

## RULES AND REGULATIONS

Following rules and regulations as amended from time to time, are applicable to all medical students.

### **1) General Rules:**

1. The general control of students is vested in the Dean.
2. Students admitted to the Institute are expected to:-
  - i. Lead simple life
  - ii. Wear Khadi
  - iii. Take vegetarian meals
  - iv. Eschew smoking, drinking and any other intoxicants.
3. Students after admission to the Institute are given an Orientation Training Course for a fortnight in Sevagram Ashram to introduce them to Gandhian thought and way of life. If they are found unable to adjust themselves to the environment, their admission may be cancelled.
4. During the 1st Semester, attendance in the Social Service Camp is essential, failing which the student may not be allowed to appear in the University Exam.
5. Students who do not maintain a satisfactory standard in academic or in the observance of college code of discipline shall not be allowed to hold office in extracurricular bodies or be eligible for scholarship or any the assistance.

### **2) Rules for class attendance:**

1. Regular and punctual attendance at lectures, demonstration, laboratory work, clinics and class examinations is essential. Students who do not have 75 percent attendance or whose progress and conduct are not satisfactory, may not be allowed to appear at the University Examination.
2. There shall be no condoning for shortage of attendance.
3. All students are required to note that they fulfil the attendance requirements to avoid unpleasantness at the time of registering for the examination.
4. Continuous absence from the classes for over one month with out any valid reason will make the student liable to be removed from the college Rolls. He may however be readmitted on the payment of Rs. 1000/- as readmission fee in addition to clearing all dues.
5. **It has become mandatory to send quarterly attendance to the university after which it will not be possible to change the attendance so students have to ensure that they fulfil the attendance in each quarter. In case their attendance is short it will be informed to their parents.**
6. When the teacher enters the classroom the students should rise and remain standing till they are asked to sit or till teacher sits down. When the attendance is taken by the teacher, each student as his/her name or roll number is called must rise up from his/her seat and answer to his/her name.
7. No student shall be allowed to leave the classroom without the permission of the teacher or until the class is concluded.
8. Students are expected to assemble in the classroom five minutes before the appointed hour when the roll shall be called and the absence of any student noted.

9. Students are not permitted to remain in the lecture hall except during the hours of instruction.

**3) Dress Rules:**

1. Only khadi clothes are permitted
2. Dress should be neat and clean.
3. Girls with hair longer than shoulder length, should have their hair put up.
4. Aprons are compulsory for boys and girls.
5. Gaudy dresses should not be worn.

**4) Leave Rules:**

1. Student leaving the hostel on Sundays & Holidays must apply and take permission to do so from hostel authorities and should not proceed on leave till it is sanctioned.
2. The student shall submit application in duplicate to the officers nominated by Dean for permitting the students to go on leave, on working days separately for Preclinical, Paraclinical, Final part I and Final part II. The post graduate students shall take leave sanction from their respective Head of the Departments.
3. The leave will be sanctioned by the respective teachers names of whom will be circulated to the students and the student shall inform the sanction of such leave to the concerned departments.
4. The officers shall also send a copy each of such sanction to the Warden / Lady Hostel Supdt. and student section for record.

**5) Hostel Rules:**

1. Residence in the hostel of the Institute is compulsory for all Under Graduate students.
2. Postgraduate students will be given accommodation in the hostel if the rooms are available and that will be done as per the rules.
3. The rent of the hostel shall be paid in two equal installments as per the prospectus along with term fees.
4. Students on allotment of the rooms will take over the charge of the rooms including the glass-pans, electric installation and the furniture. Any damage or breakage during the occupation period will be charged from the student concerned.
5. A student must hand over the charge before leaving the room with all fitting, fixture and furniture intact to the Warden J.N. Hostel (Boys) / Supdt. Ladies Hostel.
6. Students in their own interest are strictly prohibited from keeping money, jewelary or any other valuables in their rooms. They should also ensure that they lock their rooms while going out as a safety against possible thefts. Hostel authorities will not be held responsible for any loss. A student should report to the hostel authorities immediately for investigation if his/her lock is tempered with or broken or a theft has taken place. No student shall report such matter directly to the police.
7. Keeping unauthorized occupants including friends and relatives in the hostel is not permitted.

8. Student must keep his/her room clean and tidy. He / She must throw hair, papers, fruit-skin or any other kind of refuse articles in the waste paper basket provided for and then should throw in the dustbin provided outside.
9. He / She must remain properly dressed and not commit any nuisance, shouting, and playing of Radios, Gramophones etc. loudly in the room / hostel campus which will be seriously viewed.
10. He /she must not spoil soil or disfigure any part of the building, compound, garden etc.
11. He / she shall leave the bath room and latrine after use as clear as he / she would like to have when he/she visits the place.
12. Wastage of water must be avoided by closing the taps when not in use.
13. Meals are not allowed to be taken in rooms unless a student is ill or it is permitted by the Warden / Supdt. Ladies hostel. **In case of the rule is violated a fine of Rs 100 may be imposed.**
14. Wastage of food must be avoided. Any leftover food on the plate must be thrown in the dustbin before washing his/ her plate by the student. Chocking of wash – basins must be prevented by them.
15. Student must not interfere with any electrical installation in hostel. Use of electric Iron and applications for making tea etc. is permitted in the utility room only. No other electrical appliances are permitted in the Hostel. Students must see that the lights and fans are switched off when the rooms are unoccupied, failing which they will be liable for disciplinary action. Abuse and wasteful use of electric current or unauthorized fitting of any connection will make them liable for penalty and disciplinary action.
16. No male student is allowed in the inside of the Girls Hostel and vice-versa, except on official occasions when mixed gathering are allowed.
17. Guests, friends or relatives of the same sex may be allowed on Sundays and Holidays at specified hours notified by the hostel authorities to visit in the respective hostels. They will not be allowed to do so on working days and during college hours unless specifically permitted by the hostel authorities.
18. No visitors shall stay in the hostel unless they are permitted by the hostel Authorities in writing.
19. No student is allowed to remain absent from the hostel after 10.00 p.m. (Girls) and 10.30 p.m. (Boys) without the permission of hostel authorities.
20. Permission must be taken from teacher In charge authorized for permitting leave of absence from classes or to go out of station. All students must report to the warden on return from leave. In case of illness during leave a medical certificate must be sent immediately.
21. Ragging in any form is absolutely forbidden and is punishable by fine, rustication or expulsion from the Institute.
22. All illness should be reported to the Warden as early as possible.
23. **Students should ensure that any personal issue of married students (related to wife /husband) or boyfriend/girlfriend should not disturb the tranquillity of the hostel, it should be sorted out at their personal level or by their families.**

#### 6) **Disciplinary Rules:**

1. A disciplinary committee of the college will be formed consisting of the faculty Members nominated by Dean

2. This committee shall handle all charges of misconduct against the students.
3. The Committee is empowered to consider all disciplinary charges and to recommend penalties.
4. The Dean shall finally decide the disciplinary action.
5. Any student who disobeys a lawful order given by the Dean, shall be subject to disciplinary action
6. A Student committing any breach of discipline as specified below will render himself / herself liable for disciplinary action :-

### **MINOR MISCONDUCTS**

- 1) Absence from lectures/clinics/practical/training programmes without any valid reason/permission. Found indulging in ragging of juniors.
- 2) Overstay of sanctioned leave/vacation.
- 3) **Any conduct/action due to which the fellow inmates are disturbed.**
- 4) **In spite of repeated instructions if the hostel premises is kept unclean by the inmate**
- 5) Absence from other place/activity officially requiring the presence of the students

### **MAJOR MISCONDUCTS**

- 6) Absence from hostel, without leave/permission.
- 7) Absence from university exam without any valid reason like sickness/hospitalization etc.
- 8) Prolonged absence from college without permission from college.
- 9) Absence from college exams without valid reason.
- 10) Using unfair means in tests/examinations/practical.
- 11) Use of criminal force to fellow students.
- 12) Neglect of studies and unsatisfactory progress in academics.
- 13) Disobedience of orders and insubordination to teaching staff.
- 14) Grouping under the banner of religious or political outfits should be avoided. Nobody should try to force their belief or habits on other students.
- 15) Violation of standing orders or any other orders of Dean.
- 16) Smoking & Drinking in the college campus is not permitted. Violations of this act shall be cause for discipline.
- 17) Any student, who uses, possesses, consumes, is demonstrably under the influence of, or sells any liquor, in violation of law shall be subject to discipline.
- 18) Any student who, uses, possesses, consumes, is demonstrably under the influence of, or sells any narcotic drug or controlled substance, in violation of law, shall be subject to discipline.
- 19) Any student who significantly disrupts any college function by intentionally engaging in conduct that renders it difficult or impossible to continue such a function in an orderly manner, shall be subject to discipline.
- 20) Any student who, while in any college facility or participating in a college related program, commits theft or possesses stolen property, or commits robbery, shall be subject to discipline.

- 21) Any student who causes or attempts to cause physical damage to property owned, controlled, or operated by MGIMS, or to property owned, controlled, or operated by another person while said property is located on college facilities, shall be subject to discipline.
- 22) Any student who in this or any other manner is guilty of malicious mischief shall be subject to discipline.
- 23) Any student who, while in any college facility or participating in a college related program, shall interfere by force or violence with, or intimidate by threat of force or violence, another person who is in the peaceful discharge or conduct of his/her duties or studies, shall be subject to discipline.
- 24) Any other breach of discipline not mentioned above but contrary to any provision of the Code of Conduct, Dean's order or Notices/Instructions issued from to time.

## **7. Penalties and Punishments**

The competent authorities to award penalties/punishments will be as approved by Dean.

### **a) Removal from College Rolls**

A student will be removed from the rolls of the College by the appropriate authority on the grounds of :-

1. Unsatisfactory disciplinary conduct.
2. Unsatisfactory progress during training.
3. Absence from college and /or failure to appear in University examinations

### **b) Suspension from College**

1. A student may be suspended for a term or more on academic grounds as decided by the College Council.
2. A student may be suspended for a term or more by the college authorities on disciplinary or administrative reasons.
3. On suspension or being struck off college rolls the student will vacate the hostel within 48 hours and proceed directly to the place of residence of his parent (s) or his legal guardian if parents are not alive.
4. The college has no liability, whatsoever, if the student proceeds elsewhere.

### **c) Fine**

Fine of Rs 250 can be imposed on minor offenses by the Warden or Head of Department. A fine up to Rs 1000 will be imposed by the Dean.

### **d) Publication of Punishment and Penalties**

Major/Serious punishments and penalties will be published in the College notice board.