



# S.E.W.A

**SANJEEVANI ELECTROHOMOEOPATHIC WORLD CLASS ACADEMY & HOSPITAL**

Affiliated by **S.E.W.A** Electrohomoeopathic Medicine,  
(An Autonomous body Regd. by. Govt. of India)

## **GUIDELINE OF S.W.A.H**

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## General guidelines for college students

College life is a transformative experience, offering a blend of academic challenges, personal growth, and social opportunities. Successfully navigating this new environment requires a proactive approach and adherence to certain guidelines:

### 1. Academic expectations

- **Attend classes regularly:** Professors often provide information in class not covered in textbooks, making attendance crucial for learning and demonstrating your commitment.
- **Stay organized and manage your time:** College coursework demands self-discipline. Use planners or digital tools to track assignments, deadlines, exams, and study sessions to avoid falling behind. Breaking down large tasks into smaller, manageable steps can also be helpful.
- **Be an active learner:** Participate in class discussions, ask questions, and engage with the material to deepen your understanding.
- **Seek help when needed:** Don't hesitate to reach out to professors, teaching assistants, or utilize campus resources like tutoring centers or academic advisors if you are struggling with a subject or assignment.
- **Develop effective study habits:** Identify your learning style and create a consistent study routine that suits you. Avoid cramming and review material regularly.

### 2. Personal and social conduct

- **Respect the college community:** Treat fellow students, faculty, and staff with courtesy and dignity.
- **Adhere to the college's code of conduct:** Familiarize yourself with the college's rules and regulations, which typically include guidelines on behavior, academic integrity, and campus safety.

- **Prioritize a healthy lifestyle:** Get enough sleep, eat nutritious meals, and exercise regularly to maintain your physical and mental well-being.
- **Manage your social life responsibly:** College offers many opportunities to socialize. However, it's crucial to find a balance between academic commitments and social activities. Learning to say no to social outings when necessary can help prevent burnout.
- **Explore campus life:** Join clubs, organizations, or participate in campus events to meet new people and build a support network..
- **Be aware of campus safety guidelines:** Follow safety measures, such as avoiding walking alone at night and refraining from drinking and driving.

### **3. General guidelines**

- **Carry your college ID:** Many institutions require students to wear or carry their ID cards at all times on campus.
- **Take care of college property:** Treat college facilities and resources with respect, avoiding damage or defacement.
- **Be mindful of cell phone usage:** Many colleges restrict cell phone use in classrooms, libraries, and during class hours. Adhere to these policies to avoid distractions.
- **Ragging is strictly prohibited:** Ragging or hazing in any form is a serious offense and is punishable by law.
- **Attend orientation:** College orientation provides valuable information about campus resources, academic programs, rules, and regulations. It also offers opportunities to meet faculty, staff, and fellow students.

### **4. Research guideline**

**Research is a systematic and ethical process that involves gathering and analyzing information to answer a question or solve a problem. Whether you're conducting academic research, a thesis, or a professional study, adhering to certain guidelines is essential for producing high-quality, reliable, and impactful work.**

### **a. Defining your research**

- **Formulate a clear and focused research question:** Your question should be relevant, original, specific, and answerable within the scope of your resources and timeframe. It acts as the backbone of your research, guiding your efforts and shaping your objectives.
- **Set specific research objectives:** These outline the specific goals your research aims to achieve and provide a roadmap for your study.
- **Develop a testable hypothesis (if applicable):** A hypothesis is a predictive statement about the relationship between variables that can be confirmed or disproven through your research.

### **b. Planning your research process**

- **Conduct a thorough literature review:** Identify and evaluate existing research on your topic to understand the current state of knowledge, identify gaps, and ensure your research is not a duplication of previous work.
- **Choose appropriate research methods:** Select the methodologies and techniques best suited to answer your research question and objectives, considering whether qualitative, quantitative, or a combination of approaches is necessary.
- **Determine your data collection strategy:** Decide how you will gather the necessary data, whether through surveys, interviews, experiments, or other methods.
- **Plan for data management:** Establish robust procedures for data storage, organization, documentation, and metadata to ensure the security, integrity, and discoverability of your data for future use.
- **Create a detailed timeline and budget:** Setting realistic deadlines and allocating sufficient resources will help you stay organized and on track.

### **c. Ethical considerations**

- **Adhere to ethical principles:** Ensure your research respects the autonomy and privacy of participants, avoids causing harm, and is conducted fairly.
- **Obtain informed consent:** When involving human subjects, provide them with comprehensive information about the study's purpose, risks, and benefits, and obtain their voluntary agreement to participate.
- **Protect confidentiality and data privacy:** Implement measures to safeguard personal information and comply with data privacy regulations.
- **Practice academic integrity:** Avoid plagiarism, fabrication, and falsification of data, and give proper credit to all sources.

#### **d. Execution and analysis**

- **Collect data systematically and meticulously:** Ensure accuracy, reliability, and consistency in your data collection methods.
- **Analyze and interpret your data thoroughly:** Use appropriate statistical or qualitative techniques to draw meaningful conclusions, identify patterns and trends, and address your research question.
- **Evaluate research outcomes:** Reflect on the quality, validity, and impact of your research, identify areas for improvement, and consider how your findings contribute to the existing body of knowledge.

#### **5. Reporting and dissemination**

- **Prepare a well-structured research report or paper:** Organize your findings logically, present your arguments clearly, and follow the required format and citation style.
- **Communicate your findings effectively:** Tailor your language and tone to suit your audience and use visual aids to enhance clarity and engagement.
- **Consider sharing your research:** Disseminate your findings through appropriate channels, such as publications, presentations, or online platforms, to contribute to the advancement of knowledge in your field.