

**P P SAVANI SCHOOL OF NURSING
P P SAVANI UNIVERSITY, SURAT, GUJARAT.**

STUDENT HANDBOOK:

INDEX

- ABOUT P P SAVANI UNIVERSITY
- BLESSINGS FROM THE PRESIDENT
- FROM THE DESK OF ACADEMIC DEAN
- INSPIRATION FROM PRINCIPAL
- SCHOOLS AND PROGRAMMES AT UNIVERSITY
- ABOUT P P SAVANI SCHOOL OF NURSING
- ADMISSION REQUIREMENTS
- ACADEMIC RULES & REGULATIONS
- TEACHING SCHEME
- COMMITTEE AND CULTURAL COORDINATORS LIST
- STUDENT CODE OF CONDUCT
- INSTRUCTIONS FOR JOINING THE COURSE
- LIBRARY RULES AND REGULATIONS
- HOSTEL DETAILS
- TRANSPORT DETAILS
- TRAINING & PLACEMENTS CELL
- CONTACT DETAILS

ABOUT P P SAVANI UNIVERSITY

We, P P Savani Group have been the source of educational inspiration for the generations of students for the last 30 years. Launched in 1987, P P Savani 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 P Savani 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 P Savani University offers several academic programs under 06 Schools- Sciences, Engineering, Management and Liberal Arts, Architecture & Design, Homeopathy, 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 expertise the vibes!!

VISION, MISSION & CORE VALUES OF P P SAVANI UNIVERSITY:

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 P Savani 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 21st 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 P Savani University.

Shri Vallabhchai P Savani
President
P P Savani University.

PROVOST'S MESSAGE



“Take a look around. We are the future of health care.”

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.

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 P Savani School of Nursing provide the best opportunity for students to learn. The courses offered are B.SC Nursing & GNM both are recognized by the Indian Nursing Council/Gujarat Nursing Council. I can confidently say that P P Savani 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

Provost and Executive Dean

P P Savani University.

Tel.: 02629-296788, 9512035601

Email id: parag@ppsua.ac.in

INSPIRATION FROM PRINCIPAL



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

P P Savani 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 have 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 faculties take seriously the responsibility of providing students with a quality education that will prepare them to fulfill 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 P Savani 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.

Dr. Satish Biradar

Principal, School of Nursing

P P Savani University.

Tel.: 02629-296788

Email id: principal.nursing@ppsu.ac.in

SCHOOLS AND PROGRAMMES AT UNIVERSITY

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

School	Programs offered	Duration
School of Sciences	Bachelor of Science (Honors) in <ul style="list-style-type: none"> • Biotechnology • Microbiology • Environmental Sciences • Chemistry Masters of Science in <ul style="list-style-type: none"> • Integrated Biotechnology • Integrated Micro technology • Biotechnology • Microbiology 	} 3 years } 5 years } 2 years
School of Physiotherapy	Bachelor in <ul style="list-style-type: none"> • Physiotherapy 	4 years & 6 months
School of Design	Bachelor in <ul style="list-style-type: none"> • Fashion and textile design • Product design • Visual and communication design • Interior and space design 	4 years
School of Architecture and Planning	Bachelor in <ul style="list-style-type: none"> • Architecture Masters of <ul style="list-style-type: none"> • Urban planning 	5 years 2 years
School of Engineering	Bachelor of technology in <ul style="list-style-type: none"> • Civil Engineering • Mechanical Engineering • Computer Engineering • Information Technology • Textile Engineering • Chemical Engineering 	4 years
School of Nursing	<ul style="list-style-type: none"> • B.Sc Nursing • GNM (General Nursing Midwifery) • P B B.Sc Nursing • M.Sc Nursing 	4 years 3 years 2 years 2 years
School of Liberal Arts and Management Studies	<ul style="list-style-type: none"> • Bachelor of Business Administration (Family Buisness Owner &Enterpreneurship) • BA(Hons) • B.Com • MBA Integrated (B.Com+ MBA) 	3 years 5 years
Homoeopathic Medical college and hospital	<ul style="list-style-type: none"> • Bachelor of Homeopathic Medicine and Surgery 	5.5 years

ABOUT P P SAVANI SCHOOL OF NURSING

P P Savani 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 P Savani 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 Government 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.

OUR VISION:

“School of nursing aspires to be the first choice for professionalism, research and innovation in global nursing education and hence, become a medium through which we can serve the society at large through the advancement of nursing practice and to be professionally competent to serve, care and heal”.

OUR MISSION:

“To develop school of nursing as a centre of excellence imparting quality education, generating competent, skilled manpower to face the scientific and social challenges with a high degree of credibility, integrity, ethical standards and social concern. To foster critical thinking, leadership qualities and self-discipline”.

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 Simulated 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, birth simulated 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 21st 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 P. P Savani Multispeciality and Heart institute as our parent hospital.
- Affiliated to other hospital also such as Civil Hospital (Surat), Hospital for Mental Health (Vadodara) Diamond hospital (Surat), Unique hospital (Surat), Smt Jayaben Mody hospital (Ankleshwar), Sardar Patel Multispeciality hospital (Ankleshwar), United Green Hospital(Surat), Apex Hospital(Bharuch), Narayan Multispeciality Hospital (Bharuch), SIMS Hospital(Surat),UNM Foundation Balsagam (Surat), Mythria Super Multispeciality (Surat), SIDS Hospital (Surat),Green Leaf Hospital (Surat), Orchid Hospital (Bharuch).

PROFESSIONAL GATEWAYS:

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

DEPARTMENTS AT SCHOOL OF NURSING

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

Website: www.ppsu.ac.in

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

ADMISSION REQUIREMENTS:

Eligibility Criteria:

Candidates must successfully completed GNM with State Nursing Council Registration Certificate .

Duration

- Duration of the course shall be four years including internship
- Week available per year- 26 Weeks

Admission process

- The student has to follow the instructions of University admission committee.

ACADEMIC RULES AND REGULATION

Important Terms

- Academic year:** two consecutive (one odd+ one even) semester constitute one academic year.
- Semester:** each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from October to March and even semester from April to September.
- Programme:** An educational programme leading to award of a degree, diploma or certificate.
- 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.
- Choice- based credit system-** the CBCS provides choice for students to select from the described courses (foundation, core, elective or skilled courses). Choice- based semester system will be followed across P P Savani University both at under-graduate and post graduate levels. Each enrolled student will be required to take a minimum specified load of course work in the chosen subject of specialization and also complete a project / dissertation if any. Once registered at the start of semester, no student will be allowed to withdraw at any point of time, during the semester. (NOT APPLICABLE FOR SCHOOL OF NURSING)
- Credit based semester system (CBSS) -** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the student. (NOT APPLICABLE FOR SCHOOL OF NURSING)
- Credit-** A unit by which a course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching(lecture of tutorial) or two hours of practical work / field work per week in general, 1 credit is equivalent to 15 hours of teaching (lecture or tutorial)or 30 hour of practical work / field work.
- Letter Grade-** it is a index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- Credit Point:** It is the product of grade point and number of credits for a course.
- Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a

semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

- l. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- m. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

Admissions

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

Programme Duration

- The minimum and maximum duration of various programmes offered at P P Savani University are as under:

SCHOOL	SPECIALIZATION	MINIMUM NO. OF SEMESTER	MAXIMUM NO. OF SEMESTER
School of Nursing	B.Sc Nursing	8	16
	GNM	6	12
	P B B.Sc Nursing	4	8
	M.Sc Nursing	4	8

Course Evaluation

All Courses/Subjects offered at P PSavani University shall be evaluated under two heads:

- Continuous Evaluation (CE) component which is under sole discretion of the course coordinator. It is expected that the continuous evaluation should consist of Unit Test/Weekly Test/Fortnightly Test/Class Test/Presentations/Project Work/Assignment/Group Discussion/Quiz/Seminar/Debate etc. The maximum mark of Continuous Evaluation (CE) component is 25 percent. The marks of CE component should be submitted by course coordinator to University Exam Section in the format prescribed by the University.
- End Semester Examination, conducted by University through written paper or practical test or oral test or presentation by the student or a combination of any one, two or more of these. The maximum mark of End Semester Examination is 75 percent.
- The End Semester Examination will be evaluated by appointing two subject experts, one from outside University and another from within University, for all courses offered under University.
- The total of the Continuous Evaluation Component and End Semester Examination marks in each course will be converted to a letter grade on a ten-point scale as per the following scheme:

Percentage of Marks (%)	Grade	Grade Point
85-100	O	10
80-84.99	A+	9
75-79.99	A	8
65-74.99	B+	7
60-64.99	B	6
50-59.99	C	5
40-49.99	P	4
<40%	F	0
Absent	0	0

- In order to earn the credit in a course a student has to obtain grade other than F.
- **A student, who obtains (less than 50 % marks), has to repeat the university examination till he/she obtains grade B.**
- No student is allowed to upgrade the grade.
- The student's performance in any semester will be assessed by the Semester Grade Point Average (SGPA). Similarly, his/her performance at the end of two or more consecutive semesters will be denoted by the Cumulative Grade Point Average (CGPA). The SGPA and CGPA are calculated as per guidelines of UGC.
- In a semester, the SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e. $SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ Where, C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.
- The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e. $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$ Where, S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.
- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade-card& transcript.

Promotion Rules

- All the students of odd semester are allowed to move to even semester irrespective of their results.
- At the end of a year, a student is not allowed to move to odd semester in case of his/her CGPA is less than 3.00.
- Over and above, the school has to follow the guidelines laid down by the statutory body time to time.

Programme Credit

- The minimum and maximum credits per semester along with total programme credits for various Programmes are as under:

SCHOOL	SPECIALISATION	COURSE DURATION	MINIMUM NO. OF SEMESTER	MAXIMUM NO. OF SEMESTER	MAXIMUM CONTACT HOURS/WEEK	TOTAL CREDITS
Nursing	B.Sc Nursing	8	7	16	42	168
	GNM	6	-	-	-	-
	P B B.Sc Nursing	4	4	8	42	86
	M.Sc Nursing	4	4	8	42	110

TEACHING SCHEME

TEACHING SCHEME OF 1ST YEAR P.B.B.SC.NURSING

Sem	PPSU Course Code	Course Title	Hours	Teaching Scheme					Examination Scheme				
				Weekly Contact Hours				Credit	Theory		Practical		Total
				Th	Pr	Skill Lab	Total		CE [Mks]	ESE [Mks]	CE [Mks]	ESE [Mks]	
I	SNPN5010	Nursing Foundation	45	2	-	-	2	2	15	35	-	-	50
	SNPN5020	Nutrition and Dietetics	45	2	-	-	2	2	15	35	-	-	50
	SNPN5030	Biochemistry and Biophysics	60	3	-	-	3	3	25	75	-	-	100
	SNPN5040	Microbiology	60+30	4	2	-	6	4	25	75	-	-	100
	SNPN5050	Medical Surgical Nursing	90+270	5	14	-	19	12	25	75	50	50	200
	SNPN5060	English	60	3	-	-	3	3	25	75	-	-	100
				660				35	26				

TEACHING SCHEME OF 1ST YEAR P.B.B.SC.NURSING

Sem	PPSU Course Code	Course Title	Hours	Teaching Scheme					Examination Scheme				
				Weekly Contact Hours				Credit	Theory		Practical		Total
				Th	Pr	Skill Lab	Total		CE [Mks]	ESE [Mks]	CE [Mks]	ESE [Mks]	
II	SNPN5070	Psychology	60+15	3	1	-	4	3	25	75	-	-	100
	SNPN5080	Maternal Nursing	60+240	3	12	-	15	9	25	75	50	50	200
	SNPN5090	Child Health Nursing	60+240	3	12	-	15	9	25	75	50	50	200
				675				34	21				

TEACHING SCHEME OF 2nd YEAR P.B.B.SC.NURSING

Sem	PPSU Course Code	Course Title	Hours	Teaching Scheme					Examination Scheme				
				Weekly Contact Hours				Credit	Theory		Practical		Total
				Th	Pr	Skill Lab	Total		CE [Mks]	ESE [Mks]	CE [Mks]	ESE [Mks]	
III	SNPN6010	Introduction to Nursing Education	60+75	3	4	-	7	5	25	75	50	-	150
	SNPN6020	Introduction to Nursing Administration	60+180	3	10	-	12	8	25	75	50	-	150
	SNPN6030	Mental Health Nursing	60+240	3	12	-	15	9	25	75	50	50	200
				675				34	22				

TEACHING SCHEME OF 2nd YEAR P.B.B.SC.NURSING

Sem	PPSU Course Code	Course Title	Hours	Teaching Scheme					Examination Scheme				
				Weekly Contact Hours				Credit	Theory		Practical		Total
				Th	Pr	Skill Lab	Total		CE [Mks]	ESE [Mks]	CE [Mks]	ESE [Mks]	
IV	SNPN6040	Sociology	60	3	-	-	3	3	25	75	-	-	100
	SNPN6050	Introduction to Nursing Research and Statistics	45+120	2	6	-	8	5	25	75	100	-	200
	SNPN6060	Community Health Nursing	60+240	3	12	-	15	9	25	75	50	50	200
				525				26	17				

COMMITTEES:

SL. NO.	COMMITTEE	INCHARGE	CONTACT NO.
1.	Advisory	Dr. Satish Biradar	9512035618
2.	Academic Council	Ms. Kinjal Mistry	8758387580
3.	Admission	Ms. Jannet Purani	9913761738
4.	Curriculum	Ms. Ashwini Patil	7405580846
5.	Examination	Ms. Meghana Goswami	9727592111
		Ms. Shayni	8849921584
6.	Library	Ms. Jannet Reena Purani	9913761738
7.	Anti-ragging	Ms. Mayuri Vaidya	8690081905
8.	SNA	Ms. Blessi Martuise	8780444798
		Ms. Dhruvika	6353063152
9.	Training and Placement	Ms. Mayuri Vaidya	8690081905
10.	Discipline	Ms. Riya S Patel	7486908241
11.	Staff Development	Ms. Tanveera Pathan	9950204778
12.	Grievance	Ms. Ashwini Patil	7405580846
13.	Cultural	Ms. Jhanvi	9106923642
14.	Sports	Ms. Jinal Panchal	7203815105
		Ms. Meghavi Patel	9925909596

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. PPSavani 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 Savani 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 9am to 4:30pm
- 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.
- We assist in resume writing and how to crack interviews.
- We also provide platform for getting admissions in international colleges.

CONTACT DETAILS

For What	Contact Details
Admission Counseling	Mr. Sanket Gupta 8200540640 Ms. Kinjal Mistry 8758387580
Fees Payment	Ms. Pooja Trivedi 9512035607
Ragging Complaint	Ms. Mayuri Vaidya 8690081905
Computer & IT Infrastructure related Query	Mr. Gaurang Mehta 9727442000
Transport In-charge	Mr. Vishal Mendhe 91581902007
Hostel administration	Mr. Vishal Mendhe 91581902007
Canteen In-charge	Mr. Manjeet Singh 7778894885
Sports Activity In-charge	Mr Pranay Prasoon 7041146545
Cultural Activity In-charge	Mr.Pinakinl Pandya 8200046648 Ms. Jahnvi Patel 7405175521
Subject Related Query	Ms. Jannet Reena Purani 9913761738
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 P Savani 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