

## **CODE OF CONDUCT FOR STUDENTS**

### **CAMPUS:**

- The daily activities of the college begin with a one minute observance of silence in solemnity at 8:30 a.m, following an alarm bell. Every one should then stand still wherever he/she is.
- Every student should observe fool proof campus discipline.
- Each one should behave properly with others and interact in polite language.
- Faculty, staff, senior students and ladies in particular should be approached and dealt with courteously.
- The instructions already enforced by the Government /University /CCH/other authorities on ragging ,smoking, taking liquors, narcotics and drugs ,use of mobile phones etc. are to be strictly followed in toto in the college campus .
- Any misconduct on the part of students shall result in loss of marks in the Term Test or imposition of fine for the offence as may appear fit to HoD concerned. A report to the Principal to the above effect shall be made for deciding the sufficiency or the other wiseness of the punishment.
- Students are strictly forbidden from meddling with any of the college properties and cause damage to them. The cost of any such damage caused by the students shall be recovered at its two fold, severely or collectively as may be deemed fit.
- Students are expected to be in the lecture hall/practical hall/clinical class concerned five minutes before the prescribed time for facilitating the roll call. A student coming to the class after roll call will not be given attendance.
- No student shall be allowed to enter or leave the hall without permission of the teacher during class time.
- Students are not permitted to remain in the class room /labs/hospitals/library beyond the scheduled time.
- Every student should obtain a vehicle pass from the college office to park his vehicle in the college premises.

### **ATTENDANCE:**

- Students should be punctual in attending classes : Theory/ practical/ clinical/ seminar/ tutorial / journal club etc
- 85% attendance in a subject is compulsory.
- No certificate of attendance shall be granted to any student unless he/she has shown satisfactory progress to the authorities responsible for granting to no –due certificates until he/she has paid all dues standing against him/her.

### **LEAVES RULES :**

#### **UG Students:**

- For absence exceeding a day, principals' permission should be obtained .Leave application should be submitted through academic coordinator one day prior to availing the leave.
- Every application for leave should be made in the prescribed form. When and where leave is required for “Urgent Bossiness” or for the performance of religious ceremony,the nature of

the urgency and ceremony should be indicated .If the grounds of application for leave are not clear or satisfactory, the student may be called upon to explain. If the leave applied for is on medical ground, supporting medical certificate should be attached.

- Leave for staying away from class shall be granted by the Academic Co-ordinator concerned.
- Students who are obliged to leave a class owing to sudden indisposition must obtain the permission of the teacher in-charge of the class.
- Students who fall ill and require leave should report immediately to Academic Co-ordinator and leave applications should be submitted to the Principal with the certificate.
- If in unavoidable circumstances, leave could not be obtained in advance, the reasons for it should be explained at the earliest possible opportunity to the Academic- Coordinator .
- Absence without leave will entail not only loss of attendance but also initiation of further disciplinary action.
- A student absenting himself from the college for more than fifteen consecutive working days without satisfactory explanation is liable to have his/her name removed from the rolls.

### **PG students:**

Bio-metric attendance has been made mandatory by the M/o. AYUSH ,Govt .of India .Accordingly ,all PG students will affix their finger printing on the Biometric Terminal kept in front of the PG Coordinator ,as a mark of daily attendance (incoming and outgoing ) besides signing the physical attendance in the registers concerned.

The attendance register for students under undergoing house job is kept by the PG Coordinator and that of the students on completion of it should be maintained by the HoD of the speciality concerned .Even this being so, the leave application should be routed through the Unit Head, HoD , Guide concerned Deputy Medical Superintendent to the PG coordinator.

The Attendance Registers relating to the seminar /Journals club should be maintained by he PG coordinator, in respect of the PG students doing House job and that of the rest of students should be maintained by the HoD concerned.

Monthly and periodically (quarterly) Attendance Statements are to be prepared and submitted to the PG Coordinator in the 1<sup>st</sup> week of subsequent month itself by the HoDs concerned. The PG Coordinator will consolidate the attendance of each batch and it will be sent to University through the Principal in time.

### **DRESS CODE:**

- Common to both Gent and Lady Students:
- All students should observe cleanliness in dress
- White aprons with sleeveless up to elbow and full sleeves should be worn by the UGs and PGs respectively.
- Each students should have an identity card of lapel of the apron.
- No bracelets should worn in the wrist.
- As rings can injure patients, they are not permitted.

### **Gent Students:**

- Should wear ordinary pants with light coloured shirt of full or half sleeves.

- Should not use jeans, baggies or T-shirts.
- Even the first button of the shirt should not be left open .
- Executive shoes should be used. Chapels, slippers or sports shoes are banned.
- Should keep their faces neatly shaved and hair on scalp should be trimmed and combed.

**Lady students:**

- Should wear light coloured saree and matching blouse/light coloured salwar kameez.
- Figure hugging tops and legging wears should be discarded
- Half shoes should be used. High heeled foot wears are forbidden.
- Bangles should be sparsely worn.
- Anklets with bells should not be worn.
- Mehendis and long nails with polish should be avoided.
- Hair should be put up without any flowers.

**(Under any circumstances the above dress code should not be violated)**

**RULES AND REGULATION TO BE FOLLOWED IN LIBRARY:**

- Library can be utilised by staff and students from 8:00 am to 6:00 pm on all working days and 9:00 am -1:00 pm on Sundays.
- Every students /staffs shall get his E- gate (I.D) card sensed in the I.D Scanner before entering and after exiting the library.
- Every student /Intern/Faculty/Staff of the college is eligible for getting membership of the library by obtaining a Library Card.
- Members shall be required to renew the Library Card annually.
- A student who lost his card shall make a written report to the Librarian instantly.
- Unless otherwise proved, any fine for the misuse of borrowers card will squarely fall on the student to whom the card belongs.
- Faculties are allowed to borrow three books at a time. P.G students, interns and IV BHMS students are allowed to borrow two books at a time .All other students (First year to Third year) are allowed to borrow one book each at a time. The books borrowed should be returned within seven days.
- Borrowers should satisfy themselves with the physical condition of the books at the time of borrowing .Books are to be handled very carefully. Borrowers shall be held responsible for damage or mutilation, if any, detected at the time of return irrespective of whether it was there earlier.
- In case a book happens to be damaged or lost from the borrower it is his responsibility to replace it or its cost paid. The cost may go up to 75 % in excess of the actual price.
- All personal markings on the books are strictly forbidden.
- Reference books, current periodicals, dissertations are issued to the students for reference inside the library.
- Only writing materials are permitted to be brought inside the laboratory.
- Perfect silence should be observed in and around the library.
- Cleanliness has to be maintained inside the library.

## **RULES AND REGULATION TO BE FOLLOWED IN EXAMINATION:**

### **Semester Examination:**

- Candidates should be on their seats 15 minutes before the prescribed time.
- Before entering the examination hall, books, notes and paper should be left outside.
- Candidates must provide themselves with answer book purchased from the college bookstores, pens, pencils, drawing materials.
- Any candidate detected in helping another or attempting to obtain unfair assistance will be expelled. No communications whatever between candidates are permitted. Possession of any incriminating written /printed/Xerox material, scribbling on any part of the body or dress, calculator, cell phones, pager, digital diaries to totally prohibited. Malpractice of any nature is punishable as per College rules.
- Any candidate found guilty of making any objectionable or improper remarks on his/her answer papers will be referred to the principal for such action as may deem fit.
- Candidates should not leave the answer books on the desk but should hand them over to the invigilator at the slated time before leaving the hall.
- No candidate shall be allowed to re-enter the examination hall during the hours of examination after quitting it once or to leave the hall without finally handing over the answer papers. In case of urgent necessity, a candidate may, with the special permission of the invigilator, temporarily leave the examination hall, but during his/her stay outside he/she must be under the through surveillance of a trustworthy person to be authorised and deputed by the invigilator for the purpose.
- Any candidate, wishing to ask a question, shall rise from the seat and remain standing until the invigilator comes to him/ her, but he/she shall on no account leave the seat nor shall be allowed to make any noise to call the attention of the invigilator.
- Students who absent themselves away from the semester examination without leave shall be considered to have sat for the examination and obtained zero marks. However, they will be given a chance to attend the same on payment of a prescribed fee (s) per subject with the permission of concerned Academic – Co-ordinator and principal.

### **University examinations:**

- Candidates should leave the electronic devices such as calculators, digital diary, mobile phone, pager or any other communication devices before entering the examination hall.
- Candidates have to handover the answer booklets before leaving the examination hall.
- Candidate is not allowed to scribble anything on the Hall Ticket.
- No candidates should enter the examination hall after the expiry of thirty minutes from the commencement of examination and leave the examination hall before the expiry of one hour from the commencement of the examination.
- Candidates should not wear overcoat and full sleeve dresses.
- Girls should not let their hair loose, should tie up their hair.
- Wooden scales are not allowed.
- No candidates should wear shoes and socks.
- Over and above, every candidates shall be bound by the instructions laid down in the Hall tickets/Answer books by the university or those given by the invigilators then and there.