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**BOOKLET OF CODE OF CONDUCT**



*Pharizum*



# **DISCIPLINED CONDUCT FOR THE STUDENT**

**(with the effect from 1 aug 2018 onwards)**

## **CODE OF CONDUCT FOR STUDENTS -**

Every student shall wear clean, neat and formal dress. Student should wear their Identity card and Apron inside the campus daily. The personal use of mobile phones on the college campus is strictly prohibited unless in case of emergency. However students are encouraged to use ICT enabled software and other information on internet to improve their knowledge and skill. The college expects student of either gender to foster healthy and descent relationship both on campus and off campus. During leisure hours students are advised to use the library and Internet browsing centre in E-library. When teacher enters the classroom, the students should take notice of entry and attend respective academic work. Student should handle the furniture and other properties with care .Damage to the furniture will lead to penalty or disciplinary action. Student should stay away from any anti social activity. Students are advised to stay away from any Political activity in college campus. Ragging in any form is a criminal offence and it will be dealt according to guidelines of University & UGC. Visitors are not allowed to meet the student in the classrom.

- Conduct himself/herself properly
- Maintain proper behaviour.
- Observe strict discipline both within the campus & outside of the Institution, and also in Hostel.
- Ensure that no act of this consciously or unconsciously brings the Institution or any establishment or authority connected with it into disrespect.
- Any act/s of the student which is contrary to the clause (1), shall constitute misconduct and/or indiscipline ;, which include any one or more of the acts jointly or severally, mentioned hereinafter
- Any act of the student which directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the Institution.
- The student who is repeatedly absent from the class, lectures, tutorials, practical and other courses.
- The student not abiding by the instructions of the Faculty members and not interacting with them with due respect.
- Any student found misbehaving in the campus/class or behaving arrogantly, violently towards the faculty, staff or fellow student.
- The Students who is not present for all the class tests, midterm tests, terminal and preliminary examinations.
- Permitting or conniving with any person/parent/guardian, which is not authorized to occupy hostel room, residential quarter, or any other accommodation or any part thereof of the Institution.
- Obstruction to any student or group of students in any legitimate activities, in classrooms/laboratories/field or places of social and cultural activities within the campus of the Institute.
- Possessing or using any fire arms, lethal weapon, explosives, or dangerous substances in the premises of the Institution.



- Indulging in any act which would cause embarrassment or annoyance to any student/authority/staff or any member of the staff.
- Stealing or damaging any farm produce or any property belonging to the Institution, staff member or student.
- Securing admission in the Institution, to any undergraduate or post graduate programme or any other course by fabrication or suppression of facts or information.
- If the student fails to complete the assignments regularly and has poor academic performance as assessed by the regular class teachers and internal assessment, he/she will not be allowed to appear for the University examination.
- If a student remains absent for lectures, practical or class test and examinations without prior permission of the Principal or the head of the departments, she/he will not be compensated for extra class.
- Students should read the notices regularly on notice boards in the academic complex, library and the department notice boards.
- Damage of property of the college and its sister institutes like tampering with fixtures, fittings, equipment, instruments, furniture, books, periodicals, walls, windows panels, vehicles etc., will be viewed very seriously.
- Recording of any electronic images in the form of photographs, audio or video recording of any person without the person's knowledge; when such recording is likely to cause injury, distress, or damage the reputation of such person; is prohibited in any part of the College and hostel premises. The storing, sharing or distributing of such unauthorized records by any means is also prohibited.
- Use of mobile phones and head phones during college hours is prohibited.
- As per the rules and regulations of the college and University, 75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussion, tutorials, demonstrations, practical's, hospital (tertiary, secondary, primary) posting and bedside clinics etc.
- The Students must present in proper dress code with apron/ lab coat, name badge and identity card on all week days /working days and during clinical duties.
- Admission of the student will be cancelled at any point of time in case of; Not submitting the required documents in time.
- Failing to fulfil required eligibility criteria of the programme.
- Submission of fake or incorrect documents.
- Admission gained by resorting to fraudulent means, illegal gratification or any unfair practice detected at any stage during the entire programme.
- Not paying the stipulated fees on time.

#### **PROHIBITION OF RAGGING:**

- Ragging in any form is strictly prohibited in the campus and outside. The UGC Regulations on "Curbing the Menace of Ragging in Higher Educational



Institutions, 2009” (as amended) and the MCI (Prevention and Prohibiting Ragging in Medical Colleges/ Institutions) Regulations 2009, and DCI Regulations on Curbing the Menace of Ragging in Dental Colleges, 2009 shall be applicable to all students of the College.

- It is mandatory to fill the online Anti Ragging undertaking, by every student at the time of the admission and on commencement of every academic year.
- Smoking or consumption of alcoholic beverages or use of banned materials inside the College, Hostel and Campus is strictly prohibited. Any violation on the part of the students will be viewed very seriously and they will be suspended from the college immediately pending enquiry and in the case of hostellers, they will be expelled from the hostels immediately. Such students will not be permitted to attend classes/sit for examinations and enter the campus without the written permission of the competent Authority.

#### **ATTENDANCE & PROGRESS:**

Each student shall always maintain decency, decorum and good conduct, besides keeping steady progress and required attendance. The conduct/ academic performance/ attendance of each student shall be reviewed periodically and appropriate action, including detaining from appearing for the Vidyapeeth Exam/ expelling from the Hostel or College, as the case may be, will be taken against the erring student. The students shall abide by such decision of the authorities of the Institution.

#### **PAYMENT OF TUITION AND OTHER FEES**

- On admission of candidates to the first year of the course of study, all the fees mentioned in the letter of admission, viz., annual tuition fee, registration and eligibility fee, health insurance, caution deposit, hostel and mess fee, etc., as applicable, should be paid on or before the prescribed date without fail. Any delay will attract payment of penalty as specified. If any candidate fails to remit tuition fee and other fees within the last date as notified, he/she will forfeit his/her admission to the course concerned.
- In respect of subsequent year(s) of study, tuition fee and other specified fees shall be paid on or before the date as notified to the parents/students and on the Notice Board of the Institution /College concerned. Late payment, if any, will attract penalty as specified.
- Similarly, examination fee, as prescribed and notified from time to time, shall be paid on or before the due date. If there is any delay, it will attract penalty as specified. If any student fails to remit the examination fee even after lapse of the period specified for payment with penalty, such student will not be issued Hall Ticket for the University examination(s)/debarred from appearing for the University examination(s).
- All fees, once paid to the Vidyapeeth account, will not be refunded or adjusted for any other purpose under any circumstance.



### **RULES RELATING TO VIDYAPEETH EXAMINATIONS:**

- The candidates appearing for the Vidyapeeth theory examinations shall be under the direct disciplinary control of the Centre In charge. Possession of cell phone or any electronic device or incriminatory materials by a candidate or found copying from any device in the examination hall, is strictly prohibited.
- Disciplinary action will be initiated if any candidate indulges in any malpractice (unfair means) as enumerated in the Vidyapeeth Examination Manual.

### **RULES FOR HOSTEL STUDENTS**

All inmates of the Hostel shall observe the following rules for the smooth and efficient running of the hostel and for their comfortable stay:-

- Only bonafide students of the University are eligible for admission to the hostels.
- Students, who fail to remit the Hostel fee when they fall due, even after a reminder in writing, shall vacate the hostel room allotted to them, forthwith.
- No posters or pictures should be stuck inside and outside the room or anywhere around the premises of the hostel or College. Hostlers should avoid sticking bills and posters on the windows, doors and walls (except name strips on the room door). In case the room is found not in order, fine will be levied on the erring student.
- Inmates should switch off fans and lights before leaving their rooms.
- The inmates are advised to close the taps after use in order to avoid wastage of water.
- Dining services will be provided only in the mess and there will be no room service.
- Whenever any hosteller falls sick the same should be reported by his/her to the warden who will provide all necessary assistance to get appropriate treatment or medicines.
- While going out of hostel the students should enter their name in the register & sign the same by mentioning proper reason.
- To leave the hostel premises, permission of the Chief Warden is absolutely necessary. Students who want to stay overnight to visit their parents or guardians should approach the Chief Warden for permission. Permission will be granted only after obtaining written request from the parent/guardian duly signed by them, which will be duly entered in a register maintained in each block by the Warden.
- All rooms, corridors, toilets etc. must be kept clean and any student who violates the rule shall be expelled from the hostel.
- Hostel facility is provided with a view to help the student to pursue his/her studies in good environment and to facilitate/ promote his/her academic progress. A student who fails to keep up the congenial atmosphere and environment in the Hostel or to perform well and maintain academic progress shall not be allowed to use the hostel facility and shall vacate his/her room immediately on intimation from the Chief Warden/ Dean/Principal/Director of



Faculties. All students will be governed by the rules stated above and by those that will be framed from time to time during the academic year. Failure on the part of the students to abide by the disciplinary rules will result in such punishment including expulsion from the College/Hostel as may be imposed by the Institution/Head of the Institution. The decision of the Institution/ Head of the Institution with regard to disciplinary cases shall be final and all the students shall abide by such decisions.

#### **POWERS OF COMPETENT AUTHORITY (DEAN/PRINCIPAL)**

The Competent authority may impose any one or more of the following punishment/s on the student found guilty of misconduct, indiscipline, in proportion thereof:

- Warning/reprimand
- Fine
- Cancellation/withheld scholarship/award/prize/medal.
- Expulsion from the Hostel.
- Expulsion from the institution.
- Cancellation of the result of the student concerned in the examination of the Institution.
- Temporary annulment from the Hostel/ Institution.
- Rustication from the Institution.

#### **PROCEDURE FOR INQUIRY**

If the competent authority is satisfied that there is a prima facie case inflicting penalties, the authority shall make inquiry, in following manner:

- Due notice in writing shall be given to the student concerned about his alleged act of misconduct/indiscipline.
- Student charged shall be required within 15 days of the notice to submit his/her written representation about such charge/s.
- If the student fails to submit written representation within specified time limit, the inquiry may be held expert.
- If the student charged desired to see the relevant documents, such of the documents, as are being taken into consideration for the purpose of proving the charge/s, may at the discretion of the inquiry authority, be shown to the student.
- The student charged shall be required to produce documents, if any in support of his defence. The inquiry authority may admit relevant evidence/documents.
- Inquiry Authority shall record findings on each implication of misconduct or indiscipline, and the reason for such finding and submit the report along with proceedings to the competent Authority
- The competent Authority on the basis of findings, shall pass such orders as it deems fit.

Procedure prescribed above need not be followed, when the student charged admits the charges in writing. If the punishment/fine/rustication is imposed on a student by



Dean/Principal, such student shall be entitled to prefer an appeal before the Principal within thirty (30) days of the receipt of the order.

### **CODE OF CONDUCT FOR TEACHERS -**

Teaching is noble profession. He/ She can inspire the student to learn. Teachers have to uphold the honour and dignity of the teaching profession. Provide an Innovative and Quality education to pupils. Be Impartial and in discriminative against students. Interact with the students on a regular basis to know their academics need. Abide by the rules and regulations of the Institution. Respect and maintain the hierarchy in the Administration. Collaborate with fellow teachers. Become Good counsellors and facilitator. He /She should be responsible and interact positively with parents and other stakeholders in educating the student. Help, guide, encourage and assist students in the learning. Should abide rules of leave as decided by Institutional policies. Legible & responsible use of Wi-Fi/ mobile internet facilities is expected by all teachers. All teachers should complete their assigned task in administration for various committees. He should follow code of conduct as mentioned in appointment order. Teacher should wear aprons in college & hospital premises.

### **CODE OF CONDUCT FOR NON TEACHING STAFF -**

Report to duty at least 30 minutes in advance and 30 minutes after college teaching hours. Remain on duty during college hours. Respect and maintain the hierarchy in the administration. Adhere strictly to the laws and regulations of the college. Maintain honesty, Integrity, airness in all activities. Exercise self discipline and restrain at all times and deal positively with staff, students and general public. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official document. Must not be absent from duty without official approval. Avoid using non educational social networking sites during working hours. He should follow code of conduct as mentioned in appointment order.

### **CODE OF ETHICS FOR ADMINISTRATIVE STAFF FROM THE PRINCIPAL OFFICE & THE PRINCIPAL -**

The Principal of Institution should always be honest, fair, objective, supportive, protective, and law abiding. He /She have to chalk out a policy and plan to execute the vision and mission. Ensure that the staff and students are aware of rules; policies lay down by the college and enforce them fittingly. Recommend and forward communications to the authorities. Monitor and educate the administration of the institution and take remedial measures. Listen to the students ideas and set a supportive tone. She /he should be fair in disciplinary actions for all the members of faculty, non teaching staff and students. Empower all staff and students to reach their maximum potential. Carry him / her with the highest integrity and exhibit strong leadership skills. Institute has formed code of conduct committee who updates rules and regulations each and every time.



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