

Code of Conduct –Students

- 1. Introduction
- 2. Management Philosophy
- 3. Our Vision
- 4. Our Mission
- 5. Quality Policy
- 6. Procedure Manual
- 7. Moto
- 8. Values
- 9. Comprehensive Student learning objectives
- 10. Infrastructure and Learning Resource for students
- 11. Governing Body
- K. Norms for Granting Relief Service
- 12. Awards and Other Supports
 - (ii) Awards of Gold Coins to the Students
- 13. Grievance Cell
- 14. Women’s Cell
 - (i) Composition of the Women’s Cell
 - (ii) The objectives of Women’s Cell
- 15. Travelling Conveyance and Telephone Expenses
- 16. Sport and Games

Dr. KAGNE. R.N
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

1. INTRODUCTION

Sri Manakula Vinayagar Educational Trust was formed in the year 1998 with the avowed objective of imparting quality Professional (Higher) education. Sri Manakula Vinayagar Medical College and Hospital, Puducherry was established by the Trust in the year 2004 to cherish this objective and to join hands with the Government of Puducherry in providing quality medical education and to meet the need of our Nation for the medically qualified human resources. The institution is approved by the Ministry of Health and Family Welfare and Medical Council of India, New Delhi and affiliated to Pondicherry University, a Central University, Puducherry.

Sri Manakula Vinayagar Medical College and Hospital (SMVMCH), Puducherry is the Medical College, committed to excellence and leadership in education, research and service to society. Sri Manakula Vinayagar Medical College and Hospital, Puducherry prepares aspiring students to lead a life of accomplishment and service to the humanity.

This document is prepared in order to familiarize employees with the Institution and provide information about Institution's History, services provided to the patients and customers, working conditions, key policies, procedures and benefits affecting employment at Institution.

2. MANAGEMENT PHILOSOPHY

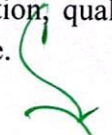
This document is to publicize its employees with the management philosophy, objectives.

Institution management philosophy is based on responsibility and mutual respect. The mainstay of our strategy is to offer a level of patients focus that is superior to that offered by our beneficiaries.

To help in attaining the objective, our Institution looks out to attract highly motivated individuals who have clear understanding about team work and share in the commitment, responsibility, risk taking and discipline required to achieve our vision.

3. OUR VISION

To impart holistic, evidence based medical education, quality patient care and ethical research to become globally recognized centre of excellence.


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4. OUR MISSION

- To undertake continuous quality improvement in patient care and research through accreditations of hospital and laboratories
- To inculcate clinical skills, professionalism, medico legal responsibilities managerial and leadership skills among students.
- To promote clinical research and innovative research in basic science better outcome.
- To encourage MOUs with National and International Institutions for centres of excellence.

5. QUALITY POLICY

- To blend the tradition of excellence with the culture of innovation.
- To augment the inbuilt qualities of students to face the challenges of today's world by providing
 - (a) An opportunity to explore and experiment with new ideas.
 - (b) Effective teaching, comfortable learning, useful research and technical consultancy.

6. PROCEDURES MANUAL

- It is developed to facilitate the implementation and clearly define Institution's policies on Human Resource Management. The Manual provides protocols to be followed in the Administration of these policies, and assists all the employees in defining each Human Resource Management decision and the correct procedure to be followed accordingly.
- While every effort is made to keep the contents of this document updated to current trends, still the Institution reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to its employees.
- Compliance with these policies and procedures is the responsibility of every Institution's employee & associated members. In case of Disrespecting or failing to the Institution's standards could lead to disciplinary action, possibly termination of employment from the Institution. Feedbacks, suggestions, improvements in process and procedure are always welcome. This can be provided via email or through suggestion boxes, comments.

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7. MOTO

- Learn with passion
- Serve with compassion
- Lead with vision

8. VALUES

- Sri Manakula Vinayagar Medical College and Hospital, Puducherry recognizes the fact that it is our outstanding and dedicated staff and students, working as a team who would make our mission, vision and principles a reality.
- The values cherished and promoted in our Institution are:
 - Excellence
 - Respect for life
 - Integrity
 - Academic freedom, freedom of speech and the right to differ
 - Tolerance of diversity and respect for different ideologies
 - Openness, transparency and democratic decision-making
 - A service-orientated and community-directed philosophy

9. COMPREHENSIVE STUDENT LEARNING OBJECTIVES

- **Medical knowledge** about established and the application of this knowledge to patient care.

Evolving biomedical, clinical and cognate (e.g. epidemiological and social-behavioral sciences) application of this knowledge to patient care.

Patient Care that is compassionate and appropriate.

- **Interpersonal and Communication Skills** that result in effective information exchange and teaming with patients, their families, and other health professional associates.
- **Professionalism** demonstrated by a commitment in carrying out professional responsibilities and adherence to ethical principles.
- **Practice-Based Learning and Improvement** that involves investigation and evaluation of one's own patient care practices, appraisal and assimilation of scientific evidence, and improvements in patients care practices.

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- **Systems-Based Practices** demonstrated by awareness and responsiveness to the larger context and system of health care.

These comprehensive institutional objectives are further amplified by specific objectives that follows:

- (i) Research and Development.
- (ii) New multidisciplinary training programmes and innovative courses.
- (iii) Service delivery to the community.
- (iv) Advancement of co-operation between the various Educational Institutions.
- (v) Creation of innovative learning opportunities and open learning.
- (vi) Proactive identification of needs, including physical facilities, research and training by means of innovative planning.
- (vii) Encouragement of support initiative, including research, training and public partnerships.
- (viii) Improve evaluation, including actions that measure progress and measuring tool research, personnel Management.

10. INFRASTRUCTURE AND LEARNING RESOURCES FOR STUDENTS

The infrastructure committee evaluates the needs of infrastructure required and adequate facilities for teaching and learning process. **Lecture Galleries:** There are 5 Air Condition lecture theaters of gallery type with seating capacity of 200 students each. All lecture theaters are provided with independent AV aids, and Internet facility are available in the College. The lecture theaters are shared by all the departments in programmed manner. All lecture Halls are smart class rooms with e-learning and virtual class facility. The other facilities provided are Staff Rooms, Common Room for students, day care centre, rest rooms, vehicle parking, Guest House, drinking water, Internet Cafe, Transport and Telephone. Separate Boys & Girls Hostel and Quarters for Staff & Faculty. The college meets the needs of the physically disabled students by providing wheel chair, lift and physical assistance to meet the specific needs. **Gymnasium:** A fully equipped Gym has been established in the college campus and the coach is available in the Gym for guidance. The Gym is kept open from 5.30 AM to 9.30AM, in the morning and from 4.30 PM to 9.30 PM in the Evening- Tread Mill, Multi Functional, elliptical Trainer, Crunch Bench, Stretch Machine, Bicep Cure, Roman chair are the equipments utilized.

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11. GOVERNING BODY

The composition of the Governing Body of the SMVET shall be as follows.

Mr.M.Dhanasekaran	Chairman	Management
Mr.V.Sugumaran	Vice Chairman	Management
Dr.K.Narayanaswamy	Secretary	Management
Mrs.K.Nalini	Member	Management
Mrs.D.Geetha	Member	Management
Dr.D.Rajagovindan	Chairperson	Director
Dr.M.Pragash	Member	Teacher of the College
Dr.K.Karthikeyan	Member	Teacher of the College
Dr.V.S.K.Venkatachalapathy	Member	Educationist or Industrialist
	Member	Nominated by the UGC
	Member	State Government nominee
	Member	University Nominee
Dr.R.N.Kagne	Ex-Offico	Principal of College

A. NORMS FOR GRANTING RELIEF SERVICE

A member of the faculty or supporting staff in permanent service shall give three months notice in case he or she needs to be relieved or three month's salary in lieu thereof.

The appointing authority reserves the right to waive the notice period or payment of compensation thereof.

12. AWARDS & OTHER SUPPORTS

(i) Awards of gold coins to the students

The meritorious students who secures the first ten ranks in the University examinations shall be honored as follows. They are eligible to receive the gold coins as indicated below along with merit certificates.

I rank holders in all the subject of Under Graduate course: 1 sovereign of gold

Cash Award to the students

I rank holder: Cash award of Rs.3000/- each
II rank holder: Cash award of Rs.2500/- each.
III rank holder: Cash award of Rs.2000/- each.

Dr. KAGNE. R.N

DEAN, GRIEVANCE CELL

**SRI MANAKULA VINAYAGAR
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All students of this institution are free to represent their grievances to the Grievance Cell established at this institution. Immediate attention shall be given to each

grievance. Wherever necessary immediate remedial measures shall also be taken.

14. WOMEN'S CELL


The Pondicherry University, in accordance with directions given in the judgment of the Honorable Supreme Court of India has instructed all the affiliated institutions to constitute a women's cell to safe guard the interests of working women and to avoid sexual harassment. To comply with these directions and to avoid harassment of women at this institution, a women's cell has been constituted and the composition of the same is as follows.

(i) Composition of the Women's Cell

Women faculty -1	
Women faculty -2	
Women faculty -3	- Member
Women faculty -4	
Women faculty -5	
Women faculty -6	
(According to seniority)	
Non-teaching staff (women)	-Member
The senior most faculty member	-Convener

(ii) The objectives of the women's cell

- To create an awareness on equal opportunity for women.
- To bring changes in the attitude and behavior among adolescent youth.
- To provide harassment free working /living atmosphere by identifying and fixing responsibility on concerned persons causing harassment.
- Ensuring equal treatment to women and to provide opportunity for the participation of women in all the campus activities.
- To conduct programmes for women to empower them financially, emotionally, mentally and physically.
- To deal appropriately with the reported cases of sexual harassment of unfair treatment based on gender bias, abuse or discrimination. Initiate immediate action against these grievances.


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15. TRAVELING, CONVEYANCE & TELEPHONE EXPENSES


The Managing Director/ Director/Dean have access to the college telephones, fax and transport. However in case of emergencies, they could avail other sources and claim reimbursement within limits as decided by the Chairman & Managing Director. The HODs and other executives provided with transport facilities may be reimbursed the charges actually incurred subject to production of necessary bills, if the vehicle is not available. The faculty members and staff sponsored for any outstation programmes and training, authorized by the management shall be reimbursed the expenses incurred, the amount actually spent or II Class sleeper fare whichever is less. Daily allowances as approved by the Chairman & Managing Director shall be also be paid. The staff on official work shall be paid local conveyance expenses at the rates approved from time to time. Auto fare can be reimbursed if the place of visit is not connected by bus or train.

16. SPORTS & GAMES

To encourage the sports activities and to produce quality sports men and women, it shall be necessary to expose them to matches / tournaments, organized by University or sports bodies. The participating students shall be provided allowances as follows:

Distance	allowance
Within city distances	Rs.100/-DA per day
Up to 50 Kms:	Rs. 150/- DA per day
Beyond 50 Kms:	Rs. 200/- DA per day

The claims with necessary details and bills duly authorized by the person in charge / Director of Physical education shall be submitted to the Director for sanction


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