

General Rules

Students are expected to behave with decorum and pay respect to the faculty, other staff members and colleagues. Every member of the staff has authority to forbid disorderedly behaviour within and outside the institute premises at all times and has to be obeyed.

Unacceptable behaviour

- Disrespect to faculty and staff
- Ragging of juniors, bullying, harassment, etc.
- Use of abusive language/profanity
- Littering
- Fighting on premises
- Possession of illegal material, drugs, arms, etc.
- Stealing
- Forgery of any kind
- Coming late or not attending classes
- Destruction of property

Smoking and consumption of alcohol and drugs is strictly prohibited on the Institute premises.

Students must not attend any classes other than their own without permission of the Principal.

Conduct of the students in their classes as well as on the premises shall be such that it will not cause disturbance to fellow students or to other classes. The Principal may expel a student whose conduct is not satisfactory and the fees paid by him will be forfeited.

Ragging

Ragging is a cognizable offence. Ragging of students is strictly prohibited. The Institute strictly follows directions issued by the Supreme Court of India in this regard. Students found indulging in ragging of any kind will face dire consequences at the hands of law, besides being expelled from the Institute. Students facing such situations may report the matter to the Institute authorities. Anti-ragging squads are instituted consisting of faculty members for checking and dealing with reports of ragging incidents, if any.

Uniforms / Protective Clothing

Students are required to equip themselves with protective clothing during the practical classes in the laboratories to ensure a hygienic standard while protecting the students themselves. No student will be admitted to a practical class unless properly uniformed and equipped with the necessary tools or accessories as prescribed by the Institute. To promote uniformity and to avoid purchasing the wrong uniform and equipment, details of the same will be given upon the admission of the candidate to the course.

Grooming expectations out of class

The following are not allowed on campus:

- Short skirts
- Halters, tops showing midriff, sleeveless tops and shirts/t-shirts
- Low-cut tops, see-through clothing, low-waisted trousers
- Bandanas, hats and caps(indoors), visors, jeans, Bermudas and shorts
- Overuse of jewelry for both boys and girls

- Overdone or garish make-up and overdose of perfumes/after-shaves

In short, sloppy appearance, unshaven, overgrown hair or beard, moustache, floppy chappals/sandals will not be allowed.

Working hours

The Institute works the following hours: 09:15hrs to 15:30hrs Monday to Friday.

Working Days

All the Gazetted Holidays are applicable as declared by the Central and State Government.

Library

The library is open on all working days.

Library Rules

- All students are required to read the library rules carefully.
- The library will be open from 9:00 am to 5 p.m.
- Library books will not be issued to unauthorized persons.
- Library card will be issued by the institute.
- Two library books can be issued per student for the period of 7 days against a library card
- Books may be re-issued if the same are not in demand. This renewal will be done on the physical presentation of the books.
- All library books should be kept in safe custody and not be damaged. Defaulting students will have to pay cost price of the book plus 20% of this price.

Notice Board

All the official communication for students will be displayed on the Student Notice Board on the Department. Examination schedules, placement & training notices, fee payment schedules, and other important general information is displayed here from time to time.

The students are advised to check this frequently in order to keep themselves updated with the current information regarding Institute activities.

Separate intimation will not be sent to their parents for fee payment, examination dates etc.

All the other communication for students will be displayed on the Student Notice Board on the respective class rooms.

All the official communication for students will be displayed also on the Student Zone at www.nihm.ac.in

Vehicle Pass and Parking

Students those who bring their vehicle should collect their vehicle pass from academic office. No student is allowed to bring vehicle to the campus without vehicle pass.

There is a designated parking for students. Students can park their vehicles here at their own risk. Student vehicle are not allowed beyond this parking area. Music systems in the cars, etc. have to be turned off on campus. The Institute is not responsible for any thefts of vehicles, helmets, etc.

Awards

The Institute confers awards for outstanding students in academics and extra-curricular activities on the College Day function.

Every month a student will be selected as student of the month from each batch and at the end of a year one student will be awarded as student of the year.

Whom to contact for:-

1.	Change of address, General Inquiries	Administrative Office
2.	Finance/Fees/Fines	Accountant
3.	Placement	Mr.Jibson Bivera, Training& Placement Manager
4.	Industrial Training	Mr.Jibson Bivera, Training& Placement Manager
5.	First Aid	Administrative Office
6.	Absence/leave	Concerned Class Teachers
7.	Complaints	Mr.Harikrishnan R, HOD HM
8.	Exam/Hall ticket	Academic Office