardians or Visitors nominated by the parents will be allowed from 10 AM-6 PM on all Sundays. No visitors will be permitted to meet the students on other days.
- 23 Students will be allowed to go home/local guardian's house once in a month on weekend (on saturday after the class) with prior permission from the class teacher/warden but must come back to the hostel by 6 PM on Sunday, without fail. The night pass issued by the class teacher/warden must be signed by the parent/local guardian before she leaves home. Special night passes may be issued on holidays. Parent's/Local guardian's sample signature should be submitted in the signature card provided.
- 24 Unauthorised absent will be treated as breach of discipline. Intimation with warning would be served to students with a copy to parents and if repeated, disciplinary action will be taken against it.
- 25 In case of any emergency student may be allowed to go home only on written receipt of request from the guardian/local guardian.
- 26 Visitors must sign the register kept for them at the reception of the hostel.
- 27 Students are permitted to go for outing only on Sundays from 10 AM to 2 PM. No permission will be granted on other days. They must make an entry and sign in the movement register before leaving the hostel and on coming back to the hostel any time they go out.
- 28 Food will be served in the mess hall as per the scheduled time which will be informed time to time. Students must adhere to the mess timings.
- 29 The hostel inmates are not permitted to carry food to their rooms. If the student is sick, prior permission must be obtained from the warden.

V Ragging

- 30 No student should indulge in ragging in any form. Ragging is strictly prohibited in college, hospital and hostel campus.
- 31 Any student found guilty indulging in ragging will be punished as per regulations.

VI General

- 32 Any unwanted/unusual situation if noted by anyone, must be brought to the notice of the authority immediately.
- 33 Disciplinary action will be taken against the student violating any rules and regulations of the college/hostel.
- 34 All the students must apply for registration to the university by one month of their admission.
- 35 Students should not keep any valuables like golden ornaments or expensive items in the Hostel, College and Clinicals. Authority will not be responsible for any loss of such valuables.

You are requested to bring this form duly filled in at the time of Admission. www.iqcitynursingcollege.in



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DECLARATION OF THE STUDENT

I, Miss D/o
hereby declare that I understood the rules and regulations of IQ City Institute of Nursing Sciences and I solemnly
declare that I will abide by the rules and regulations framed by the Institution.

Signature of the student

Name of the student

Date

DECLARATION BY THE PARENT

I Mr/Mrs/Ms , father or mother
of do hereby declare that I had
gone through the rules and regulations of IQ City Institute of Nursing Sciences. Being fully aware that my ward
is bound to abide by the rules and regulations framed by the institution I am admitting her in IQ City Institute of
Nursing Sciences.

Signature of the parent

Name of the parent/relationship

Date

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