



**KIRAN COLLEGE OF NURSING & ALLIED
HEALTH SCIENCES**

KARACHI

STUDENT RULES & REGULATIONS

**For Academic Excellence, Profession Pri-
fessionalism & Quality Education**

Effective From: _____

LEARN • SERVE • CARE • LEAD

1. PURPOSE

- These rules establish a disciplined, respectful, safe and high-quality learning environment for all students.
- Students are expected to develop strong academic knowledge, clinical competence, professional attitude, ethical behavior, communication skills, leadership qualities, respect and accountability.

2. GENERAL STUDENT CONDUCT

- Every student shall maintain discipline within the College, laboratory, hospital and clinical areas.
- Students must respect the Principal, faculty members, clinical instructors, hospital staff, patients and fellow students.
- Fighting, bullying, threatening, abusive language, harassment or disrespectful behavior will not be tolerated.
- Students must follow instructions issued by College administration and faculty and protect the dignity and reputation of the College and profession.

3. ATTENDANCE & PUNCTUALITY

- Regular attendance is essential for quality nursing education. Students must attend scheduled lectures, tutorials, demonstrations, examinations and clinical activities.
- Students must meet the minimum attendance requirements prescribed by the College, affiliating university and PNMC.
- Clinical attendance is compulsory. Students must report at the assigned time and must not leave the clinical area without permission.
- Repeated lateness or unauthorized absence may result in disciplinary action and/or make-up academic or clinical requirements according to College policy.

4. UNIFORM & PROFESSIONAL APPEARANCE

- Students must wear the prescribed clean, neat and properly maintained College/clinical uniform and display their College ID card.
- Hair, nails, footwear and personal appearance must be clean and professional. Excessive jewellery, inappropriate accessories or appearance unsuitable for clinical practice are not permitted.

5. ID CARD

- Students must carry and display their College ID card when required. ID cards must not be lent to another person. Lost cards must be reported immediately.

6. CLASSROOM RULES

- Arrive before the lecture begins. Mobile phones must be switched off or kept on silent during lectures.
- Students must not disturb teaching through unnecessary talking, must participate respectfully, maintain academic notes and submit assignments on time.
- Eating and drinking are not allowed in classrooms unless specifically permitted.

7. ACADEMIC EXCELLENCE

- Students must prepare before classes, revise regularly, participate in presentations and discussions, practice skills, seek help when needed and aim for continuous improvement rather than merely passing examinations.

8. EXAMINATION RULES

- Arrive before the examination, bring a valid College ID and follow examination staff instructions.

- Mobile phones, smart watches and unauthorized electronic devices/material are prohibited unless specifically permitted.
- Cheating, copying, impersonation or any attempt to obtain unfair academic advantage is strictly prohibited.

9. ACADEMIC INTEGRITY

- Students shall not copy assignments, submit another person's work as their own, falsify attendance or clinical records, fabricate information, manipulate results or use unauthorized material during examinations.
- Academic dishonesty may result in cancellation of the relevant assessment and disciplinary action.

10. SKILLS LABORATORY RULES

- Follow the skills-lab instructor's directions. Handle equipment carefully and report damaged or missing equipment immediately.
- Maintain cleanliness and infection-control practices. Practice procedures according to approved protocols and only under appropriate supervision.

11. CLINICAL PRACTICE RULES

- Follow hospital policies, clinical protocols and instructions of authorized clinical staff.
- Maintain patient privacy and confidentiality; perform only procedures for which you have received appropriate education and authorization.
- Maintain accurate documentation, follow infection-prevention practices, use appropriate PPE and immediately report errors, incidents or patient-safety concerns.

12. PATIENT CONFIDENTIALITY

- Students must never share confidential patient information unnecessarily or post patient information on social media.
- Photography, video or recording of patients requires authorized institutional permission. Patient records must not be shared outside approved educational purposes.

13. MOBILE PHONE & SOCIAL MEDIA POLICY

- Mobile phones must remain silent during lectures, examinations and clinical duties.
- Students must not post confidential College, hospital, staff or patient information or use the College/hospital name or logo in a way that damages its reputation.
- Cyberbullying, harassment or abusive social-media activity involving students, faculty, patients or staff is prohibited.

14. RESPECT & ANTI-HARASSMENT POLICY

- Kiran College is committed to a safe and respectful environment. Verbal, physical or sexual harassment, cyber harassment, bullying, threats, humiliation and intimidation are prohibited.
- Students may report concerns through the designated College authority without fear of retaliation.

15. PROFESSIONAL ETHICS

- Students must demonstrate compassion, honesty, integrity, respect, responsibility, accountability, confidentiality, professional communication and patient-centered care.

16. SAFETY & EMERGENCY RULES

- Students must follow fire-safety and emergency procedures, participate in drills, keep emergency exits clear and report accidents, injuries, fire hazards or unsafe conditions immediately.

17. CLEANLINESS & HYGIENE

- Students must maintain personal hygiene, keep classrooms and clinical areas clean, use waste bins properly and follow infection-control practices.

18. COLLEGE PROPERTY

- College furniture, laboratory equipment, books, computers and other property must be handled carefully. Intentional damage may result in disciplinary action and compensation according to College policy.

19. LIBRARY RULES

- Maintain silence, protect books and return them on time. Food and drinks are not allowed. Follow the library borrowing and return system.

20. COMPUTERS & INTERNET

- College computers and internet facilities are primarily for educational purposes. Illegal, inappropriate or harmful material and attempts to bypass College security are prohibited.

21. LEAVE POLICY

- Leave must be requested through the prescribed procedure. Medical leave may require a valid medical certificate. Missed academic or clinical requirements must be completed according to College policy.

22. FEES & ADMINISTRATIVE RESPONSIBILITIES

- Students must pay fees within prescribed deadlines, maintain updated personal and academic records and comply with applicable College, university and PNMC requirements.

23. STUDENT GRIEVANCE & COMPLAINT SYSTEM

- Students may raise genuine concerns regarding academic matters, clinical placement, faculty conduct, harassment, facilities, examinations, administration or safety through the designated College mechanism.

24. STUDENT FEEDBACK & QUALITY IMPROVEMENT

- The College may conduct course evaluations, clinical feedback and quality-improvement activities. Constructive student feedback will be used to improve teaching, facilities and student services.

25. MENTORSHIP & ACADEMIC SUPPORT

- The College may provide faculty mentorship, academic counseling, remedial classes, skills-lab support, examination preparation, career guidance and clinical guidance.

26. PROFESSIONAL DEVELOPMENT

- Students are encouraged to participate in seminars, workshops, clinical conferences, case presentations, research activities, community health activities, health-awareness campaigns, competitions and leadership activities.

27. QUALITY EDUCATION COMMITMENT

KNOWLEDGEABLE: Strong theoretical foundation and evidence-based understanding.

SKILLED: Competent in nursing and allied health procedures.

ETHICAL: Honest, responsible and respectful.

COMPASSIONATE: Patient-centered and caring.

PROFESSIONAL: Punctual, disciplined and accountable.

CONFIDENT: Able to communicate effectively and make appropriate professional decisions.

LIFELONG LEARNERS: Committed to continuous professional development.

28. DISCIPLINARY PROCEDURE

- Depending on the seriousness of a violation, action may include counseling, written warning, parent/guardian meeting, written undertaking, academic/clinical probation, suspension of privileges, make-up requirements, suspension or recommendation for withdrawal/termination.
- Major disciplinary action will follow applicable College, university and regulatory procedures, with an opportunity for the student to explain their position.

29. SERIOUS MISCONDUCT

- Serious misconduct includes violence, sexual harassment, bullying, theft, drug/alcohol-related misconduct, falsification of documents or clinical records, examination fraud, serious breach of patient confidentiality, deliberate property damage, threats or criminal activity.

30. STUDENT'S PLEDGE

- I understand that education at Kiran College is not only about passing examinations but about becoming a competent and responsible healthcare professional.
- I pledge to attend classes and clinical duties regularly, respect teachers, patients, colleagues and staff, maintain professional ethics, protect patient confidentiality, follow safety and infection-control practices, maintain academic honesty, protect College property and represent Kiran College with dignity and professionalism.

STUDENT ACKNOWLEDGEMENT

I have read and understood the Student Rules & Regulations of Kiran College of Nursing & Allied Health Sciences and agree to follow them.

Student Name: _____

Program: _____

Roll No.: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

APPROVED BY

Principal

Kiran College of Nursing & Allied Health Sciences, Karachi

Signature: _____ Date: _____

College Stamp: _____