

## **RULES & REGULATIONS- STUDENTS**

### **DUTIES & RESPONSIBILITIES OF A STUDENT POSTED IN VARIOUS DEPARTMENTS:**

1. As the teacher enters the class room, the students shall rise and remain standing till they are asked to sit.
2. No student is allowed to leave the classroom without permission of the teacher until the class is dismissed
3. If the student is obliged to leave due to sudden indisposition, permission should be obtained from the teacher
4. Students should report to the classroom 5 minutes prior to the schedule.
5. When roll calls are made students are required to stand up and answer to their names
6. A student coming to the classroom after the roll call may be punished by loss of attendance
7. Any misconduct on the part of the student is liable for punishment such as a fine or imposition
8. If the punishment is deemed insufficient, a report shall be made to the Principal
9. Students are not permitted to remain in the classroom except during the hours of instruction
10. Students should behave with respect and dignity to teaching & non- teaching faculty, to each other and others including patients
11. To enable to appear for KUHS examination, every student should achieve a minimum of 80% attendance in theory and practical separately in each subject annually
12. No certificate of attendance shall be granted to any student unless he or she has shown satisfactory progress to the authorities responsible.
13. No student will be permitted to apply for the KUHS examination until he or she has paid all demands due against him or her towards this institution.
14. All students should strictly adhere to the dress code suggested by the KUHS. All students should be decently dressed. Doctors Coat should be washed daily and pressed. Ladies should put up their hairs neatly. Tight dresses, Jeans, Chappals, Loose hair are not allowed during duty hours
15. This is an anti-ragging campus. All students are warned against indulging in ragging activities

### **ATTENDANCE & LEAVE OF ABSENCE OF STUDENTS:**

1. Leave application should be submitted to the concerned teachers before availing of the leave
2. If the grounds of application of leave are not clear or satisfactory, the student may be called upon to explain or the leave may be refused
3. Students who fall ill and require leave should inform the Class Teacher, the Course Co-ordinator and the concerned Warden. Arrangements will then be made to admit the student in MCH.
4. If absent for more than 3 days, permission from the Principal is required to attend the next class
5. Absence without leave for part of the day will entail forfeiture of attendance of the whole day, loss of marks or fine
6. A day's attendance already earned will be cancelled for every day of unauthorized absence
7. Unauthorized absence for more than three days will entail disciplinary action
8. Unauthorized absence from the institution for more than 15 consecutive working days without satisfactory explanation is liable to have his/her name removed from the rolls.
9. A student is liable for condonation only once in the entire duration of the academic career.
10. The student applying for condonation should have a minimum of 75% attendance
11. Condonation is not the right of the student. Condemnation will be granted only if the Head of the Institution is convinced of the cause for deficiency in attendance.