

# **P P SAVANI SCHOOL OF NURSING**

## **P P SAVANI UNIVERSITY, SURAT, GUJARAT.**

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### **STUDENT HANDBOOK:**

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## **ABOUT P P SAVANI UNIVERSITY**

We, at P PSavani Group, have been the source of Educational Inspiration for the generations of students for the last 30 years. Launched in 1987, P PSavani Education Trust was initiated with a school. Today, the trust has expanded itself over the years with a group of schools in not only Surat district but also across Gujarat with student strength of more than 45,000. In 2016, the trust expanded its horizons with the launch of P PSavani Knowledge city- an initiative in higher education to align with global standards of excellence. Through this immersive educational endeavor, the Governing body aims to ignite a new era in higher education and create a talent pool of professionally sensitized industry- ready professionals in South Gujarat. A world class 100 acre campus has been developed consisting of Hi- Tech Infrastructure facilitating undergraduate, postgraduate, research, and certificate and skill development programs.

Presently, P PSavani University offers several academic programs under 06 Schools- Sciences, Engineering, Management, Architecture & Design, Physiotherapy and Nursing. The university fosters an aspiration to attract the best not only from Gujarat but also nationwide. We aspire to be the ideal place where the students channelize their energy in developing competence to utilize knowledge and skills in the chosen field. Today, in the hyper- competitive world of survival of the fittest, we assure to equip the students with the apt tools to build the solid foundation for their careers.

The university desires to establish an environment wherein the students assimilate knowledge and develop critical thinking through state of art laboratories, industrial exposure, interactive session's industry experts, scientists and business tycoons. The tie ups with the industries in various sectors are aimed at providing placement support to the students and also to leverage the industry academic interface to promote research and consulting projects. The process of developing strategic partnerships with Indian and international universities of repute is in pipeline.

The university also believes in strong conviction in the holistic development of the students through sports, cultural and recreational activities in the campus. Moreover, idyllic stroll by the lakeside makes the academic experience more joyful and peaceful. Also, celebration of the national holidays as well as other diverse events like Yoga day, Rose party or Guru Purnima among the staff members and students strengthens a connection to the community and the desire of giving back to the society. The university is nestled in the outskirts of the city and the ambience proves to be an inspiration to inquisitive minds.

Come, visit and experience the vibes!

## **VISION, MISSION& CORE VALUES:**

### **VISION:**

- To emerge as a Centre of Excellence and Innovation, nurturing potential of students in preparing them to become competent professionals having concern for social values.

### **MISSION:**

- To nurture the highest quality of academic excellence and empower students with immersive knowledge and scholastic integrity.
- To achieve academic leadership by deep leadership by deep linking initiative in collaborative research, training and consulting.
- To create a cusp of knowledge freely accessed by academia and industry with intent to impact society for the greater good.

### **CORE VALUES:**

- Inclusivity
- Integrity
- Leadership
- Respect
- Accountability
- Transparency
- Pride

## **BLESSINGS FROM THE PRESIDENT**



It is immense pleasure to welcome all students to the Academic world of P PSavani University. We are desirous preparing leaders who can contribute in the national and global economy and as a result, the civilization. We desire to provide environment at the campus where students can be prepared to take up challenges of 21<sup>st</sup> century.

Medical education is the backbone of every Nation. Our aim is not only to give good technocrats to the Nation but also to contribute to the society by molding students into good human being by imparting values and ethics which are embedded for life.

Our vision is to develop the professionals concerned for social values. We seek to provide to the students quality education of soft skill and clinical skills. To match up the current corporate world and their expectations, we have developed well equipped workshops, laboratories, library and hi- tech infrastructure to help students to attain highest standards in academics. We focus on empowering students with sound knowledge, wisdom, experience and training both at academic level of nursing and highly competitive clinical site. We assure you that you will be proud of yourself as a confident, successful and skilled nurse after completion of Nursing at P PSavani University.

**Shri Vallabhchai P Savani**  
President  
P PSavani University.

## PROVOST'S MESSAGE



**“Take a look around. We are the future of healthcare.”**

Nursing is an art and science. A professional Nurse learns to deliver patient care tactfully with compassion, caring and respect for each patient's dignity. Nursing as a science is based upon a body of knowledge that is always changing with new innovations. When nurses integrate the Science and art of nursing into their practice the quality of care provided to patients is at a level of excellence that benefits patient's in innumerable ways.

The School of Nursing is the living embodiment of the future health care. And this future is not simply something that our students, faculty, and staff hope to see one day; they are making it happen here and now. So where exactly should you look to see this future?

We P PSavani School of Nursing provide the best opportunity for students to learn. The courses offered are B.SC Nursing & GNM both are cognized by the Indian Nursing Council/Gujarat Nursing Council. I can confidently say that P PSavani School of Nursing is one of the best nursing institutions in the state in terms of faculty, infrastructure and clinical learning facilities. We believe that our students are our treasure, our faculty is our strength and our management is our support for continuous growth.

As per W.H.O, 2.4 million nurses are required in India and in most countries of the world there is a shortage of nurses. The developed country fills its vacancies by enticing nurses from other countries. Nursing is such a profession that they will get job with highest salary in any part of the world, Indian nurses has lot of demand in abroad such as USA, UK, Europe, Australia, Dubai, Canada etc. Within India lots of opportunities available in both the Govt and private sectors.

I welcome you all to the Noble profession and wish you a bright future.

**Dr. Parag Sanghani**

Academic Dean

P PSavani University.

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# INSPIRATION FROM PRINCIPAL



*"Bound by paperwork, short on hands, sleep, and energy... nurses are rarely short on caring."* -**Sharon Hudacek**

P PSavani School of Nursing, through education in the allied sciences and professions, empowers women and men to challenge themselves academically, to serve and to lead.

The School's approach to education is based upon a philosophy dedicated to the cultivation of a liberally educated professional person. Each student is offered a unique blend of Nursing arts and professional educational experiences. We encourage the students to take full advantage of the variety of learning opportunities while pursuing their educational goal of becoming a professional nurse.

Our School of Nursing has an excellent, efficient and highly motivated faculty who has planned meticulously all the curricular and co-curricular activities for the students. The curriculum is designed in such a way that students passing out from our School of Nursing has the right Competencies and Skills required for the Nursing Profession. The information included in this handbook has been chosen with two purposes in mind. First, an informed student is a better student. We want students to understand the educational goals and mission of the entire program in order to facilitate integration of individual course content into your overall view of the nursing profession. Second, the faculty take seriously the responsibility of providing students with a quality education that will prepare them to fulfil their responsibilities as a professional nurse. However, the student is the one ultimately responsible for taking full advantage of the program. This handbook provides students with the information necessary for them to take on that responsibility.

P PSavani School of Nursing heartily welcomes all the aspiring students to Incorporate professional standards of moral, ethical, and legal conduct into practice and develop leadership concepts to deliver high quality health care.

Wish you Good Luck and a Bright Future ahead.

## **Mr. Sateesh Biradar**

Principal, School of Nursing

P PSavani University.

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# SCHOOLS AND PROGRAMMES AT UNIVERSITY

At present, under ambit of P PSavani University following programs are offered under various schools:

School	Programs offered	Duration
School of Sciences	<b>Bachelor of Science(Honors) in</b> <ul style="list-style-type: none"> <li>• Biotechnology</li> <li>• Microbiology</li> <li>• Environmental Sciences</li> <li>• Chemistry</li> </ul> <b>Masters of Science in</b> <ul style="list-style-type: none"> <li>• Integrated Biotechnology</li> <li>• Integrated Micro technology</li> <li>• Biotechnology</li> <li>• Microbiology</li> </ul>	} 3 years } 5 years } 2 years
School of Physiotherapy	<b>Bachelor in</b> <ul style="list-style-type: none"> <li>• Physiotherapy</li> </ul>	4 years & 6 months
School of Design	<b>Bachelor in</b> <ul style="list-style-type: none"> <li>• Fashion and textile design</li> <li>• Graphics and communication design</li> <li>• Interior and space design</li> </ul>	4 years
School of Architecture	<b>Bachelor in</b> <ul style="list-style-type: none"> <li>• Architecture</li> </ul>	5 years
School of Engineering	<b>Bachelor of technology in</b> <ul style="list-style-type: none"> <li>• Civil Engineering</li> <li>• Mechanical Engineering</li> <li>• Computer Engineering</li> <li>• Information Technology</li> <li>• Textile Engineering</li> <li>• Chemical Engineering</li> </ul>	4 years
School of Nursing	<ul style="list-style-type: none"> <li>• <b>B.Sc Nursing</b></li> <li>• <b>GNM (General Nursing Midwifery)</b></li> </ul>	4 years 3 years
School of Management	<ul style="list-style-type: none"> <li>• Bachelor of Business Administration (Family Buisness Owner &amp;Entrepreneurship )</li> <li>• MBA Integrated ( B.Com+ MBA)</li> </ul>	3 years 5 years

# ABOUT PP SAVANI SCHOOL OF NURSING

P PSavani School of Nursing is an ever-growing institute towards its excellence pinnacle, located on the National Highway (NH-8), Dhamdod, in the suburb of Surat district. It is one of the emerging colleges in the Southern Gujarat. It aims to create a world class academic ecosystem, where students are prepared to meet the global standards. It is attracting students from various parts of India and abroad, so as to meet the demands and challenges of the current scenario.

P PSavani School of Nursing has started its journey in the year of 2017 with B.SC Nursing and GNM nursing courses. Both courses are recognized by Indian Nursing Council, Gujarat Nursing Council and Govt of Gujarat. School of Nursing is having its own building with state of the art infra structural facilities and well experienced faculty members. It is imparting quality education to the students with soft skills and clinical skills, along with molding up the students with needed ethics and values for the betterment of the individual, society and the nation they work in. The educational surrounding, the well- designed curriculum and the practical exposure to the students will all add up the values to PPSU students.

## PPSU BENEFITS:

- World class infrastructure, AC Classrooms
- Central library with latest journals, textbooks etc.
- Free Wi-Fi in the campus
- Opportunity to learn foreign languages such as French, English etc.
- Experienced & Qualified faculties
- Well-equipped laboratories
- Provides Scholarship to meritorious student
- Mess, hostel & transport facility

## LAB FACILITY:

- **ANATOMY LAB:** The lab has all necessary models, slides, specimen, charts, skeleton .in addition to this, an availability of cadaver, enables the students to get the realistic view of all the human anatomical structures which strengthens their practical learning skills.
- **NURSING FOUNDATION LAB:** The lab is well equipped and well-designed which creates an insight of hospital set-up for students, helping them to acquire knowledge, understanding and skills in techniques of nursing practice. It has the manikins and other necessary equipment, so that students can attain practical knowledge as a demonstration in the institutional set up itself. Thus, helping the students to practice as functional nurse.

- **NUTRITION LAB:** The lab is facilitated with all the kitchen equipments wherein, students may carry on the cookery demonstration, which enables them to develop skills in preparing diet plans for maintenance of optimum health.
- **COMMUNITY LAB:** This lab is laid up with the view of learning all the procedures to be carried out at the community field for the individual, family and groups at both urban and rural settings by using concepts and principles of health and community health nursing.
- **MCH LAB:** The lab is well equipped with all the manikins and the equipment, wherein students can practice all the maternity and child care related procedures. Thus, making easy for the students to practice in the clinical settings.
- **COMPUTER LAB:** The lab has sufficient number of computers wherein students can have basic knowledge about the computer and its application in nursing. It has been created with view, to provide the necessary technological skills needed for students to be successful in the 21<sup>st</sup> century and preparing them to match up the standards of global hospitals.
- **AUDIO- VISUAL AIDS LAB:** It is equipped with various types of teaching aids, which enables to present the topics in easy, effective and understandable manner.

#### **CLINICAL FACILITY:**

- We have parent hospital.
- Affiliated to other hospital also such as Surat Diamond hospital (Surat), Unique hospital (Surat), Smt. JayabenMody hospital (Ankleshwar), Sardar Patel Multispecialityhospital (Ankleshwar) etc.

#### **PROFESSIONAL GATEWAYS:**

- |                                   |   |
|-----------------------------------|---|
| • Clinical and health departments | • Training institutes                       |
| • Defense/Military services       | • NGO coordinator                           |
| • Government hospitals            | • Programme coordinator in Govt/Pvt sectors |
| • Private/Corporate hospitals     | • Community health department               |
| • Nursing Colleges and schools    | • Life changing job opportunities abroad    |
| • Railway department              |   |
| • Industrial Houses & Factories   |   |

#### **DEPARTMENTS AT SCHOOL OF NURSING**

- |                             |                                     |
|-----------------------------|-------------------------------------|
| • Nursing foundation        | • Mental Health Nursing             |
| • Medical –Surgical Nursing | • Obstetrics and gynecology nursing |
| • Child health nursing      | • Community health nursing          |

**Website:** [www.ppsu.ac.in](http://www.ppsu.ac.in)

**School of Nursing Link:** <http://www.ppsu.ac.in>

# FACULTY PROFILE OF SCHOOL OF NURSING

**Mr. Satish Biradar**

**Qualification:**M.Sc Nursing

**Designation:** Principal

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**Ms. Mayuri Vaidya**

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**Ms. Rohini Chaudhari**

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**Ms. Jince Mary Prasad**

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## **ADMISSION REQUIREMENTS:**

Admission under various courses will be done as per prescribed guidelines of the Government of Gujarat and P PSavani University

### **G. N. M.**

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- Minimum and Maximum age for admission will be 17 and 35 years. There is no age bar for ANM/LHV.
- Minimum education:
  - 10+2 class passed preferably Science (PCB) & English with aggregate of 40% marks.
  - 10+2 in Arts (Mathematics, Biotechnology, Economics, Political Science, History, Geography, Business Studies, Accountancy, Home Science, Sociology, Psychology, Philosophy) and English Core/English Elective or Health care Science - Vocational stream ONLY, passing out from recognized Board under AISSCE/CBSE/ICSE/SSCE/HSCE or other equivalent Board with 40% marks.
  - 10+2 vocational ANM under CBSE Board or other equivalent board from the school and recognized by Indian Nursing Council with 40% marks.
  - Registered as ANM with State Nursing Registration Council.
- Student shall be medically fit.
- Students qualified in 10+2 Arts or Science examination or Health care Science - Vocational stream ONLY conducted by National Institute of Open School with 40% marks.
- Student shall be admitted once in a year.
- Minimum age for admission will be 17 years. (as on 31st December of that year) The upper age limit is 35yrs. For ANM/ for LHV, there is no age bar.

# ACADEMIC RULES AND REGULATION

## Important Terms:

- a. **Academic year:** one whole year 52 weeks constitute one academic year..
- b. **Year:** each year will consist of 52 weeks of academic work equivalent to 312 actual teaching days. The final exam may be scheduled from June to August.
- c. **Programme:** an educational programme leading to award of a degree, diploma or certificate.
- d. **Courses:** usually referred to, as “ Paper /Subject”is a component of programme. All courses need not carry the same weight. A course may be designed to comprise lectures/ tutorials/ laboratories/ work/ field work/ out-reach activities/ project work/ vocational training/ viva/ seminars/ term papers/ assignments/ self-study etc. or a combination of some of these. The courses should define learning objectives and learning outcomes and pre- requisite if any.

## TEACHING SCHEME

### Duration

Course duration	= 03 Years
Weeks Available	= 52 weeks
Vacation	= 04 weeks
Examination (including preparatory)	= 02 weeks
Available weeks	= 46 weeks
Hours per week	= 40 hours
Hours available per academic year (1st & 2nd Year)	= 1840 (46 wks × 40 hours) X 2=3680
Hours available for 3rd Year (Part I)	= 960 (24 wks × 40 hours)
Internship (Part II)	= 1248 (26 wks × 48 hours)
3rd Year 2 weeks vacation	
2 weeks Examination	
<b>Total = 5888 hours</b>	

## COURSE OF INSTRUCTION

### ➤ FIRST YEAR

Subjects	Theory (hours)	Practical (hours)
<b>Bio Sciences</b>	<b>120</b>	
- Anatomy & Physiology	90	
-Microbiology	30	
<b>Behavioral Sciences</b>	<b>60</b>	
- Psychology	40	
- Sociology	20	
<b>Nursing Foundations</b>	<b>210</b>	200 (lab)/ 680(clinic) (22 weeks)
-Fundamentals of Nursing	190	
-First aid	20	
Community Health Nursing	<b>180</b>	<b>320</b>
CHN-I	80	
- Environmental Hygiene	30	8 WEEKS
- Health Education & Communication Skills	40	
- Nutrition	30	
English	<b>30</b>	15
Computer Education	<b>15</b>	-
Co-curricular activities	<b>10</b>	15
	<b>625 (16 WKS)</b>	<b>1215(30 WKS)</b>
<b>TOTAL</b>		<b>1840</b>

### ➤ SECOND YEAR

Subjects	Theory (hours)	Practical (hours)
Medical Surgical Nursing-I	120	800 (20 wks)
Medical Surgical Nursing -II	120	160 (4 wks)
Mental Health Nursing	70	320 (8wks)
Child Health Nursing	70	320 (8wks)
Co-curricular	20	-
	<b>400 (10 weeks)</b>	<b>1440 ( 36 weeks)</b>
<b>TOTAL</b>		<b>1840</b>

➤ **THIRD YEAR (Part-I)**

<b>Subjects</b>	<b>Theory (hours)</b>	<b>Practical (hours)</b>
Midwifery & Gynecological Nursing	140	560 (14 wks)
Community Health Nursing-II	<b>90</b>	160 (4 wks)
Co-curricular	10	-
<b>TOTAL</b>	<b>240 hours</b> <b>(6WKS)</b>	<b>720 hours (18 WKS)</b>
	<b>960</b>	

➤ **THIRD YEAR Part-II (Integrated supervised Internship)**

<b>Theory Subjects</b>	<b>Theory (hours)</b>
Nursing Education	20
Introduction to Research and statistics	30
Professional Trends & Adjustments.	30
Nursing Administration & Ward Management	40
<b>TOTAL</b>	<b>120 (2 weeks)</b>

## INTERNAL ASSESSMENT SCHEME

### ➤ First Year

Paper	Subjects	Total Marks	Internal Assessment	Council examination	Weightage	Exam duration(Hrs.)
I.	<b>Bio Sciences</b> -Anatomy & Physiology -Microbiology	100	25	75	65% 35%	3
II.	<b>Behavioral Sciences</b> - Psychology - Sociology	100	25	75		3
III.	<b>Foundation of Nursing</b> - Fundamental of Nursing - First aid	100	25	75		3
IV.	<b>Community Health Nursing</b> - CHN-I - Environmental Hygiene - Health education & Communication Skills - Nutrition				50% 10% 25% 15%	3
	<b>Practical – I</b> Fundamental of Nursing	100	50	50		-

### ➤ Second Year

Paper	Subjects	Total Marks	Internal Assessment	Council examination	Exam duration(Hrs.)
I.	Medical Surgical Nursing-I	100	25	75	3
II.	Medical Surgical Nursing –II	100	25	75	3
III.	Mental Health Nursing	100	25	75	3
IV.	Child Health Nursing	100	25	75	3

<b>Paper</b>	<b>Subjects</b>	<b>Total Marks</b>	<b>Internal Assessment</b>	<b>Council examination</b>	<b>Exam duration(Hrs.)</b>
	Practical – I Medical Surgical Nursing	100	50	50	-
	Practical-II Child Health Nursing	100	50	50	
	Practical-III* Mental Health Nursing	100	50	50*	

**Note:** \* (only school examination, no council/board exam)

\*Practical examination for psychiatric nursing is to be conducted at the place of clinical experience at the end of clinical instruction by school, itself and marks shall be sent to the Council/board.

➤ **Third Year (Part-1)**

<b>Paper</b>	<b>Subjects</b>	<b>Total Marks</b>	<b>Internal Assessment</b>	<b>Council examination</b>	<b>Exam duration(Hrs.)</b>
I.	Midwifery & Gynecological Nursing	100	25	75	3
II.	Community Health Nursing-II	100	25	75	3
	Practical I Midwifery	100	50	50	
	Practical – II Community Health Nursing	100	50	50	

\*Examination for Part-I will be conducted at the end of Third Year

➤ **THIRD YEAR (Part-II School Examination)**

<b>Paper</b>	<b>Subjects</b>	<b>Total Marks</b>	<b>Internal Assessment</b>	<b>Council examination</b>	<b>Exam duration(Hrs.)</b>
I.	Nursing Education and Introduction to Research and statistics	100	50	50	3
II.	Professional Trends & Adjustment, Nursing administration and Ward Management	100	50	50	3

## Course Evaluation

1. Internal assessment comprising of 25 marks will be evaluated on the basis of assignments & internal examinations which consists of first term test, second term test & model examination.
2. Shall have one regular final council examination at end of each year followed by supplementary examination in a year.

## Attendance

Attendance is compulsory in all subjects. The minimum attendance under each course is 80% (Theory and Practical). Any student failing to fulfill attendance requirements, will not be allowed to appear for University Examination unless and until medical certificate

## Promotion Rules

1. Shall have one regular examination followed by supplementary examination in a year.
2. If a candidate fails they can be permitted to next year
3. A candidate can take any number of attempts with a condition that maximum period allowed is 6 years. However all previous papers need to be cleared before appearing in the final examination
4. No institution shall submit student average internal marks more than 75% i.e., if 40 students are admitted in a course than the average score of the 40 students shall not exceed 75%.  
Example of 5 students: A=25, B=20, C=22, D=21, E=24  
Average score=89.6%  
This will not be accepted by the State Nursing Registration Council
5. Minimum pass marks should be 50% in each of the Theory and practical paper separately.
6. Minimum pass marks shall be 40% for English only.
7. Theory and Practical exams for Introduction to Computer to be conducted as School exam and marks to be sent to the SNRC/ Board for inclusion in the mark sheet.
8. A candidate has to pass in theory and practical exam separately in each of the paper.
9. If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical)
10. Maximum number of candidates for practical examination should not exceed 20 per days.
11. All practical examination must be held in the respective clinical areas.
12. One internal and one external examiner should jointly conduct practical examination for each student.

# Grading of examination

Examination shall be graded on aggregate marks of the entire three years of the training programme, as follows:

- Distinction - 80% and above
- First Division - 70% to 79%
- Second Division - 60% to 69%
- Pass - 50% to 59%

## **P.P SAVANI UNIVERSITY**

### **COMMITTEES:**

<b>SL. NO.</b>	<b>COMMITTEE</b>	<b>INCHARGE</b>	<b>CONTACT NO.</b>
1.	Advisory	Mr. Sateesh Biradar	9512035618
2.	Academic Council		
3.	Admission	Ms. Kinjal Mistry	8758387580
4.	Curriculum	Ms. Ashwini Patil	7405580846
5.	Examination	Ms. Kinjal Mistry, Ms. Jannet Reena Purani	8758387580
6.	Library	Ms. Jannet Reena Purani	9913761738
7.	Conference	Ms. Ashwini Patil	7405580846
8.	Anti-ragging	Ms. Mayuri Vaidya Ms. Rohini Chaudhari	8690081905
9.	SNA	Mr. Sandeep Kumar	9824550832
10.	Training and Placement	Ms. Rohini Chaudhari	8780351719
11.	Discipline	Ms. Sejal Darbar	9638739255
12.	Staff Development	Ms. Sejal Darbar	9638739255
13.	Grievance	Ms. Ashwini Patil	7405580846
14.	Cultural	Ms. Jince Mary Prasad Ms. Komal Kolhe	9106923642 7698791846
15.	Sports	Mr. Sandeep Kumar	9824550832

## **CULTURALCOORDINATOR (2018-19)**

<b>Sr. No.</b>	<b>Name of college</b>	<b>Name of Cultural Coordinator ( Inter College)</b>
1	SCHOOL OF ENGINEERING	<b>Mr. Palak Patel (Convener)</b>
		Ms. Meera Patel ( Department Coordinator)
		Dr. Gaurav Thakarar (Member)
		Mr. Mitul Raj(Member)
2	SCHOOL OF SCIENCE	<b>Dr. Sangha Bijekar(Co-Convener)</b>
		Ms. PariniSurati( Department Coordinator)
3	SCHOOL OF ARCHITECTURE & DESIGN	Ms. Dhruvi Shah ( Department Coordinator)
		Ms. TejalPatel(Member)
		Mr. Bhavin Patel(Member)
4	SCHOOL OF PHYSIOTHERAPY	Dr. Chetna Bodar( Department Coordinator)
		Dr. Sanjib Kumar Das (Member)
5	SCHOOL OF NURSING	Ms. Komal Kolhe( Department Coordinator)
		Ms. Jince Mary Prasad(Member)
6	SCHOOL OF MANAGEMENT	Mr. Devang Makwana( Department Coordinator)
		Mr. Ashwin Solanki (Member)

# STUDENT CODE OF CONDUCT

## PREAMBLE

The student code of conduct [Code] is established for students to facilitate a safe and secure learning environment in University. PP Savani University is a community of students, faculty and staff involved in learning, teaching, research and other intellectual activities. All members of this community are expected to conduct themselves in a manner that contributes positively to an environment in which respect; civility, diversity, opportunity and inclusiveness are valued, so as to assure the success of both the individual and the community. The University recognizes and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. It holds individuals and groups responsible for the consequences of their actions.

**Students are responsible for reading, understanding and abiding by the Code.** Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of sanctions. It also ensures to protect persons, properties and processes that support the University and its mission. The University is morally responsible to students and other stakeholders, and strives to enhance their experience by providing an opportunity to teach and learn in a campus that is free of any disruption.

## APPLICABILITY

The Code shall be applicable to all the students admitted to the University which includes any academic programme, activity or event conducted at various constituent institutes /departments of the University, pursuing undergraduate, graduate, professional studies. The Code applies to all locations of the University. All Students coming within the above categories are required to strictly adhere to this Code as a condition of their admission to the college and this Code would be binding and enforceable against them or any among them. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking of the same.

### **Prohibited conduct under the Code includes**

#### **1. Academic Misconduct**

Academic misconduct is any other act that disrupts the educational process or provides a student with an academic advantage over another student. Academic misconduct includes, but is not limited to

##### **1(a) Plagiarism**

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well.

### **1(b) Fabrication**

Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes,

- The false citation or acknowledgment of a direct or secondary source, including the incorrect documentation of a source;
- The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work;
- The unauthorized submission of an academic work prepared totally or in part by another; or
- The submission of fabricated or altered documentation in support of any completion of academic work, an excusal from class, postponement or extension of a due date or a change of grade.

### **1 (c) Cheating**

- Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes,
- The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise;
- The unauthorized use of electronic instruments, such as computers, cell phones, translators or personal response systems (clickers) to access or share information.

## **2. Disruptive Conducts**

Specific violations of this standard include,

- Committing or threatening to commit any act of physical violence against self or another. This includes, hitting, kicking, scratching, punching, shaking, slapping, burning or restraining;
- Threatening the health, safety, or welfare of another;
- Interfering with the freedom of movement of another;
- Invading the privacy of another;
- Interfering with the right of another to enter, use, or leave any University building, facility, property, service, resource or activity;
- Interfering with a faculty member or University official in the performance of their duty;
- Interfering with the freedoms of speech, religion, or association of another;
- Trespassing or the unauthorized entering or accessing of any University building, facility, property, service, resource or activity or any location within the **jurisdictional boundaries** of the Student Conduct System;

- Making, exhibiting, or producing any inappropriate, loud or disruptive noise or behavior; Acting recklessly or in a manner that causes a disruption to the orderly function or operation of the University.

### 3. **False Information**

- Making a false or misleading oral or written statement to any University official or faculty member (including, but not limited to, application for admission, financial aid, residency classification or participation in any special programs sponsored by the University) when the student knew or should have known the statement was false;
- Making a false or misleading oral or written statement at any point of the student conduct process or any other process used to address student behavior;
- Making a false or misleading oral or written statement that misrepresents the character, qualifications or reputation of another;
- Falsely reporting a safety hazard (including but not limited to, a fire, explosive or incendiary device) by any means including by activating an emergency phone on campus when no emergency actually exists;
- Falsely reporting a crime or violation of this Code of Conduct or any other University policy;
- Possessing or displaying any form of false identification or any identification not one's own;

### 4. **Misuse of Materials, Services or Property**

Specific violations of this standard include, but are not limited to:

- Destroying, damaging or misusing any property belonging to another;
- Destroying, damaging, misusing, reproducing, altering or defacing any student identification card, University-provided key or access card, residence hall key or access card, laboratory equipment, emergency phone, athletic equipment or any material issued or owned by the University;
- Destroying, damaging or defacing any University building, facility or property;
- Impairing or otherwise hindering another's use of a University material, service or property;
- Reading, duplicating, removing, photographing, forging, counterfeiting or altering any University document or record without authorization;
- Littering on or in any University property, facility or building; or
- Engaging in conduct that may result in damage or destruction of any University building, facility or property, including, but not limited to, skateboarding or rollerblading on steps, railings, banisters or curbing.

## **5. Weapons, Dangerous Instruments, and Explosive Chemicals or Devices**

Any deadly weapon, defined as any instrument, item or material readily capable of causing death or serious physical injury. Illegal or unauthorized possession or use of a weapon by a student means possessing or using weapon or articles and substances which are usable as weapons and include, but are not limited to: firearms, incendiary devices, explosives which are dangerous, biological or chemical agents. The illegal or unauthorized possession or use of weapons by a student is serious offence liable to prosecution under law.

## **6. Theft**

The unauthorized taking, misappropriation, possession, retention or disposal of any property owned or maintained by the University, another student, a person attending a University sponsored event or any other person; or, The unauthorized taking or use of any University owned or contracted service.

## **7. Possessions of Lost or Misplaced Items**

Any lost or misplaced item that is found should immediately be turned in to the proper University office. For instance, items found in the library should be taken to the library's circulation desk. An item found anywhere else on campus should be taken to the Department of Public Safety. Inquiries concerning lost books, articles of clothing or identification cards should be directed to the Lost and Found section of the Department of Public Safety.

## **8. Discrimination**

Engaging in verbal or physical behavior directed at an individual or a group based on origin, race, creed, gender, religious belief, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them.

Discrimination as a form of disruptive conduct includes remarks made by a student that are derogatory, racist, discriminatory, patently offensive, profane, sexually explicit or communicated as graphic messages, either in words or pictures, and which demonstrate a bias or discrimination against any individual or group within the University.

## **9. Falsifications**

Falsification means willfully providing University offices or officials with false, misleading or incomplete information; forging or altering official University records or documents; either Further conspiring with or inducing others to forge alter University records and documents.

## **10. Refusal to identify**

Refusal to identify means falsely identifying oneself when requested by an authorized University official including members of the hired security personnel. Signing in by a student of proxy attendance amounts to signature forgery and this will be treated as a criminal offence by Alliance University. Students involved in such forgery will be liable to prosecution.

## **11. Illegal or unauthorized possession or the use of drugs, alcohol and smoking**

P PSavani University strongly believes in a 'Drug Free Campus'. This policy of the University maintains that no student will distribute, possess or use illegal drugs or a controlled substance on its premises.

- Possession of paraphernalia associated with the illegal use, possession or manufacture of a controlled substance is also prohibited.
- Smoking as a policy is prohibited inside the premises of all the campuses including the halls of residence hostels of the University. This is considered a serious offense and is likely to be prosecuted under disciplinary action.

## **12. Unauthorized access and use**

Unauthorized access and use means accessing without authorization from University by a student such as its property, facilities, services, information systems and obtaining or providing to another student or person the means of such unauthorized access, which includes but is not limited to using or providing without authorization keys, access cards or access codes of the University. Unauthorized access and use also include using the University's telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws.

## **13. Act of violence, threatening, harassing, or assaultive conduct**

An act of violence and threatening, harassing or assaultive conduct by a student means engaging in conduct that has causes injury to other students or residents of the educational campus, endangering the health and safety of another person, and includes but is not limited to threatening, harassing or assaultive conduct. A student who engages in such conduct is liable for disciplinary action under the University code of conduct.

## **14. Illegal Contracts**

Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

### **15. Media Contact**

Students are expressly prohibited from speaking on behalf of, or for, University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility, or even without the express written permission of the Office of University Communications. Organization and Event Registration – A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the University.

16. **Ragging** - Any act which amounts to ragging in any form as defined under Prohibition of Ragging Act, 1999 and also under the UGC Prohibition of Ragging Regulations, 2009.

*Violation of University rules* - *Violation of other published university regulations, policies, or rules, or violations of law*

# LIBRARY RULES & REGULATIONS

- Our library is well equipped with latest textbooks and journals
- We have DELNET online facility so the students can able to utilize more than 15 journals
- Timing is 8 am to 4:30am
- All the students have to follow the library rules and regulation set by university.
- Each student will get books/journals from library for the specific period and thereafter they have to renew it or return it.

## Instructions

- Absolute silence is expected in the Library.
- The students should put their mobile on silent mode during their library hours.
- The students should enter their names in the register on arrival and departure.
- Bringing any food in the library is strictly prohibited.
- The students shall enter in the library only after submitting their bag on the **Property Counter**.
- The students should not bring any expensive thing along with them in the library. The library management will not be responsible in case of any loss of such property.
- The student shall carry the books outside the library only after issuing.
- The student can issue the 02 (two) books at a time for the period of 14 days.
- In case of requirement of the books for more than 14 days, the student will have to renew the issue of the book.
- In case of not submitting the book within the given time period, the student will be charged Rs. 1/- per day.
- In case a student does not want to issue the book after looking, he/she has to put it back at its original place.
- The journals and magazines will not be issued.
- The students must use the Electric sources (lights and fans) economically. Switch on only which you need, and switch of at the time you leave, if unused.
- Absolute discipline must be maintained.

## **TRANSPORT /BUS FACILITIES:**

We have regular transport facilities for our students to &fro, following cities/towns:

- Surat
- Kamrej
- Kosamba
- Ankleshwar
- Bharuch

## **HOSTEL ACCOMODATION**

- Hostel facilities are available for the students with separate hostels for girls and boys.
- A.C & Non-AC rooms are available.
- 24x7 Wifi available in the hostel/campus.
- Warden/Rector monitors the hostel.
- Water and power supply 24x7 available.
- Well furnished Rooms.
- Well hygienic Food available at nominal charges

## **TRAINING & PLACEMENT CELL:**

- Training & placement cell assist our students to get job in various sectors after successful completion of the course GNM/B.SC Nursing.
- We will arrange campus interview for the final semester students.
- We will prepare the students for exams like IELTS etc
- We will help our students to build their communications skills.
- We also help our students to develop leadership qualities.

## CONTACT DETAILS

<b>For What</b>	<b>Contact Details</b>
Admission Counseling	Ms. Chandini Patel 9879608000 Ms. Kinjal Mistry 8758387580
Fees Payment	Mr. Rameshbhai Gohil 9979614831
Ragging Complaint	Anti-Ragging Committee Details available in Student Hand Book
Computer & IT Infrastructure related Query	Mr.Hiren Patel 8320537854
Transport In-charge	Mr Deepak 9512035610
Hostel administration	Mrs. Jigisha Desai 9512035613
Canteen In-charge	Mr Deepak 9512035610
Sports Activity In-charge	Mr Pranay Prasoon 7041146545
Cultural Activity In-charge	Mr. Palak Patel 9909502820 Mrs.KomalKolhe 7698791846 Ms. Jince Mary Prasad 9981632879
Subject Related Query	Subject Coordinator Details available in Student Hand Book
Tablet related Query	Mr. Ramesh Gohil 9979614831
Loan & Scholarship related Query	Ms. Pooja Trivedi 9512035607

-----**THANK YOU**-----

# Appendices:

## AFFIDAVIT BY THE STUDENT

I, \_\_\_\_\_  
\_\_\_\_\_ (full name of student with admission/registration/enrolment number) S/o or D/o  
Mr./Mrs./Ms. \_\_\_\_\_, having been  
admitted to P PSavani School of Nursing , have received a copy of the UGC Regulations on  
Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the  
“Regulations”) carefully read and fully understood the provisions contained in the said  
Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
  - a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year. Sign: \_\_\_\_\_

Name:

### VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at P PSavani University on this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Sign of Deponent : \_\_\_\_\_

Solemnly affirmed and signed in my presence on this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year, after reading the contents of this affidavit.

OATH COMMISSIONER

# AFFIDAVIT BY PARENT/GUARDIAN

1) I,

Mr./Mrs./Ms.

\_\_\_\_\_ (full name of parent/guardian) father/mother/guardian  
of \_\_\_\_\_ (full name of student with  
admission/registration/enrolment number)

having been admitted to P PSavani School of Nursing , have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year. Sign of Deponent : \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Mobile No.: \_\_\_\_\_

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at P PSavani University on this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Sign of Deponent : \_\_\_\_\_

Solemnly affirmed and signed in my presence on this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year, after reading the contents of this affidavit.

OATH COMMISSIONER

# **CERTIFICATE OF MEDICAL FITNESS**

[To be obtained only from Gazette Government Medical Officer / Medical Officer of a Government Undertaking. (Please note that Medical Certificate issued by Private Practitioners will not be accepted)]

Name (In Block Letters): \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_

Sex: Male / Female

Blood Group: \_\_\_\_\_

Height: \_\_\_\_\_ cm

Weight: \_\_\_\_\_ Kg

Heart: \_\_\_\_\_

Lungs: \_\_\_\_\_

Vision: \_\_\_\_\_

Hearing: \_\_\_\_\_

Others: Hernia / Hydrocele / Varicocele/ Piles, etc.: \_\_\_\_\_

Any Other Disease Diagnosed in the Past: \_\_\_\_\_

Allergies, if any: \_\_\_\_\_

Personal Marks of Identification:

- 1.
- 2.

I do hereby certify that I have examined Sri / Kum / Smt. \_\_\_\_\_, Son / Daughter of \_\_\_\_\_, who is an applicant for admission to B.Sc Nursing/ GNM Program and could not notice that he / she has any disease, constitutional affection, bodily infirmity or mental unsoundness. His / Her age according to his/her statement is \_\_\_\_\_ year and by appearance about \_\_\_\_\_ years.

Signature of the Candidate:

Signature of the Medical Officer:

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Office Seal Designation: \_\_\_\_\_

Registration No. : \_\_\_\_\_