



DATTA MEGHE

INSTITUTE OF HIGHER
EDUCATION & RESEARCH

(DEEMED TO BE UNIVERSITY)

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**CODE OF CONDUCT FOR THE STUDENTS OF DATTA MEGHE INSTITUTE OF HIGHER
EDUCATION AND RESEARCH (DECLARED AS DEEMED TO BE UNIVERSITY) – 2012**
(AS AMENDED FROM TIME TO TIME)

PREAMBLE:

“Discipline is the foundation on which everything is built” is an adage quote, which makes a human, a Nation great. Not only that Discipline makes a life efficient, successful, and worth living based on values but also making it being tabulated. Thus, Discipline becomes the base for any expected behavior pattern which is alone can bring any individual the respect and admiration from each and everyone in the at large society and more importantly in Higher Education Institute which strives to have desired behavior within its Campus and to build the basic Character in an individual towards Individual building for the greater purpose of the Nation and humanity”.*

Towards creation of responsible citizens of the World in a larger context as said above, Higher Education institute strives to build the Discipline and Character of every student, who will shine in the Society for its betterment and contribution to humanity for a greater cause. Discipline makes a person joyful and makes the surroundings jubilant and content. Discipline also brings the most sought internal harmony and serenity. Thus, every student in the Campus becomes a spreader of Joy and tranquility. This Discipline rule is based on self-adherence and adoption by every student voluntarily in the spirit as it is described and not imposed by force. *

REASON FOR UPDATE:

Keeping in mind the larger context brought out in the Preamble, DMIHER has spread its wings to the LARGER areas of Higher Education, viz., Commerce, Science, Management, Engineering and Technology, among others, necessitated to SUITABLY update the Discipline Rules. In the context of internationalization as the undertaken pursuit by the university the International Students, with different Cultural, Linguistic background, with different style of approach to life, on campus has necessitated the required update of these Rules.**

OBJECTIVE:

As such, these Discipline Rules are debut a framework to be put in place for general guidance and DMIHER believes that Discipline has to be a way of life in its Campus towards greater responsibility of building a resilient character of its learners as product. This process builds an individual to face and overcome any and every hurdle in life with confidence, courage and conviction. ***



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1. PROLOGUE

- 1.1 These 'Rules' are made to uphold the 'Students Charter' for inculcating and sensitizing the importance of discipline and maintenance thereof by the students of the constituent institutions of Datta Meghe Institute of Higher education and Research (Deemed University). Nothing contained in these Rules shall have the effect of altering the provisions of any special law, rules or regulations for the time being in force in India.
- 1.2 These 'Rules' are neither exhaustive nor illustrative.****

2. SHORT TITLE AND COMMENCEMENT

- 2.1 These rules shall be called "THE DISCIPLINE RULES FOR THE STUDENTS OF DATTA MEGHE INSTITUTE OF HIGHER EDUCATION & RESEARCH (DEEMED UNIVERSITY)" (hereinafter referred to as "Rules" for the sake of brevity).
- 2.2 These Rules shall come into force from the date as shall be notified by the Competent Authority and shall supersede all the previous rules or practices on the matters covered by these rules.

3. APPLICABILITY

- 3.1 These Rules shall apply to each and every student of the constituent Institutions of Datta Meghe Institute of Higher Education & Research (Deemed to be University).
- 3.2 Where it is specifically provided that a rule shall apply to a particular class or group of students, it shall be applicable only to those class of students or group and the same shall not apply to any other student. However, it shall be open for the Competent Authority of the **Datta Meghe Institute of Higher Education & Research (Deemed to be University)** to extent the **application of the same** to other class of students or group, by issuing a necessary addendum to the said extent.
- 3.3 Rules shall, unless it appears contrary to the context, mean :-
 - (a) The term "Student" and its derivatives are used for any person, whether male or female; that is to say that the words denoting "masculine gender" shall include "feminine gender".
 - (b) the words importing the singular number include the plural number, and vice-versa.

4. INTERPRETATION

- 4.1 In case of any ambiguity, the Competent Authority shall have the right to interpret the same and the said interpretation by the Competent Authority shall be final, binding and conclusive.
- 4.2 Where a particular situation is not explicitly covered by these rules, it shall be dealt with



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by the Competent Authority judiciously in its discretion and its decision shall be final and binding on all students and every person interested therein and/or covered by it.

5. AMENDMENT AND MODIFICATION:

- 5.1 Notwithstanding, anything contained in these rules, the Competent Authority shall have the right to amend, modify, annul, delete, suspend or supersede any of these rules and regulations and issue such orders or instructions as may be considered expedient and appropriate. Such amendments shall become effective from the date specified therein and shall apply to all the students of the Institute or Institution/s, as the case may be, from the specified date.

6. DEFINITIONS

- 6.1 The Rules, unless the same are repugnant to the subject, context, shall mean :-
- (a) **"Academic Year"** shall be such as would be notified in the academic calendar of the university from time to time.
 - (b) **"Accompanying person"** means a person who accompanies the patient in course of his treatment.
 - (c) **"Appellate Authority"** Appellate Authority means an Authority so nominated by the Competent Authority for the purpose of preferring an Appeal against the decision of the Disciplinary Authority.
 - (d) **"Board of Management"** means the Board of Management constituted in terms of Clause 7.4 of Memorandum of Association, 2010 of the Datta Meghe Institute of Higher Education & Research (Deemed to be University).
 - (e) **"Calendar year"** means a period of twelve months commencing from 1st January and ending on 31st December of the said year.
 - (f) **"Competent Authority"** means the Board of Management, Vice Chancellor, Registrar, Head of the Institution as provided in Clause no. (3), (25) and (28) (HOI Clause) of the Memorandum of Association / Rules, 2010 of the Datta Meghe Institute of Higher Education (Deemed to be University), College Council of the institutions and includes such other authority as may be designated to be so, by the Competent Authority, from time to time.
 - (g) **"Constituent Institution"** means an Institution declared to be so by the Competent Authority.



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- (h) **"College Council"** means the duly notified council including Heads of the Department headed by the Dean/Director/Principal of the concerned institution.
- (i) **"Dean/Director/Principal"** means the head of the Institution, appointed by the Competent Authority.
- (j) **"Deemed University"** means the Datta Meghe Institute of Higher Education & Research (Deemed to be University) as notified under Section 3 of The University Grants Commission Act, 1956 vide Notification No. F 9-48/ 2004 - U. 3 dated 24th May, 2005 of Ministry of Human Resource Development, Government of India.
- (k) **"Department"** means a unit in the constituent Institution designated to be so by the Competent Authority.
- (l) **"Deserter"** means a student who absents from the institution, where he has been admitted, without permission, from the head of the institution, for a period exceeding thirty days.
- (m) **"Disciplinary Authority"** means the authority competent to impose any penalty under the Rules and includes Board of Management, College Council, Vice Chancellor, Registrar, Head of Institution and such other authority as may be designated by the Competent Authority from time to time.
- (n) **"Discipline"** means maintenance of order by the students in the institution and includes the regulations in respect of their conduct, behavior, time-keeping, uniform, work ethics and other conditions prescribed by the Rules, etc.
- (o) **"Disciplinary Committee"** is a committee so constituted for the purpose of maintenance of discipline under these Rules by the Competent Authority.
- (p) **"Expulsion"** means permanent removal of a student from the Institute or Institution. A student expelled from the Institution shall not be allowed to prosecute further studies or to secure re-admission in the same or any other Institute or Institution.
- (q) **"Enquiry"** means an act of investigation initiated by the Competent Authority by Notifying an Enquiry officer or Enquiry Committee.
- (r) **"Enquiry officer"** means an official so nominated by the Competent Authority with specific terms of reference to enquire into the act/charge of indiscipline in terms of these Rules.
- (s) **"Enquiry Committee"** means a group of persons so nominated by the Competent



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Authority to look into the act/charge of indiscipline in terms of these Rules.

- (t) **"Head of Department"** means a teacher appointed as such in a Department of the institution, in terms of Clause 32 of the Memorandum of Association/ Rules, 2010.
- (u) **"Head of the Institution"** means the Director or Principal or Dean of the Institution designated to be so by the Competent Authority.
- (v) **"Holiday"** means a Sunday, a weekly off or any other day notified by the Competent Authority as a holiday.
- (w) **"Hostel"** means the hostel maintained, managed and authorized by the Datta Meghe Institute of Higher Education & Research (Deemed to be University), Wardha.
- (x) **"Hostelite/ Hosteller"** means any student who has been admitted in the hostel.
- (y) **"Indiscipline"** means any act on the part of a student which is violative of these Rules and regulations or of any statutory provision, and/or rule, regulation, bye-law or practice or convention of the Institute and Institution, which falls within the generic notation of the word indiscipline.
- (z) **"Institute"** means the Datta Meghe Institute of Higher Education & Research (Deemed to be University) as notified under section 3 of UGC Act, 1956 vide Notification No. F 9-48/2004 - U. 3 dated 24th May, 2005 of Ministry of Human Resource Development. Govt. of India.
- (aa) **"Institution"** means a constituent Institution under the Institute.
- (bb) **"Month"** means a calendar month.
- (cc) **"Person"** means any individual or body of individuals.
- (dd) **"Premises"** means and includes all lands, buildings, electrical and sanitary fittings, premises, compound wall, dispensary, residential quarters, hostels, workshops, chapels, canteen, stores, shops, co-operative, societies, recreation club and such other establishments and precincts attached to or utilized by the Institute and/or the Institution and all other facilities owned, leased or operated and authorized by the Institute and/or the Institution.
- (ee) **"Ragging"** ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical psychological harm or raise apprehension or fear or shame or embarrassment to a student in the Institute or Institution.



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Without prejudice to the generality of the term, the following acts shall constitute ragging-

- (i) any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (ii) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- (iii) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures;
- (iv) any act causing bodily harm or any other danger to health or person;
- (v) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (vi) indulging in rowdy or in-disciplined activities, which cause or are likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or any staff of the Institution;
- (vii) any act that affects the mental health and self-confidence of a fresher or any other student or any staff of the Institution, with or without an intent to derive a sadistic pleasure;
- (viii) any act of showing of power, authority or superiority by a student over any fresher or any other student or any staff of the Institution.
- (ix) asking any student to do any act or perform something, which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- (x) asking any student to do any act or perform something, which such student will not, in the ordinary course, be willingly, do;
- (xi) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- (xii) any act of financial extortion or forcefully putting any financial burden, expenditure, etc, on any other student by student/s;
- (xiii) any act of playing practical jokes or playing fool;



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- (xiv) compelling any student to follow a specific dress code for a particular period of time;
- (xv) forcing any student to try any drug/s, etc, thereby driving him/her into addiction;
- (xvi) any act of describing anatomy of the body parts of a female;
- (xvii) attempting to establish any contact with any female student, against her wish & consent or attempting to be in discomforting proximity of any of the female student.
- (xviii) any act of threatening of any kind;
- (xix) asking any junior student to clean the hostel room, wash his clothes, fetch water or milk, prepare tea, etc.
- (ff) "**Recess**" means a time spell/period allowed to a student as an interval for rest or for meal or tea/coffee break during the work hours as prescribed by the Competent Authority.
- (gg) "**Rector**" means a person authorized by the Competent Authority to administer general discipline in the hostel, to exercise supervision and control over the hostelites and to impose appropriate punishment on them for any disorderly behavior.
- (hh) "**Registrar**" means the Registrar appointed under clause 28 (i) of the Memorandum of Association/Rules 2010.
- (ii) "**Research Centre**" means a centre designated to be so by the Competent Authority for performing research related activities.
- (jj) "**Resident**" means a enrolled student under a residential programme.
- (kk) "**Ruckus**" means any act of a group of students or hostelites, which interferes in the regular administration and/or disturbs the peaceful atmosphere of the Institute or Institution.

Without prejudice to the generality of the term, the following acts shall constitute ruckus-

- (i) demonstration;
- (ii) slogan shouting;
- (iii) using abusive, insulting, derogatory, intimidating, or un-parliamentary language;
- (iv) making noise or loud talking while moving through the corridors;
- (v) shouting at fellow students;
- (vi) heated exchanges of words;
- (vii) fights and quarrels;
- (viii) teasing;



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- (ix) rowdy and disorderly conduct;
 - (x) any other act which the Competent Authority shall so consider
- (ll) **"Rules"** means "The Discipline Rules for the Students of Datta Meghe Institute of Higher Education & Research (Deemed to be University)".
- (mm) **"Rustication" means temporary expulsion of the student for a specified period. A student who has been rusticated shall not be permitted to take any examination conducted by the Institute or the Institution during the period of his rustication and his name shall stand removed from the rolls of the Institute or the Institution for the said period, from the date of passing of the order of rustication.**
- (nn) **"Service Center"** means a center designated to be so by the Competent Authority for appropriate rendering of the services.
- (oo) **"Sexual harassment"** means such unwelcome sexual determined behavior, whether directly or by implication, as physical contacts or advances; or a demand or request for sexual favours; or sexually laced remarks; or showing pornography; or any other unwelcome physical, verbal or non-verbal conduct of sexual nature as given in the operative guidelines on sexual harassment at the place of learning, as well as provided in Act, Rules & Regulations, Guidelines, etc, issued by the Central & State Government, from time to time.
- Without prejudice to the generality of the term, the following acts shall amount to sexual harassment-
- (i) Physical contact and advances;
 - (ii) A demand or request for sexual favours;
 - (iii) Sexually laced remarks;
 - (iv) Showing pornography;
 - (v) Any unwelcome physical, verbal or non-verbal conduct of sexual nature;
 - (vi) any willful and indecent exposure of one's person in the premises of the Institute or Institution in such a manner as to be seen by others;
 - (vii) use of indecent language;
 - (viii) behaving indecently or in a disorderly manner;
 - (ix) use of any word, gesture or act intended to insult the modesty of a female;
 - (x) making any sound or gesture or exhibit any object intending that such word or sound shall be heard or that such gesture or object shall be seen by such female or intrudes upon the privacy of a female;
 - (xi) Unsavory remarks;
 - (xii) Jokes causing or likely to cause awkwardness or embarrassment;
 - (xiii) Innuendos and taunts;
 - (xiv) Gender based insults or sexist remarks;



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- (xv) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like;
- (xvi) Touching or brushing against any part of the body and the like;
- (xvii) Displaying pornographic or other offensive or derogatory pictures, cartoons etc.;
- (xviii) pamphlets or sayings;
- (xix) Forcible physical touch or molestation;
- (xx) Physical confinement against one's will and any other act likely to violate one's privacy and includes any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the work place hostile or intimidating to person belonging to the other sex, only on the ground of sex;
- (xxi) Any comment, act or conduct committed against any person and such person has a reasonable apprehension that it can be humiliating and may constitute a health and safety problem;
- (xxii) Any comment, act or conduct committed against any person and such person has a reasonable apprehension that it is discriminatory, as for instance, when a female has reasonable grounds to believe that her objection would disadvantage her in connection with her study, and progression including creating a hostile environment;
- (xxiii) Any comment, act or conduct committed against any person and such person has a reasonable apprehension that it would result in adverse consequences if she does not consent to the conduct or raises any objection.
- (pp) "**Student**" includes any person who is admitted or whose name is registered in any institution of the Institute for the purpose of prosecuting studies in any course or stream.
- (qq) "**Students Charter**" means a charter, which has been notified by the Competent Authority from time to time.
- (rr) "**Teacher**" means the Director, Dean, Professor, Associate Professor or Reader, Assistant Professor or Lecturer, Demonstrator, Tutor, Research Associate, Clinical Instructor and Teaching Assistant appointed by the Competent Authority; and such other person who is designated to be so.
- (ss) "**Term/semester**" means a notified portion of an academic year, normally coinciding with the notified semester.



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- (tt) **"University Department"** means any Department of the Institute created and so declared by the Board of Management.
- (uu) **"Vice Dean/Vice Principal"** means a person so designated by the Competent Authority.
- (vv) **"Warden"** means any person appointed to look after day to day administration of the hostel and to ensure observance by all hostelites of the rules of hostel-discipline.

7. RULES FOR STUDENTS OF THE INSTITUTE AND INSTITUTION

7.1 General

- (a) Every student shall be bound by the rules framed by the Institution, Institute, Statutory apical councils, the University and the appropriate Government, as the case may be.
- (b) At the time of taking admission in the Institute and/or any Institution, every student shall be required to give an undertaking in prescribed proforma, submitting himself or herself to the disciplinary jurisdiction of the Dean and/or the Principal of the Institution and other competent officers or authorities or bodies of the Institute.
- (c) On admission, every student shall be required to inform to the Institute and/or the Institution, the complete address of his/her place of residence, while pursuing the course of study. In case the student has not decided the place of residence, the details of his place of residence shall be provided immediately on deciding the same. In case the student changes place of residence, the complete address of new place of residence must be forthwith provided to the Institute and/or the Institution.
- (d) Every student, at the time of admission or registration in the Institute and/or Institution and at the commencement of each academic year/semester thereafter, shall be required to state on affidavit that he has read and understood the provisions of "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulation and also affirm to the effect that he has not been expelled and/or debarred / rusticated by any institution and further aver that he would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, he/she shall be liable to be proceeded against under these Rules, and other applicable Regulations or under any penal law or any other law for the time being in force and such action would include, but shall not be limited to rustication or expulsion of such student.
- (e) The Parent/ Guardian of every student, at the time of admission or registration of his



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ward in the Institute and/or Institution, shall be required to submit in writing in the prescribed proforma that he/she has read and understood the provisions of "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward shall be liable to be proceeded against under these Rules, Regulations or under any penal law or any other law for the time being in force and such action would include, but shall not be limited to debarment or expulsion of his/her ward.

- (f) Every student seeking admission to a hostel or duly permitted to reside in any temporary premises not managed and/or authorized by the Datta Meghe Institute of Higher Education & Research (Deemed to be University), including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her Parents/ Guardians in the form prescribed in Annexure I and Annexure II to "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" along with his application for admission.

7.2 Observance of Rules and obedience to Instructions

- (a) Every student admitted in the Institute or any Institution and/or in the hostel thereof shall observe and abide by the Rules made herein.
- (b) Any violation, breach or contravention of any of these Rules shall be considered to be indiscipline and shall be appropriately punishable.
- (c) Every student shall be bound to obey the 'Instructions' issued by the Head of the Institution or by any other designated authority from time to time. Any breach of such Instructions by any student shall be treated as indiscipline on the part of such student.

7.3 Conduct and behavior in the premises of the Institute and the Institution

- (a) In order to inculcate desired behavior, every student shall observe strict moral and ethical standards.
- (b) It shall be the endeavor of every student to foster a healthy friendly relationship with the fellow students and other in the hostelites.
- (c) Every student shall observe discipline and decorous behavior both inside and outside the premises of the Institute and the Institution and shall not indulge in any activity, which will tend to bring down the prestige of the Institute and/or the Institution, in any manner.



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- (d) Any indiscipline, indecent behavior, or misbehavior by any student, whether in teaching / learning place or in the premises or even outside the premises, would warrant disciplinary action against such student.
- (e) Every student shall scrupulously adhere to the provisions of "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" and shall refrain from doing or instigating others to do or indulging into or participating in, any act which may amount to ragging, whether inside or outside the premises of the Institute or the Institution.
- (f) No student shall indulge in chatting amongst themselves or use mobile phone while the teaching / learning is in progress.
- (g) No student shall entertain any visitor, during the teaching / learning hours.
- (h) No student shall do, or instigate anyone to do, or indulge into, or participate in, any act which amounts to sexual harassment, whether inside or outside the premises of the Institute or the Institution.
- (i) Every student shall behave in a decent, respectable, polite, dignified and submissive manner while dealing with the teaching faculties, non-teaching staff, Warden or any other authority of the Institute or Institution or hostel. Any rowdy, disorderly and undisciplined conduct shall attract punitive action.
- (j) No student shall, either singly or in a group, disturb or attempt to disturb the peaceful atmosphere of the Institute or Institution by demonstration, shouting, loud talking or in any manner whatsoever.
- (k) No student shall, either singly or jointly, carry out any activity, which amounts to interference in the regular administration of the Institute and/or the Institution. If any such activity is carried out, it shall be treated as indiscipline on the part of such student.
- (l) No student shall publicly use abusive, insulting, derogatory, intimidating, or un-parliamentary language for any teaching faculty, non-teaching staff, warden or any other authority of the Institute or Institution or for any of the student of the Institution or Institute.
- (m) Under no circumstances a student shall abuse or assault the staff of the Institute or institution or the hostel for any reason whatsoever.
- (n) Every student shall move silently through the corridors without disturbing the nearby teaching / learning places.



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- (o) No student shall sit on the corridor, walls or steps of the buildings within the premises of the Institute or the Institution.
- (p) No student shall use abusive language for, shout at, or enter into unwarranted arguments, heated exchanges, fights, quarrels, cross-talking or confrontation with, the fellow students either within or outside the premises of the Institute or the Institution.
- (q) No student shall do, or instigate others to do or indulge into or participate in any act of violence or of moral turpitude whether inside or outside the premises of the Institute or the Institution.
- (r) No student shall indulge in any illegal activity leading to disorderliness.
- (s) The grievances, differences or disputes, if any, arising between the students shall be amicably resolved in a dignified manner, or be referred to the Head of the Institution for decision.
- (t) Any complaint in respect to the staff of the Institution shall be made to the Head of the Institution.
- (u) Any non-adherence, violation, breach or contravention of above Rules shall amount to indiscipline and appropriate punitive action shall be taken against the student/students for committing such violation, breach or contravention.
- (v) Any conduct or behavior of any student which is not specifically declared to be indiscipline under these Rules could be dealt by the Head of the Institution under his residual authority.

7.4 Punctuality and attendance

- (a) It shall be mandatory for every student to attend the classes, sessions, co-curricular activities etc. on all the working days from the commencement to the end of the term.
- (b) The students must be punctual and must be in the teaching/learning places or any place of study on time prior to the commencement of the study.
- (c) Every student must have minimum attendance as prescribed in one academic session to be eligible to appear in the examination.
- (d) No student shall be allowed to appear in the examination if his attendance in an academic session is short of prescribed minimum.



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- (e) The Competent Authority may, in deserving cases, condone the short-attendance and allow a student to appear in the examination.

7.5 **Dress Code**

- (a) Every student shall be neatly dressed in the prescribed dress code while coming to and being in the premises of the Institute or Institution.
- (b) The dress must be clean and ironed, so as to present decent and dignified appearance & shall be in consonance with the image of the Institute and/or Institution. While performing the clinical duties, the student of health professions should wear formal attire.
- (c) On the occasions like interviews, formal functions or social gatherings etc., the students may wear formal apparel during specified timings only.
- (d) The hair of every student must be neatly combed. The girl students shall keep the hair properly and neatly tied up.
- (e) While working in laboratory, every student shall be bound to wear appropriate Lab-coat or apron as per the policy of the Institute.
- (f) Every student shall wear closed-toe foot wears with soft soles, so as to ensure minimum noise.
- (g) Wearing I cards is mandatory.

7.6 **Identity Card**

- (a) Every Student duly admitted to the Institute or Institution shall be issued a non-transferable photo identity card.
- (b) Carrying of the Identity Card shall be mandatory in the premises of the Institute or Institution.
- (c) Every student shall be bound to present the identity card to the authority as and when demanded.
- (d) The identity card issued to a student shall be the property of Institution, which shall be retained by him/her as long as he/she is registered at the Institute or the Institution. On



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completion of studies, the student shall surrender the identity card to the Institute or the Institution.

- (e) No student shall alter or intentionally mutilate the identity card issued to him.
- (f) It shall be the duty of every student to keep his/her identity card in safe custody. In case of loss or theft of the identity card, the student concerned must immediately bring it to the notice of the authorities of the Institute or Institution and file an affidavit to that effect for procurement of fresh identity card.

7.7 Care and maintenance of the property of Institute and Institution

- (a) Every student admitted to the Institute or Institution and/or to the hostel shall be under obligation to take proper care of all equipment, furniture, fixture and any other property of the Institute and/or the Institution.
- (b) No student shall cause any damage or disfiguration to any equipment, furniture and fixture or to any other property of the Institute or the Institution.
- (c) No student shall cause disfiguration or damage to the property and vehicles belonging to the Authorities, Faculties, Warden, Non-teaching staff members, fellow students or other hostelites.
- (d) No student shall write with pen, pencil, or any other writing instrument or shall engrave anything, on the walls of the building of the Institute or Institution, whether inside or outside the teaching / learning places, laboratories, library, hostels, canteen or lavatory; or on the furniture belonging to the Institute or Institution.
- (e) The student found responsible for any damage done to the building or to any other article, furniture or fixture, shall be required to pay the damages as determined by the Institute or the Institution.

7.8 Optimum utilization of facilities

- (a) Each student shall take personal care to ensure optimum utilization of electricity, water and other amenities provided in the Institute, Institution and the hostel accommodation to avoid any wastage, or misuse, or improper and destructive use thereof.
- (b) Before leaving the class rooms, laboratory or hostel accommodation, every student must ensure that the lights are put-off, fans and all other electrical equipment are switched off, and the laboratory equipment and instruments are properly closed, cleaned and covered so as to be ready for next use.



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- (c) No student shall misuse the Internet, intranet or computer software, mobile etc.
- (d) No student shall do the hacking of data in computer systems, either hardware or software or both.

7.9 **Library**

- (a) The facility of library is available in all the Institutions, which may be availed by all students.
- (b) Every student shall be bound to observe the rules and regulations of the library.
- (c) No student shall mutilate in any manner any Book, or Journals or other library material etc. Underlining, highlighting the text, tearing pages is strictly prohibited.
- (d) The students may get the books issued from library in their name in accordance with the library Rules. Any unauthorized possession of library Book, or Journals or other library material etc. shall be punishable.

7.10 **Cleanliness and sanitation**

- (a) It shall be the endeavor of every student to keep the class-room, hostel accommodation, canteen, bathroom, toilet, wash room etc. in clean and hygienic condition.
- (b) Spitting on the walls, floors, stair case etc. of the building of the Institute, Institution, hostel, canteen etc. is strictly prohibited.
- (c) No student shall throw waste paper, rubbish or garbage in or around the premises of the Institute or the Institution.
- (d) All waste material must be disposed off in appropriate waste disposal containers installed in the campus.

7.11 **Possession, Plying and parking of vehicles**

- (a) No student shall use four wheeler vehicles to move within the premises of the Institute or the Institution.
- (b) No student shall ride a two-wheeler without a helmet.
- (c) Except the areas designated by the Institute or Institution for the purpose of parking, every part of the premises of the Institute or Institution shall be deemed to be "no parking zone".



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- (d) Every student shall park his vehicle properly in the designated parking zone only.
- (e) Vehicles parked in "no parking zone" shall be lifted and removed; and the user of such vehicle shall be liable for any damage caused thereby.
- (f) Formal permission for possessing the vehicle in the campus and its registration with the respective Dean's office is mandatory.
- (g) A vehicle entry pass must be procured from the Dean's office for entry of the vehicle in the campus. Vehicle devoid of entry pass shall not be allowed in the campus/ Parking places.

7.12 Grant of leave

- (a) No student shall remain absent from the institution without prior permission of the authority.
- (b) In case of absence, it shall be obligatory on the part of the student to make an application to the concerned Head of Department for grant of leave.
- (c) Where the application for grant of leave is made on the ground of illness, it must be supported with an appropriate medical certificate, issued by the AVBRH. In case it is issued by the private medical practitioners it must be endorsed by the Medical Board of AVBRH/ Any other medical board of Medical colleges/Civil surgeon, without which it shall be considered.
- (d) In case of students admitted to the hostel, the application for leave shall be made to the Warden.(to be sanctioned by respective Vice dean)

7.13 Cases of emergency and accident

- (a) Any case of accident or emergency should be immediately reported to the Head of Institution.
- (b) Any emergency and/or accident, in respect of the student admitted in the hostel, the same shall be reported to the Warden.

7.14 Possession and/or consumption of certain articles in the premises

- (a) No student shall bring or be in possession of any prohibited articles such as cigarettes, pan, pan masala, tobacco, gutkha, alcoholic drinks, drugs, narcotics or any intoxicating substance, or any other substances prohibited by law, inside the premises of the Institute or Institution.



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- (b) No student shall smoke cigarette; or chew pan, pan masala, tobacco, gutkha, etc.; or consume alcoholic drinks, drugs, narcotics or any other intoxicating substance; in the premises of the Institute and the Institution.
- (c) No student shall, while in the premises of the Institute and Institution, be in an unfit condition resulting from his consumption of any alcoholic drinks, drugs, narcotics or any other intoxicating substance.
- (d) No student shall bring in the premises of the Institute or Institution or be in possession of any firearms, weapons or other articles detrimental to the security of the Institute or Institution or persons thereat.

7.15 Prohibition on certain activities

- (a) The following activities shall be strictly prohibited-
 - (i) Organizing any celebration, rejoicing, jubilation or social gathering in the premises of the Institute or the Institution save with the permission of the Head of the Institute or Institution or Warden;
 - (ii) Any activity in the nature of gambling inside the premises of the Institute and Institution;
 - (iii) Indulging in or encouraging or abetting of any form of malpractice or any other anti-social activity prejudicial to the fair name, credit and credibility of the Institute or Institution;
 - (iv) Discrimination on any ground including but not limited to colour, race, religion, gender, sexual orientation, national origin, ethnicity, age, disability, pregnancy or other legally protected factors.
 - (v) Committing, participating, abetting, propagating, or indulging, whether directly or indirectly, in any act which may amount to ragging, whether inside or outside the premises of the Institute or the Institution.
 - (vi) Committing, participating, abetting, propagating, or indulging, whether directly or indirectly, in any act which may amount to sexual harassment, whether inside or outside the premises of the Institute or the Institution.
 - (vii) Use of mobile phone or other electronic gadget in the teaching learning places, corridors, building of the Institute or Institution, Library, reading room etc.
 - (viii) Participating overtly or covertly in the activities of illegal outfits and banned organizations



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- (ix) Any act that hurts the religious sentiment of the fellow colleagues is strictly prohibited.
- (x) Any act of discrimination on the basis of caste, creed, religion, race, gender, social aspects are strictly prohibited to ensure nondiscrimination in the campus. The differently abled personnel must be treated as equals.

7.16 Liability to be frisked / searched

- (a) The person of every student/ and baggage are liable to be frisked /searched, while entering into, remaining in or leaving out of, the premises of the Institute or Institution, for which the student shall extend the necessary co-operation.
- (b) The frisking / search may be conducted every day or on any day or days by any person of the same gender, authorized in this behalf.
- (c) The Competent Authority can direct Authorities to search the Hostel Room / any part of the Premises, as and when deemed necessary by it, for which the student/inmates of the Hostel shall extend the necessary co-operation.
- (d) The Competent Authority may install such machinery for scanning of the belongings of the Student at the time of entry or exit from Hostel / any part of the premises / campus.

7.17 Payments due

- (a) Every student shall be responsible to make timely payment of fees and to clear other dues, including electricity bill and other charges relating to hostel.
- (b) Any failure shall attract a penalty, to be determined by the Management in its discretion.

8. ADDITIONAL RULES FOR THE STUDENTS IN HOSTEL

8.1 General

- (a) The hostel facility is available in the Institute and in every Institution.
- (b) It shall be mandatory for every student admitted in a course of health sciences of the Institute or the Institution to avail hostel facility, unless he/she is specifically exempted by the Competent Authority. However, the students admitted to the courses, other than health sciences, may avail hostel facility at their option.
- (c) The students desirous of seeking an accommodation in the hostel for prosecuting their studies in the Institute or the Institution shall make an application to the Institute or the Institution in this behalf in the prescribed proforma.



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- (d) The admission in the hostel to a student shall be subject to availability of accommodation.
- (e) The allotment of accommodation in the hostel to any student shall be at the sole discretion of the Institute or the Institution.
- (f) There shall be no preferential right in favor of any student to get an accommodation in the hostel.
- (g) No student can claim as of right any particular hostel accommodation to be allotted to him.
- (h) No student shall occupy the hostel accommodation without the same being allotted to him and shall not leave the allotted hostel facility without proper permission from the authority.
- (i) The hostel accommodation shall be provided to a student only for the stipulated actual duration of the course being prosecuted by such student.
- (j) The hostel accommodation once allotted may be changed by the Institute or the Institution at any time at its discretion.
- (k) At the time of admission in the hostel, every student shall submit in the prescribed proforma, the name of the local guardian duly approved by the parents.
- (l) Every student, at the time of admission in the hostel, shall produce a letter from parents stating the names and addresses of the visitors, whom the students may be allowed to meet, and the names, addresses and photographs of the persons with whom the student may be permitted to go after availing an overnight pass. It shall, however, not confer upon the student any right whatsoever to entertain the named visitor or to go with the identified person on overnight pass. The Competent Authority reserves the right to grant or refuse the permission to meet the visitor or to allow or decline the request for overnight pass.
- (m) While taking possession of the allotted hostel accommodation, every student shall be required to sign the receipt of the furniture and fixtures available therein.
- (n) Every student shall be required to vacate the hostel accommodation at the end of every academic year and to hand over the vacant possession thereof to the hostel in charge.



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- (o) While leaving the hostel accommodation, at the end of the academic year, every student shall handover the charge of the furniture and fixture available in the hostel accommodation to the warden.
- (p) Where a student, instead of handing over the vacant possession of hostel accommodation and the furniture and fixture therein to the warden, locks the accommodation with personal lock and leaves for vacation, the warden may, at its discretion, break-open the lock and take possession of the accommodation at any time without any notice to such student. In addition to the said action, the student shall also be liable for imposition of penalty & damages.
- (q) A student, who has vacated the hostel accommodation at the end of an academic year and prosecutes further studies in the Institute or Institution, in the following academic session, must submit an application to the warden in the prescribed form for renewal of admission in the hostel.
- (r) A final-year student shall be bound to vacate the hostel accommodation within seven days from the date of completion of final examination,
- (s) If any final-year student continues to be in possession of the hostel accommodation after expiry of prescribed period of seven days, such possession shall be unauthorized and may be recovered at any time by breaking-open the private lock put thereon.
- (t) A final-year student, who fails to deliver vacant possession of the hostel accommodation within a period of seven days from the date of completion of final examination, shall be liable to pay a daily penal charges at such rate as determined by the Competent Authority, from time to time, for the period of unauthorized possession.
- (u) The officials of the Institute and Institution shall have the right to enter into any hostel accommodation at any time for the purpose of inspection.
- (v) The Institute or the Institution reserves the right to change the allocation of rooms or get the rooms vacated anytime, if exigency demands or direct any of the student to vacate the hostel premises, even before completion of the academic session/year, in case the conduct of the student warrants the same, so as to maintain the decorum of the Hostel premises.

8.2 **Conduct and behavior in the hostel**

- (a) It shall be the endeavor of every student to maintain a friendly relationship with the other hostelites.



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- (b) The grievances, differences or disputes, if any, arising between the hostelites shall be amicably resolved in a dignified manner, or be referred to the Warden for decision.
- (c) Any complaint in respect to the hostel staff shall be made to the Warden. No student shall abuse or assault the hostel-staff for any reason whatsoever.
- (d) No student shall breach the privacy of or cause inconvenience or disturbance to, the other hostelites.
- (e) Every student shall move silently through the corridors without disturbing the other hostelites.
- (f) No student shall bring any outsider in the Hostel Room, without the written permission of the Warden.
- (g) The boys and girls shall be allowed to interact with each other, but only in the areas designated by the Competent Authority in that behalf and for a limited period which shall be determined by the Warden of either hostel.
- (h) Any conduct or behavior of any student which is not specifically declared to be indiscipline under these rules, but the Warden considers it as indiscipline, shall be actionable under these Rules.

8.3 **Attire in hostel**

- (a) Hostel is a home away from home and the students may be casually dressed in the home attire. Nudity and obscenity is strictly prohibited..

8.4 **Responsibility of personal belongings**

- (a) The student in possession of allotted hostel accommodation shall be responsible for the security of his personal belongings kept in the hostel accommodation.
- (b) It shall be the duty of each student to ensure that his hostel accommodation is properly locked while leaving for the day's schedule.
- (c) No student shall keep in his hostel accommodation any valuables, jewellery, costly items or huge cash. The Management shall not own the responsibility for any loss of such items kept by any student in his hostel accommodation in contravention of this rule.
- (d) The students must open bank accounts in their name and avoid keeping huge cash with them in the hostel accommodation.



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- (e) Any theft should be promptly reported to the Warden and Head of Institution.

8.5 **Mess facility**

- (a) The mess facility is available in the Hostel / Campus.
- (b) The mess facility shall be extended to every student, who has been allotted hostel-accommodation, subject to the student regularly paying the necessary charges as prescribed by the Competent Authority.
- (c) Availing of mess facility is mandatory for every student who has been admitted to the hostel.
- (d) Every hostelite shall be required to come to the hostel mess for the purpose of breakfast, lunch and dinner etc.
- (e) The time between which breakfast, lunch and dinner shall be available in the mess shall be as prescribed.
- (f) No student shall be entitled to breakfast, lunch or dinner after the period prescribed.
- (g) No student shall be allowed to take food outside the dining room of the mess.
- (h) No student shall be permitted to carry the glasses, dishes and furniture etc. out of the dining room.
- (i) No student shall be entitled to service of breakfast, lunch and dinner etc. in the hostel accommodation except when he is confined to bed for the reason of sickness, injury or any other compelling reason and unable to move out to the mess.
- (j) No student shall throw or otherwise waste any food stuff or shall leave any edible left-over in his plate.
- (k) Outside mess facility is strictly prohibited. Similarly, outside parcel food facility should be avoided in the interest of the health.
- (l) Any student acting in contravention of any of the above rules shall be liable to disciplinary action as deemed fit and the penalty as determined by warden or any other authority in this behalf.

8.6 **Visitors and guests**

- (a) A hostelite may have visitors on the day and during the period appointed and in the areas designated by the Institute or Institution for such visits.
- (b) No visitor shall be allowed to visit the hostelite during class hours.



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- (c) The local guardian of a student shall be allowed to meet the student, but only on the day and during the period appointed and in the areas designated by the Institute or Institution.
- (d) Every visitor, including the local guardian, parents, relatives, friends etc., shall record the details of visits in the register kept on the reception counter.
- (e) No guest shall be allowed to stay overnight in the hostel accommodation.
- (f) No visitor or guest shall be invited by the student to participate in meeting or a function without prior permission of Head of the Institution.
- (g) No student shall bring any outsider in the Hostel Room, without the written permission of the Warden.
- (h) Any student acting in contravention of these rules shall be liable for disciplinary action.

8.7 **Hostel timings:**

- (a) The out time for all the hostelites shall be 5.00 AM.
- (b) The scheduled time for return to the hostel for undergraduate students shall be 10.00 PM all the hostelites.
- (c) No hostelite shall remain out of hostel after the stipulated time except with prior permission of the Warden / Rector. Any violation shall amount to indiscipline and shall be dealt with accordingly.
- (d) Immediately after expiry of the stipulated time for return of hostelites, the Warden shall close the entry gate of the hostel.
- (e) After closure of entry gate of the hostel, the Warden shall take attendance of the hostelites.
- (f) A hostelite must obtain prior permission of the Warden / Rector, if he or she, for cogent reasons, anticipates delay in return to the hostel on a particular day.
- (g) Where a hostelite prays for permission for delayed return to the hostel on a particular day, the Warden may, after making judicious assessment of the rationality, necessity and exigency thereof, allow or reject the prayer in its sole discretion.
- (h) In case Warden extends the period of return, such extension shall in no case be more than an hour & the said permission shall be in writing.



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- (i) The extension so granted by Warden shall apply to the hostelite who prayed for it and shall be valid only for the particular day and time for which it is granted.
- (j) No hostelite shall claim the extension of time as of right.
- (k) Extension of time once granted to a hostelite cannot be cited as precedent by any other hostelite praying for extension.
- (l) The decision of Warden in respect to extension of time shall be final and shall not be open to any review or appeal.
- (m) A hostelite permitted to leave hostel for extended period or for any specific duration must report back to the Warden before the time designated in the permission. Any delay shall amount to indiscipline.
- (n) The Warden shall maintain date-wise record of delayed return of each hostelite, specifying therein the time of reporting back to hostel and whether with or without permission.
- (o) No hostelite shall stay overnight out of the hostel without written permission of the Warden / Rector.
- (p) A hostelite desirous of staying overnight out of hostel or to leave the station shall make an application in writing with recommendation of local guardian or Authorities of Hostel or of the Institute or respective Institution, to the Warden in this behalf at least twenty four hours in advance, stating therein the name of the person with whom such hostelite desires to spend night, along with his full address, contact number and relationship with the hostelite.
- (q) Any breach of above rules shall amount to indiscipline and shall attract punitive action.

8.8 Hostelites reporting late

- (a) The hostel timings shall be prescribed by the Hostel authorities and shall be binding to all the students.
- (b) In case of a hostelite who reports late in the hostel up to 30 minutes from the stipulated time without prior permission of the Warden / Rector, the Warden shall take entry of such hostelite in the late attendance register and permit his entry in the hostel.
- (c) In case of a hostelite who reports late in the hostel beyond 30 minutes from the stipulated time without prior permission of the Warden / Rector, the Warden shall first obtain



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permission of the Rector of the hostel and thereafter shall take entry of such hostelite in the late attendance register and permit his entry in the hostel. The matter shall be reported to the parents of the concerned students.

- (d) Every morning, the Warden shall intimate to the Rector of hostel the names of late comers of previous evening, to whom the Rector shall issue a memorandum.
- (e) The students absent/absconding from the hostel without formal permission from the authorities shall be liable for penal actions. The matter shall be reported to the parents of the concerned students and necessary disciplinary action shall be taken by the administration as per the rules.
- (f) Notwithstanding clause (d) above and read with conjunction, all Hostlers are required to report back to Hostel before the prescribed reporting time. Any student not found in the Hostel after the prescribed reporting time, the parents of such students will be intimated by the concerned warden as per the contact details provided at the time of admission / declaration.

The respective Hostel Warden shall report the names of the erring students to the Concerned AO of the hostel, who in turn shall communicate the same to the concerned HOI for necessary disciplinary action.

8.9 **Habitual late comers:**

- (a) A hostelite, who reports late in the hostel beyond 30 minutes from the stipulated time without prior permission of the Warden/ Rector for more than three occasions in a time-span of three calendar months, shall be deemed to be habitual late comer.
- (b) The name of habitual late comer shall be communicated in writing by the Rector to the concerned Head of the Institution enclosing therewith the copies of memoranda so issued to him.
- (c) The Head of the Institution to whom the name of habitual late comer has been forwarded, shall suspend such habitual comer from attending the classes for a period of one week by way of punishment.
- (d) A hostelite having been declared a habitual late comer thrice shall be suspended by the Head of the Institution from attending the classes for a period of three months by way of punishment.

8.10 **Hostelites remaining absent or on leave**

- (a) If any hostelite remains absent or on leave, the Warden shall send a communication thereof to his parents, as and when the said absence or leave is noticed by the Warden.



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8.11 Possession and/or consumption of prohibited articles in hostel:

- (a) No hostelite shall bring or be in possession of any prohibited articles such as cigarettes, tobacco, gutkha, liquor, alcoholic drinks, drugs, narcotics or any intoxicating substance, inside the hostel premises.
- (b) No hostelite shall smoke cigarette; or chew tobacco, gutkha, etc.; or consume liquor, alcoholic drinks, drugs, narcotics or any other intoxicating substance; in the premises of the Hostel.
- (c) Where any hostelite is found to bring; or be in possession of; or smoke, chew or consume any such prohibited articles, the Warden shall report to the Rector the name of such hostelite and his room number.
- (d) On receiving such complaint from the Warden, the Rector shall forward the same to the concerned Head of the Institution for commensurate action.

8.12 Habitual Offender:

- (a) A hostelite, who is found to have committed the act of bringing or being in possession of, or smoking, chewing or consuming any prohibited articles, for more than one occasion, shall be deemed to be an habitual offender.
- (b) The name of such habitual offender shall be communicated in writing by the Rector to the concerned Head of the Institution for commensurate action.
- (c) On being satisfied about the commission of act by the hostelite on the second occasion, the Head of the Institution shall suspend him from attending the classes for a period of three months.

8.13 Search of hostel accommodation:

- (a) The hostel accommodation of any student may also be searched by the person of the same gender on any day at all reasonable hours, by the person authorized in that behalf, for which the hostel inmate shall extend all necessary cooperation.



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Part - II

9. CODE OF PROFESSIONAL CONDUCT FOR STUDENTS AND RESIDENTS IN THE HOSPITAL

9.1 In addition to the rules for students of the Institute and Institution mentioned above, the following Code of Professional Conduct shall be strictly observed by the students and the resident in the hospital.

9.2 To abide by the Patient Charter

Every student and resident shall-

- (a) abide by the Patient Charter as adopted by the hospital, including treating of patients/clients with respect and consideration;
- (b) strictly abide by and follow the standard operating protocols as notified from time to time by the hospital authorities;
- (c) protect the equipment and property of hospital;
- (d) carry out any examination, assessment or treatment with full consent of the patient and/or client; and where patient is minor, with the consent of his parent or guardian;
- (e) become trustworthy by maintaining the highest degree of morals values and integrity;
- (f) give due respect to the patient and client as an individual and honour his dignity;
- (g) behave with courtesy, respect, dignity, discretion and tact with the patients and clients;
- (h) respect the customs, creed, race, ability, sexuality, economic status, lifestyle, political beliefs and religion of every patient; and
- (i) protect confidential information from its public disclosure.

9.3 Every student and resident shall handle the patient / client with concern, care and compassion.

9.4 No student / resident shall indulge in any act which amounts to exploitation of a patient or client.

9.5 Imparting Patient Care

9.6 Every resident shall-



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- (a) act under consultation and advice of the faculty and the superiors except under dire situation or emergencies in which case, the faculty and the superiors must be informed immediately;
- (b) provide appropriate and timely care to every patient / client;
- (c) promptly attend to all emergency cases and provide such patients with a screening examination and stabilization of any emergency condition in accordance with applicable laws, rules and regulations, regardless of the patient's ability to pay;
- (d) transfer a patient only after the patient has been medically stabilized and an appropriate transfer has been arranged;
- (e) evaluate every patient and initiate a treatment plan under the advice and supervision of the consultant;
- (f) provide patient care that conforms to acceptable clinical and safety standards;
- (g) obtain the consent of the patient and/or his accompanying person before giving any treatment or care to a patient and carry out the work according to holistic principles;
- (h) Ensure that while intending to examine or treat a child or a female patient, third party remains present; (In presence of nurse or female attendant)
- (i) treat the patients / clients politely and considerately;
- (j) listen to patients/ clients carefully, respect their views and ensure that their own beliefs and prejudices do not affect adversely the treatment or advice which is given to the patients;
- (k) respect the right of the patient and/or client to refuse the treatment and to be subjects for teaching or research.
- (l) inform the patients and / or accompanying person about any matters relating to their condition, or treatment, in a way which they can understand;
- (m) be honest to their patients/ clients; and
- (n) ensure that his health and personal hygiene does not jeopardize the welfare or health and safety of his patients and co-workers.



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9.7 No resident shall misrepresent the gravity of the condition of the patient/ client or the therapeutic value of any treatment, nor shall promote undue dependence on their care, or act or fail to act with regard to giving advice, recommending investigations or carrying out treatment in any way which is to the detriment of a patient/client.

9.8 Consent and Records

9.9 It shall be the duty of every resident to fully explain to the patient and/or the accompanying person attending relatives in writing or verbally all the procedures involved in the treatment.

9.10 Every resident shall record on a case sheet, the full medical history of every patient he is attending or treating. Any failure may attract criminal or civil proceedings.

9.11 The recording in the case sheet should be legible, attributable and kept together with any clinical correlate relevant to the case.

9.12 The case history must be an accurate record of attendance, treatments given, advice, observations and a record of consent wherever necessary.

9.13 Any examination, assessment or treatment shall be carried out with the full consent of the patient and/or accompanying person. In case of minor patient, the consent of his parent or guardian shall be mandatory.

9.14 Working in the Hospital:

9.15 Every resident shall-

(a) strictly abide by and follow the standard operative protocols as notified from time to time by the hospital authorities;

(b) protect the equipment and property of hospital;

(c) maintain the professional knowledge and competence on a continuous basis so that he may offer the very best standard of treatment;

(d) act in such a manner so as to minimize the risk to patient / clients;

(e) support and promote a continuous quality and performance improvement program throughout the Hospital;

(f) continuously strive towards a work culture of patient safety;

(g) maintain computer workstations and access codes in a confidential and responsible manner;



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- (h) log off and lock the computers when stepping away;
 - (i) devote his full time and ability to the Hospital during hours of work at the Hospital.
- 9.16 A resident, who has been assigned an emergency duty, shall be bound to stay at the assigned place till accomplishment of such duty.
- 9.17 It shall be mandatory for every resident to actively participate in the camps, extension and outreach activities.
- 9.18 Every resident shall make all out efforts to discharge his avowed institutional social responsibility.
- 9.19 **Prohibitions:**
- 9.20 The students / residents are strictly prohibited from doing any of the following acts-
- (a) discussing patient information in any public area, including elevators, hallways and dining areas;
 - (b) engaging in any activity, practice or act that creates an actual or apparent conflict with the interests of the Hospital;
 - (c) interacting on their own behest, whether directly or indirectly, with any form of media including print and electronic media;
 - (d) criticizing the quality or cost of services provided by the hospital whether identifiable or otherwise;
- 9.21 The residents are strictly prohibited from doing any of the following acts-
- (e) revealing information unless it is supported by a legitimate clinical or business purpose, in compliance with Hospital policies and procedures, the Medical Staff Bye Laws, and applicable rules and regulations;
 - (f) sharing of computer identification information and passwords;
 - (g) accessing a patient's chart or medical data from any site, except when they are involved in the care of that patient or there is a need for a legitimate work-related reason such as billing, administrative work, teaching or research.



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9.22 **Behavior with fellow colleagues and superiors**

9.23 No student or resident shall criticize or discriminate against a colleague, superior, subordinate or any other health professional.

9.24 In case of any concern about the conduct, competence or health of another trainee, it shall be the duty of every student and resident to make an honest attempt to verify the facts upon which such concern is based and then make a report in that behalf to the concerned Supervisor and/or concerned authorities.

9.25 The safety of patient/client must come first at all times and override personal and professional loyalties.

9.26 **Research related to the patients:**

9.27 Every student and resident shall-

- (a) strictly adhere to the research protocol which has been approved in accordance with the rules made by an appropriate authorities;
- (b) advise all patients asked to participate in a research project of the risks and benefits involved as well as alternative services or treatments available;
- (c) obtain the consent of each patient/client taking part in the research project;
- (d) conduct the research uninfluenced by payments or gifts;
- (e) maintain prescribed records and desired confidentiality;
- (f) faithfully record the results of research.

9.28 No student or resident shall make impermissible claims to authorship of the research project undertaken and carried out by him.

9.29 No student or resident shall make any attempt to prevent publication of any criticism of the research.

9.30 Any refusal by a patient to participate in the research work shall not in any way affect his access to care or services provided by the Hospital.

9.31 **Personal upkeep:**

Every student and resident shall undergo appropriate vaccinations to protect self and contacts.



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9.32 Dress code:

In addition to the rules on dress code prescribed for the Institute or the Institution, the following additional rules shall be followed-

- (a) All students should wear prescribed uniform and should not make indecent exposures.
- (b) No student shall wear headgears such as caps, hats, forehead bands, buffs etc., or intensive suits or footwear; except when working in surgical operations or their religious protocols so require.
- (c) In the designated areas, the students shall wear only Hospital Scrub suits and the dress prescribed from time to time.
- (d) Where a uniform is prescribed, the students shall be bound to wear such uniform.
- (e) Every student shall wear a neat and clean apron in the designated areas.

9.33 The Acts which shall attract Minor penalties:

9.34 Without prejudice to the power of Competent Authority to determine the nature of indiscipline and quantum of penalty, the following acts including those covered under 10.4 of Part III shall attract minor penalty-

- (a) poor timekeeping towards the allotted responsibilities and duties
- (b) minor breaches of health and safety requirements
- (c) unauthorized absence at the work place
- (d) failure to follow the rules on reporting absence
- (e) violation of prescribed dress code policy
- (f) failure to obey a lawful and reasonable instruction
- (g) misuse of the computer facilities, including misuse of email and Internet access
- (h) negligence or carelessness in carrying out allotted responsibilities and duties

9.35 The Competent Authority may, in cases of recurrence, impose major penalty for any one or more of the above acts.

9.36 Minor punishments / Penalties:

The following Punishment/penalties may be imposed on a student for his act of minor indiscipline including those covered under 10.6 of Part III-



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- (a) Warning;
- (b) Giving special assignments, as determined by the Head of the Institution;
- (c) Imposing fine;
- (d) Putting the student on conduct probation for a period, as the Head of the Institution may deem fit;
- (e) Prohibition on appearance in the Mid Semester/Mid Term Examinations in the subjects not exceeding two;
- (f) Suspension from classes for a period not exceeding one week;
- (g) Any other minor penalty which the Head of the Institution may deem appropriate in the facts and circumstances of the case.

9.37 Acts which shall attract Major penalties :

9.38 The following acts of indiscipline shall attract major penalties including covered under 10.7 of Part III -

- (i) Unfair dealing with pharmaceutical and allied healthcare industry
- (j) Violation of the Indian Medical Council (Professional Conduct, Etiquette, and Ethics) Regulations, 2002
- (k) Contravening the provisions of Drugs and Cosmetics Act and regulations made thereunder
- (l) Violation of the guidelines of ICMR (Indian Council of Medical Research) related to clinical drug trial and other research on patients or volunteers
- (m) Committing adultery or improper conduct or maintaining an improper association with a patient
- (n) Issuing false, misleading or improper certificates, notification, report or other document falls under professional misconduct
- (o) Issuing false, misleading or improper certificates, notification, report or other documents
- (p) Performing an surgical procedure without taking the consent
- (q) Publishing photographs or case reports of patients without their permission
- (r) Absence on more than two occasions posted in the rural area or urban area for camp or any other assigned duty
- (s) Not maintaining medical records of indoor patients and refusal to provide it
- (t) OR any other act which has not been covered under the minor penalties

9.41 MAJOR PUNISHMENTS / PENALTY: (Read with 10.8)



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Any one or more of the following major penalties may be imposed on a student for any of the above mentioned acts of indiscipline-

- (a) Reporting the matter to Law Enforcement Authorities, if the student is involved in a criminal act or an act of moral turpitude, or an act of ragging;
- (b) Prohibition on appearance in the semester-end examinations;
- (c) Detention for a semester or more;
- (d) Suspension from attending the classes for a period of three months;
- (e) Rustication from the hostel as also from the Institute and Institutions for a period of more than one month;
- (f) Expulsion from the Institute and the Institutions;
- (g) Any other major penalty, which the Dean/Principal may deem appropriate in the facts and circumstances of the case.

Part – III

10. PENALTIES:

- 10.1 Any disobedience, or violation or breach of any of the above rules shall amount to indiscipline and the student guilty of any indiscipline shall be liable for penalty.
- 10.2 The penalty may be a minor penalty or a major penalty, depending on the gravity of indiscipline.
- 10.3 The nature of indiscipline and quantum of penalty to be imposed therefor shall be determined in each case and inflicted by the Competent Authority after judicious consideration of proportionality thereof.



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10.4 ADDITIONAL ACTS WHICH ATTRACT Minor penalties READ WITH 9.36

Without prejudice to the power of Competent Authority to determine the nature of indiscipline and quantum of penalty, the following acts shall attract minor penalty-

- (u) Bringing or possessing of any prohibited articles such as cigarettes, pan, pan masala tobacco, gutkha,
- (v) Smoking cigarette; or chewing pan, pan masala, tobacco, gutkha,
- (w) Calling or participating in any mass absence;
- (x) Doing any act which amounts to ruckus within the meaning of the term.

10.5 The Competent Authority may, in cases of recurrence, impose major penalty for any one or more of the above acts.

10.6 Minor punishments / Penalties READ WITH 9.38

The following Punishment/penalties may be imposed on a student for his act of minor indiscipline-

- (h) Warning;
- (i) Giving special assignments, as determined by the Head of the Institution;
- (j) Imposing fine;
- (k) Putting the student on conduct probation for a period, as the Head of the Institution may deem fit;
- (l) Prohibition on appearance in the Mid Semester/Mid Term Examinations in the subjects not exceeding two;
- (m) Suspension from classes for a period not exceeding one week;
- (n) Any other minor penalty which the Head of the Institution may deem appropriate in the facts and circumstances of the case.

10.7 The acts which shall attract Major penalties:

The following acts of indiscipline shall attract major penalties -

- (y) Bringing or possessing or consuming any prohibited article such as Liquor, alcoholic drinks, drugs, narcotics, hukka, e-cigrates or any intoxicating substances inside the premises of the institution
- (z) Causing damage to the movable or immovable property of the Institute or Institution;
- (aa) Theft of University property or the property of the other students, staff or any other



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- person on the premises;
- (bb) Involvement in violence in and outside the premises;
 - (cc) Instigating or provoking any violence;
 - (dd) Being in unfit condition, resulting from previous indulgence in consumption of or under the influence of liquor, alcoholic drinks, drugs, narcotics or any other intoxicating substance; while in the premises of the Institute and Institution;
 - (ee) Bringing or possessing in the premises of the Institute and the Institution, of any firearms, weapons or other articles detrimental to the security of the Institute or Institution or persons thereat;
 - (ff) gambling in or outside the premises including instigating the other students for such action;
 - (gg) Committing, participating, abetting, propagating, or indulging, whether directly or indirectly, in any act of ragging in and/or outside the premises of the Institute or the institution;
 - (hh) Committing, participating, abetting, propagating, or indulging, whether directly or indirectly, in any act of sexual harassment in and/or outside the premises of the Institute or the institution;
 - (ii) Any act of discrimination on any ground including but not limited to colour, race, religion, gender, sexual orientation, national origin, ethnicity, age, disability, pregnancy, veteran status or other legally protected factors;
 - (jj) Indulging in or encouraging of any form of malpractice or any other anti-social activity prejudicial to the fair name, credit and credibility of the Institute or Institution;
 - (kk) Any act which, in the opinion of the Head of the Institution, has either deteriorated or is likely to deteriorate, the overall atmosphere in the premises of the institute and/or the Institution;
 - (ll) Any other act which the Head of the Institution considers to be gross indiscipline, which is not covered under the above category.

10.8 The Major Punishment / Penalties: (Read with 9.41)

Any one or more of the following major penalties may be imposed on a student for any of the above mentioned acts of indiscipline-

- (h) Reporting the matter to Law Enforcement Authorities, if the student is involved in a criminal act or an act of moral turpitude, or an act of ragging;
- (i) Prohibition on appearance in the semester-end examinations;
- (j) Detention for a semester or more;
- (k) Suspension from attending the classes for a period of three months;



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- (l) Rustication from the hostel as also from the Institute and Institutions for a period of more than one month;
- (m) Expulsion from the Institute and the Institutions;
- (n) Any other major penalty, which the Dean/Principal may deem appropriate in the facts and circumstances of the case.

10.9 For imposing any major penalty on a student, the following procedure will be followed-

- (a) Any act on the part of any student for which a major penalty may be imposed, shall be immediately reported to the Head of the Institution.
- (b) Immediately after receiving the communication, the Head of the Institution shall constitute fact finding committee.
- (c) The number of members of the committee shall be determined by the Head of the Institution.
- (d) The Fact Finding Committee shall conduct necessary enquiry and in course thereof, may examine and record the statement of the student(s), the parent(s), staff members, teaching faculties and of any other person whose statement it considers to be necessary in that behalf.
- (e) The Fact Finding Committee shall give reasonable opportunity of hearing to the student who has allegedly committed the act being enquired into.
- (f) In course of enquiry, the Fact Finding Committee may also collect any circumstantial evidence and take it into account while preparing its report.
- (g) In view of the depositions made before it by the student(s), the parent(s), staff members, teaching faculties and by any other person; and considering the submissions of the student who has allegedly committed the act being enquired into, the Fact Finding/Enquiry Committee shall prepare a detailed report; clearly making out whether the act complained of has been committed by the student or not and if yes, whether it attracts major penalty.
- (h) The Fact Finding/Enquiry Committee shall submit its report to the Head of the Institution within a period of ten days from the date of its constitution.
- (i) On receipt of the report of Fact Finding/Enquiry Committee, the Head of the Institution



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shall examine the same and if he is satisfied that the act alleged of has been sufficiently proved against the student concerned and that such act deserves major penalty; he shall forward the report to the Competent Authority with his recommendations within a period of seven days from the date of receipt of the report.

- (j) The Competent Authority, in consideration of the report and the recommendations of the Head of the Institution, shall determine the kind of major penalty to be imposed on the student concerned.
- (k) While determining the major penalty, the Competent Authority may, at its sole discretion, have regard to the past record of the student concerned.
- (l) The penalty so determined shall be communicated by the Competent Authority in writing to the student concerned affording him an opportunity to make representation in this behalf.
- (m) Where the student concerned makes a representation, the same shall be considered by the Competent Authority.
- (n) Upon consideration of the representation made by the student concerned, the Competent Authority may either uphold the penalty; or may amend or modify it by reduction of its quantum; or may award any other lesser penalty or a minor penalty; or may discharge the student concerned, on such terms and conditions as the Competent Authority may deem fit.

11. Additional penalty for the act of indiscipline by a hostelite:

11.1 Following additional penalties may be inflicted on the hostelites for any act of indiscipline or disobedience of hostel rules-

- (a) Where a hostelite leaves the hostel without prior permission of the warden, the following penalties may be imposed on him or her -
 - (i) *Oral warning by warden on each occasion*, when a hostelite, for three times in a month, leaves the hostel without obtaining prior permission of the warden.
 - (ii) *Written warning by the Rector*, when a hostelite, for more than three times in a month, leaves the hostel without obtaining prior permission of the warden.
 - (iii) *Expulsion from the Hostel for a period of six months by Chief Rector*, when a hostelite, for more that fifteen occasions in a term, leaves the hostel without obtaining prior permission of the warden.



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- (b) Where a hostelite returns to hostel after the scheduled time without prior permission of the warden; or having obtained permission of the warden for extension of time of return, does not return to hostel within such extended time, the following penalties may be imposed on him or her -
- (i) *Oral warning by warden on each occasion*, when a hostelite returns to hostel late by one hour after scheduled time without obtaining prior permission or having obtained extension of time, does not return to hostel within such extended time, for three times in a month.
- (ii) *Written warning by the Rector*, when a hostelite has returned late to the hostel by one hour after scheduled time without prior permission, or has not returned to hostel within such extended time as was allowed to him; for more than three times in a month.
- (c) Where a hostellers is found to be responsible for causing any damage or disfiguration to the furniture, fixture or to any other property of the Institute or the Institution provided in the hostel accommodation or to the property and vehicles belonging to the authorities, staff members or other hostellers; or of writing with pen, pencil, or any other writing instrument; or engraving anything, on the walls of the building of the hostel whether inside or outside the hostel accommodation, canteen or lavatory or on the furniture of the hostel belonging to the Institute or Institution; the following penalties may be imposed on him or her -
- (i) written warning for improvement in behavior;
- (ii) Recovery of the cost of furniture, fixture or any other property of the Institute or the Institution; or the property and vehicles belonging to the authorities, staff members or other hostellers; so damaged or disfigured, either in full or any percentage thereof as the Chief Rector may consider appropriate.
- (iii) Imposition of penalty up to Rs. 5,000/- or community services on the first occasion;
- (iv) Enhanced Penalty, in multiplication of Rs.5000/- and other Penalty, as to be determined by the Competent Authority, may be imposed for repeat of offences.

12. Penalty for ragging:

- 12.1 Any student; or the parent or guardian; or a teacher of the Institute or the Institution; may make a complaint in writing of ragging to the Head of the Institution.



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- 12.2 The Head of the Institution shall, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint;
- 12.3 If on enquiry, the complaint is prima facie found true, the Head of the Institution shall suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area, for further action.
- 12.4 Where, on enquiry by the Head of the Institution, it is proved that there is no substance, prima facie, in the complaint; he shall intimate the fact, in writing, to the complainant.
- 12.5 The decision of the Head of the Institution whether or not the student has indulged in ragging shall be final.
- 12.6 A student who has directly or indirectly committed, participated in, abetted or propagated **ragging** within or outside the Institute or the Institution shall, on conviction, be punished with any one or more of following punishments-
- (a) Suspension from attending classes and academic privileges;
 - (b) Withholding/withdrawing scholarship and other benefits;
 - (c) Debarring from appearing in any test/examination or other evaluation process;
 - (d) Withholding results;
 - (e) Debarring from representing the institution in any regional, National or International meet, tournament, youth festival, etc.;
 - (f) Fine which may extend to five thousand rupees;
 - (g) Suspension/ expulsion from the hostel;
 - (h) Cancellation of admission;
 - (i) Rustication from the institution for period ranging from one to four semesters;
 - (j) Expulsion from the institution and consequent debarring from admission to any other institution for a period of five years from the date of order of such expulsion;
 - (k) or any other punishment as prescribed under Anti Ragging Act/s of State or Central as applicable and as per the Anti-Ragging Rules and Regulations of the University Grants Commission issued from time to time read with / independently with the Anti-Ragging Affidavit submitted by the Student and the Parent concerned



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- 12.7 The nature of penalty to be imposed shall be determined by the Competent Authority, upon consideration of the nature and the gravity of the act.
- 12.8 Where a student is involved in any kind of ragging and is punished the same, the mention thereof will be incorporated in his or her migration certificate.

IMPLEMENTATION AND APPEAL PROCESS

- 12.9. The Competent Authority under these Rules shall constitute as per requirement for the University and all Constituent Institutions / Colleges and Notify a Standing Disciplinary Committee, with the Composition as decided by the Competent Authority
- 12.10. Any matter referred to the respective Disciplinary Committee will be investigated and the Report of the Disciplinary Committee along with its finding and recommendations as per the Rules hereunder shall be placed before the Concerned Council within 15 days of receipt of the Complaint.
- 12.11. The Concerned Council of the University / College shall consider the report of the Disciplinary Committee and confirm/make suitable amendments / suggestions to the concerned Disciplinary Authority at the earliest
- 12.12. Disciplinary Authority shall act upon the Disciplinary Committee's report along with the observations of the University/ Institutional / College Council and communicate the decision, in his / her capacity as the Disciplinary Authority within 7 days.
13. **APPEAL PROCESS:**
- 13.01. Any individual aggrieved by the decision of the Disciplinary Authority shall have a chance to Appeal before the Appellate Authority.
- 13.02. Appeal if any preferred to the Appellate Authority should be made within 15 days from the issuance of decision of the Disciplinary Authority.



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13.03. The Appellate Authority shall peruse the matter with the records and other details if required if any, have the right to call for such other details from the Authorities concerned.

13.04. The Appellate Authority shall communicate the decision within 15 days from the receipt of the Appeal

13.05. The decision of the Appellate Authority shall be final and binding.

13.06. Nothing in this Rule will have overriding effect on the Anti-Ragging Regulations of the UGC in terms of the Anti-Ragging Committee and procedure including appeal thereon.

13.07. Any Question on the procedure or matters not expressed in writing shall be governed by decision of the Disciplinary Authority concerned.

(*)

(**) *amended in terms of decision by the Academic Council at its meeting dated the 9th of February, 2022 vide (item no. 4) and its adoption by the Board of Management at its meeting dated the 30th of March, 2022 vide (item no. 10).*

(***)

(****)

REGISTRAR

**Datta Meghe Institute of Higher Education &
Research (Deemed to be University)**
Waranj (Meghe), WARDHA-442 107 (M.S.)

**Registrar
DMIHER (DU)**