

LIBRARY RULES AND REGULATIONS

1. Library cards will be issued to the bonafide students of this institute only.
2. Library cards are not transferable.
3. Users should carry his/her library cards while entering the library.
4. Library card has to be renewed every year at the very beginning of new academic session.
5. Any student who is unable to produce original library card; a General Diary(GD) has to be registered and duplicate card will be issued on payment of Rupees five hundred only.
6. Only one book and one CD(supplementary) will be issued at a time for BDS students and maximum of two books will be issued for MDS students and faculty members.
7. Books will be issued for a period of 7(seven) days for BDS students, 21 (Twentyone)days for MDS students and faculty members. Books may be reissued for another period of seven days on a special consideration depending on the availability.
8. Reading card will not be used for home issue.
9. Reference book/reading copy, Thesis, Library Dissertation and journals will not be issued as 'home issue' under any circumstance.
10. A late fine of Rs.5(five) for BDS students and Rs.15 (fifteen) for MDS students will be charged per day from the date of expiry of the due date of return of the books/ CDs.
11. In any circumstances the book must be returned within one month along with the fine failing which the student will not be allowed to avail any library facility and his/her card will be blacklisted.
12. Students are requested to check the condition of the book before being issued.
13. Defaulters are liable to replace the book if found mutilated or damaged or lost within 15 (fifteen) days along with the fine as mentioned above.
14. Students may use library internet only for educational purpose.
15. Food is not allowed inside the library premises.
16. Using of mobile phone is not allowed in the library.
17. Readers are not allowed to displace chair/table in the library reading room and computer section.
18. Purposeful damaging of library resources inside the library will incur heavy penalty.
19. The Institution Authority reserves the right to cancel the library membership of any student without assigning any reason.

ANTI-RAGGING RULES AND REGULATIONS

1. Ragging is viewed with extreme seriousness as per Court Order in the Institution.
2. Ragging is clearly defined in the UGC regulations on curbing the Menace of ragging in Higher Educational Institution 2009 and the Dental Council of India (Prevention and prohibition of ragging in dental colleges / institutions) regulations 2009 (details available in the Anti-Ragging Booklet).
3. Anti-Ragging Committee has been formed with the Head of the Institution as the Chairperson and other members from various departments, administration, legal cell, student members and guardians. In case a student undergoes any of the acts as defined under ragging he/she is free to approach the Anti-ragging Committee for help.

4. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of:
 - a. Suspension from attending classes and academic privileges.
 - b. Withholding / withdrawing scholarship / fellowship and other benefits.
 - c. Debarring from appearing in any test / examination / other evaluation process.
 - d. Withholding results.
 - e. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
 - f. Suspension / expulsion from the hostel.
 - g. Cancellation of admission.
 - h. Rustication from the institution for period ranging from 1 year to 2 years.
 - i. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
 - j. Fine ranging between Rupees 25,000/- and Rupees 1 lakh.
 - k. Collective punishment: when the person committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.
5. Students have to file online Anti Ragging Affidavit in the website - www.antiragging.in

POINTS TO NOTE FOR PG STUDENTS

1. Submission of Synopsis – One synopsis to be submitted within 6 months from the date of commencement of the course. Synopsis submission preceded by necessary review and Ethics clearance for each individual students.
2. Submission of Dissertation – One dissertation to be submitted within 6 months before appearing for the University Examination.
3. Submission of Library Dissertation – One Library Dissertation to be submitted within 18 months from the date of commencement of the course.
4. Attending Conference/ Seminar with written permission of Departmental head and official intimation to Principal & Administrative officer.

GURU NANAK INSTITUTE OF DENTAL SCIENCES & RESEARCH

COLLEGE RULES AND REGULATIONS



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GENERAL RULES & REGULATIONS FOR STUDENTS

1. The students must be regular and punctual in the classes and clinics.
2. The students must observe discipline in all types of academic and non-academic activities.
3. The UG students must maintain at least 75% attendance and PG students 80% attendance during each academic year is compulsory to appear for University Examination.
4. The students must maintain the cleanliness of the campus and hostels.
5. The students should dress in a formal and professional manner.
6. The scrub suits are not to be worn outside GNIDSR premises.
7. The students should maintain the dignity of the institute, and behave in an amicable, cordial and respectable manner with all teaching and non-teaching staff of the institute.
8. The students must be amiable towards other students.
9. The students should read the notices regularly, which are posted on college website and circulated via email and official WhatsApp groups.
10. Students are expected to be actively involved in all activities of the Institution including JIS Samman, Sports, Cultural activities and attend all academic Workshops, Seminars, Conferences organized by the Institution.
11. The students should complete the tasks within the stipulated time.
12. The students must adhere to the rules and regulations, which are issued for Examination.
13. The students should clear the College/Hostel fees in time.
14. Ragging is a criminal offence. The student must not indulge in any form of Ragging at any point of time. The students must submit the anti-ragging declaration at the time of the admission. The students must also submit the anti-ragging declaration online.
15. The students must immediately bring into the notice of the HOD/ In-Charge, Mentor/ Administrative Officer/ Hospital Superintendent/Principal if they face any discrimination on the basis of religion, caste, sex, gender etc.
16. The students must behave properly within the campus as well as outside when they represent the Institute.
17. The students are expected to participate in the non-academic activities after seeking permission.
18. The students must not pass offensive/abusive comments at the female students and must observe due courteousness towards them.

19. The students must not take part in cyber bullying or indulge in any activity within social media platform which can bring disrespect to the Institute. College is not responsible for any social media involvement of students on a personal level.
20. The students must not spread any message about the Institute in the online platforms which can bring disrupts the institution or group.
21. Students are strictly forbidden from organizing or attending any unauthorised meeting in the Institute, or collecting money for any purpose without the prior written permission of the Principal.
22. Students are forbidden from organizing Groups, Unions or Associations based on caste, colour, creed, language, nationality or political ideology within the campus.
23. Use of tobacco & alcohol, chewing of betel leaves and chewing gums etc. are strictly prohibited within the premises of the Institute.
24. Use of mobile phones in the classroom is banned.
25. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the GNIDSR administrative office.
26. The students must uphold the reputation of the institute.
27. No students are allowed to record audio, video and photograph of theory &/or practical classes without permission of the concerned teacher taking the class.

HOSTEL RULES & REGULATIONS

1. It is expected that all hostilities would conduct themselves in a disciplined manner befitting the honour, tradition, and respectability of the institution and profession.
2. The latest time that the students can enter into the hostel premises is 6.30 PM. late comers will be penalized.
3. Students other than the hostilities of GNIDSR are not allowed inside the hostel premises.
4. In case of a leave/visit/vacation:

A duty signed consent letter of the parents is MANDATORY, stating the reason of their ward's absence from the hostel. The duration and address/contact no. during the leave period has to be mentioned.

This consent letter, along with the student's leave application forwarded by mentor, should be **MANDATORILY** submitted to the hostel warden, well in advance (10 days).

Students can leave the campus only after proper verification of their application following the protocol.

In case of a leave that exceeds 4 days; prior permission has to be sought from the Principal's office for the same.
5. Complaints regarding electric equipment, plumbing etc. should be reported to the office immediately.

6. Use of high electricity consuming electrical appliances (eg heater, room heater, AC.etc)is prohibited in the hostel.
7. Management and staff will not be responsible for your personal belongings.
8. Students are expected to keep the campus and the rooms clean. Defacing walls tampering with furniture/other equipment which is the property of the management will be dealt with strictly.
9. Smoking and consumption of Alcohol/Narcotics is **STRICTLY** prohibited in and around the hostel premises. Strict action (penalty of up to **10,000/-**, and/or rustication from hostel) will be taken against the offenders.
10. **Hostel accommodation (room) can be changed by the Management if they found the same is necessary at any point of time.**
11. Any damage to the walls, even the smallest scratches are considered punishable. Students should handle hostel equipments and furniture carefully. If found guilty then applicable fine will be charged by the hostel management.
12. Students have to use water and electricity judiciously. If fan, tube, etc., are found to be switched ON in the absence of the students in their rooms, fine will be charged by hostel authorities.
13. In order to maintain cleanliness in the hostel, students to allow housekeeping staff to keep the rooms clean and also allow to do the repair & maintenance work (civil, electrical etc.) in their respective rooms if required.
14. **NON- COMPLIANCE WITH THE HOSTEL RULES WILL BE DEALT WITH STRICTLY.**

FEE PAYMENT RULES & REGULATIONS

1. The academic session starts from the date announced by Govt. of India/Dental Council of India after taking admission in a particular session.
2. Due date for tuition fee payment are as below:-

| Year | Due Date |
|--------------|--|
| 2nd Year BDS | Last day of the month preceeding the month of admission in the 1st year. |
| 3rd Year BDS | Last day of the month preceeding the month of admission in the 2nd year. |
| 4th Year BDS | Last day of the month preceeding the month of admission in the 3rd year. |
3. Students to follow the above deadlines strictly.
4. No waiver of late payment of fees will be entertained by College Authorities under any circumstances.
5. In case of education loan, formalities with the bank are to be completed before the abovementioned deadlines so that the disbursement of loan to the College happens in time.