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### 1. PURPOSE :

The purpose of this policy is to lay down the common ground of behavior for students, faculties and staffs to inculcate ideals and values that will help them to emerge as responsible professionals.

### 2. SCOPE :

Infringements of serious nature and criminal activities will be dealt with by law enforcing agencies

### 3. RESPONSIBILITY:

This procedure is applicable to students, faculties and all staffs of Sri Manakula Vinayagar Medical College and Hospital.

### 4. PROCEDURE:

#### For students:


On admission to any course of study, every student submits himself/herself to disciplinary jurisdiction of the management of the institute, the incharge and other officers of the institute who may be vested with the authority to exercise discipline.

The students are advised to keep themselves aware of the institute rules. They are also advised to go through detailed hostel rules and prevention of ragging rules given separately. ignorance of rules shall not be an excuse for violation.

Each student shall conduct herself/himself, both within and outside the campus of the institute in a manner befitting a student of a prestigious institute. Each student shall show due respect and courtesy to the teachers, administrators, staff of the institute, and to the visitors and residents of the institute, and good behavior to fellow students.

Lack of courtesy and decorum; unbecoming conduct within and outside the institute; wilful damage to institute property, removal of any property belonging to the institute, fellow students or



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other personnel and residents of the institute; use of abusive and offensive language: disturbing fellow students in their studies; breach of rules and regulations of the Institute; adoption of unfair practices in tests, quizzes, assignments, or examinations; noisy and unruly behaviour shall constitute violation of the code of conduct.

Loud talking, loitering or congregating, being a source of distraction and annoyance to others is not permitted.

Students are required to be dressed neatly and decently. Dress code for male is formal shirt & pant with leather shoe and for female is chudidhar with dupatta. Apron is compulsory for both.


Use of cell phones is strictly prohibited in all academic areas of the campus. Use of cell phones would entail confiscation of the handset. It would be returned only at the end of the course.

Late arrival and early departure at or from a class are recorded as absence from the class. Students are not allowed to leave the institute during working hours without the written permission of the Director.

The students at the institute require attention and diligence. A student neglecting his / her studies and having unsatisfactory progress will be given two warnings after which if he/she fails to improve, he/she will be liable for expulsion from the institute.

It is compulsory for the students to attend functions /activities organized by the institute on various occasions like Independence Day, Republic Day, Annual Day, etc whether the function falls on a working day or on holidays. Absence from such functions without valid reasons will invite disciplinary action.



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Students shall observe all safety precautions. The institute is not responsible for any accident, of whatever nature, in the institute, hostel, workshop, and playground and during training or educational tour/trip.

Students are prohibited to take part in ragging, political activity or any activity which is detrimental to the dignity of the institute. Any student found violating the rule or bringing disrepute to the institute will be expelled from the institute.

The students will compensate damage to institute/ hostel property/ furniture caused by neglect or wilful damage. Defacing the walls or institute property will be viewed seriously.


Students must make all possible efforts to conserve electricity and water. They must switch off lights and fans when they leave the class room/ hostel room, lab etc. Students must help keep the institute neat and clean and also preserve and maintain the gardens.

Students must pay their fee/dues on or before the prescribed deadline failing which appropriate disciplinary action will be taken. Students may note that fees once paid will not be refunded/ adjusted. If a student leaves the course before completion, he/she will be required to pay the fee for the entire course.

Students must keep their identity cards always with them and shall show the same on demand by any faculty/official of the institute.

Any student found smoking or under the influence of intoxication of alcohol/drugs in the institute or in the hostel is liable to strict disciplinary action which may be up to expulsion from the institute.



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The students are advised to see regularly the notices displayed on the institute/hostel notice boards. The notice displayed on these notice boards shall be deemed to have been served on the students.

Any student who fails to clear all the dues shall be debarred from appearing examination.

All applications must be addressed to the Director.

The Director reserves the right to modify any of the institute rules as and when necessary. The decision of the Director-Principal in all matters shall be final.


All powers relating to discipline and disciplinary action are vested in the Director.

The Director may delegate all or such powers as he deems proper to any of the official of the institute. Every member of the staff has authority to forbid disorderly behaviour within the institute.

The following shall amount to acts of gross indiscipline:

- Ragging in any form within premises of the institute, public transport, or surrounding of the institute. Please refer to detailed rules regarding prevention of ragging.
- Physical assault or threat to use physical force against any member of the teaching, non-teaching staff, any student within premises of the institute.
- Carrying or threats to use of any weapon.
- Any violation of the provisions of the Civil Rights Protection Act 1976.
- Violation of the status, dignity and honour of any student.
- Any practice, whether verbal or otherwise, derogatory to women.
- Any attempt of bribery or corruption in any manner.



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- Wilful destruction of the institute property.
- Creating ill will or intolerance on religious or communal grounds.

Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest as may deem to him appropriate, the Director may, in the exercise of his powers aforesaid, order or direct.


- That any student or students be expelled, or
- Any student or students be, for a stated period, rusticated, or
- Not allowed to attend a course or courses of study in a department of the institute for a stated period.
- Be fined
- Be debarred from giving a departmental examination or university examination.
- That the result of the student or students concerned, in the examination or examinations in which he/she appeared be withhold or cancelled.
- That the student be suspended from the institute till completion of pending enquiry.

The institute Authorities shall have authority to exercise all such disciplinary powers over students as they may find necessary the post-graduate programme of various departments which shall be reviewed for proper conduct of the institute.

Without prejudice to the powers of the Director, detailed rules of discipline and proper conduct in class rooms/laboratories/institute campus may be supplemented where necessary by Heads of the Departments. Each student shall be expected to study and follow these rules.

At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Director and other authorities of the institute who may be vested with the authority to exercise discipline under the rules and regulations that have been framed by the institute.



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A defaulting student who is aggrieved with the punishment awarded may prefer an appeal to the Chairman of the institute stating the reasons as to why the punishment should not be awarded. The Chairman shall prescribe the procedure to process such appeals.

**Note:** Parents/Guardians are advised not to encourage their wards to remain absent without sufficient reasons during the academic session. Medical leave will be granted strictly only by Director (as per the institute's medical leave rules for the students.)

**For faculties and all staffs:**

Every employee of the SMVMCH shall devote his / her whole time to the college and shall not engage directly or indirectly in any trade or business activity in any other institution which is likely to interfere with the proper discharge of his or her duties. This provision shall not apply to academic work like giving guest lectures, talks or any other work undertaken with the prior permission of the management.


Every employee should maintain absolute integrity, be committed and devoted to the college. He / she shall always maintain the dignity and prestige of the college and every employee is expected to maintain a cordial relationship with the management, Director, Principal, staff, students, parents and visitors to the college.

No employee, without the previous sanctions of the Management / Director / solicit or accept in any way to raise subscriptions in pursuance of any objective whatsoever. Arrangements made expect for routine farewell or felicitation functions connected with the college will be exempted and will not be considered under this category.

No faculty member shall engage himself or herself in undertaking coaching or private tuition for the students for remuneration.

No employee shall except with the previous sanction of the Director own, wholly or in part, conduct or participate in editing/managing any newspaper or periodical or any other publication.



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No employee, while on duty, shall participate in politics or contest in election neither as an independent candidate nor as a candidate for a particular political party. No employee shall induce or participate in strikes pertaining to his/her service or other conditions, which tend to tamper the reputation of the college.


No employee shall be permitted to approach any organization / forum or to press in order to indicate or air his grievances. Such a kind of activity will be considered as an act of „misconduct“ and appropriate disciplinary action shall be initiated.

No employee may absent himself / herself from duty without prior permission. He/she must try his/her best to send intimation to the concerned Head of the dept. / unit Head regarding his/her availing of leave, in cases of emergency. The staff concerned on his/her return to duty should get the written approval for the leave availed.

Every employee shall maintain punctuality unless permitted otherwise by his/her superior. No employee shall after reporting for duty be found absent during working hours. The above rules are applicable to all the employees including those appointed on contract and temporary basis.

The following activities shall be treated as act of misconduct.




- Failure to exercise efficient supervision/insubordination or disobedience to his/ her superior officer.
- Gross negligence in teaching or other duties any conduct which is immoral and liable to be punished under the IPC.
- Intemperate habits affecting the efficiency of teaching.
- Bringing an outsider into the college campus with ulterior motives
- Damaging the property of the institution.
- Inducing somebody to cause damage to the property of the institution.
- Failure on the part of an employee in suppressing factual information of his /her previous history.

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**Disciplinary committee:**

The disciplinary committee will submit report and recommendations about a case to the Director/ Dean reporting of a violation.

The Director/ Dean, at his discretion, will order the disciplinary committee to conduct proceedings. Parents of the involved students will be informed about the alleged case and they will be informed that the investigation is in progress.

	Designation	Signature
Prepared by	Dr. K. Karthikeyan Dean (Academic)	
Reviewed by	Dr. G. Kalaiselvan IQAC Co-ordinator	
Approved by	Dr. R. N. Kagne Deputy Director and Dean	
Issued by	Dr. D. Rajagovindan Director	