



Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

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Category: Student Affairs

Content: Code of Conduct - Amended

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Inquiries: Office of the Principal,

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Signed by:


Vice-Chairman


Dean Emeritus


Principal



CODE OF CONDUCT FOR STUDENTS

The environment prevailing in Sree Gokulam Medical College and Research Foundation is expected to be one where all, including the staff and the students have the right to have the following:

- A safe environment to live and study.
- A courteous treatment from others.
- An environment free from the acts of violence.
- An environment free from harassment, intimidation and discrimination.
- An environment with protection of their property.
- To have a system where complaints are responded and acted upon promptly.
- To have a system where complaints are resolved fairly and justifiably.

Code of Conduct to students is to lay down the common ground of behaviour, and inculcate values that will help them to emerge as responsible professionals and citizens in future. Criminal activities will be referred to and dealt with by Law enforcing agencies. Hence, such cases will be handed over to the Police/relevant authorities for necessary action.

A student who behaves in such a manner that the student violates the expected standard/rules regulations/Code of Conduct applicable may be subjected to a process of analysis/surveillance inquiry and finally inviting appropriate corrective measures/disciplinary action, wherever necessary. All the students are expected to behave in an appropriate manner while in and out the College premises. Students will be disciplined for the following:

- a. Behaviour
- b. Attendance in classes/teaching and training programmes
- c. Observance of rules
- d. Academic honesty
- e. Act of ragging and its prevention



- f. Prevention of criminal Activities
- g. Any other, as mentioned, in this code of conduct

BEHAVIOUR

EXPECTED BEHAVIOUR

Students are expected to:

- a. Take responsibility for their own behaviour.
- b. Show respect for other human beings, animals and birds.
- c. Show respect for others beliefs and feelings.
- d. Behave decently to students, faculty, staff, examiners, inspectors & guests.
- e. Behave decently to patients and patient's bystanders.
- f. Behave decently to visitors to the Institution including various inspectors.
- g. Respect and ensure confidentiality on the details and treatment of patients.
- h. Have punctuality in the Institution.
- i. Follow decent and proper dressing habits. Follow uniform, if prescribed.
- j. Respect dress code in areas specified by the authorities from time to time.
- k. Not to involve in ragging either directly/indirectly or actively/passively.
- l. Refrain from malpractices in examinations.
- m. Follow student related directions of NMC/University/Government/any other competent authority.
- n. Not to cause/invite disrepute for themselves and for the Institution.
- o. Consider others at all times.
- p. Show respect to college property.



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- q. Show responsibility of the safe custody of personal belongings.
- r. Work actively to strengthen the overall image of the Institution.

BEHAVIOURAL MISCONDUCT

Behavioural misconduct of any form is not allowed. Any activity that is not in the spirit of 'good order' is Behavioural Misconduct, and includes, but is not limited to, the following:

- a. Any undue pressure on, and harassment and disturbance and misbehaviour to others, whether those who belong to the student community, faculty, resident doctors, or outsiders, will be viewed seriously.
- b. Abuse, threats of violence or intimidation, bullying, treachery or other inappropriate behaviour by physical gestures by speech, or by electronic means that threatens or endangers the health, freedom or safety of any person or obstructs or prevents a resident or a faculty member in/from their duties.
- c. Uncontrolled and/or unbalanced behaviour, speech or gesture, threat to assault or assault any faculty, or attempt any form of rudeness or sexual suggestions/gestures/actions in a conversation with a faculty/student/non-teaching staff member/patient/bystanders and others.
- d. Disorderly or indecent conduct, breach of peace, anti-social behaviour, or aiding or abetting other persons to breach the peace on College or Hostel premises or outside.
- e. Obstructing college activities including teaching/training, administration, efforts of administration in the maintenance of discipline etc.

ACADEMICS AND ATTENDANCE

- Students should always be punctual in classes.
- Students concerned are not expected to stay in the Hostel when classes/clinical training academic activity are going on, without justifiable reasons.
- Students are expected to attend all the classes, as far as possible, even though the NMC University Regulations prescribe a minimum attendance, as one of the eligibility criteria to appear for the University Examinations.



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- Decorum in classes/teaching and training areas/functions/meetings etc. has to be maintained and students are expected to maintain good behaviour in the classes/teaching sessions/training sessions/other educational sessions/functions/meetings etc. of the Institution.
- Use of mobiles phones are not allowed in classes and in areas/occasions, as notified from time to time, by the Institution or by the University.
- Students should always be in possession of their identity cards and other badges, if prescribed in specific areas. Failure to produce the identity cards within the Institution and the related campus is liable for disciplinary action.

OBSERVANCE OF RULES

Rules specific to various areas of the Institution like Hostel, Hostel Mess, Canteen, Library etc. has to be followed without fail. Violations can invite disciplinary actions.

ACADEMIC HONESTY/DISHONESTY

- Students should maintain and follow academic honesty.
- All forms of academic dishonesty including (but not limited to) cheating in examinations, and facilitating such deeds can invite disciplinary actions.
- Any student who is found guilty of using unfair means, i.e., cheating or endeavouring to cheat by taking unauthorised books, pamphlets, papers, mobile phones, voice receiver, voice recorder, other gadgets of communication etc. into the examination hall or trying to gain information from fellow students while in the examination hall will render himself/herself liable to be punished and may result in suspension/expulsion from the institution. Such incidents will be reported to the University for further action.
- Any student who is found helping in academic dishonesty is also liable for disciplinary actions.

Activities which are not welcome

Any form of behaviour which is unwelcome (e.g. intimidations, harassment including sexual harassment, activities inviting disrepute to the Institution, cybercrime, unlawful use of social media/sites. Use of alcohol/unlawful drugs, act of smoking, gambling, indecent dressing, not in proper uniform (when prescribed in a particular area), involving in unsafe activities, ragging etc.) may invite probing and further actions, if necessary.



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1. Harassment: Humiliating a person who is the target of that indecent behaviour, is harassment. Some examples are making inappropriate comments, questioning and insinuations about one's private life, making intimidating comments, showing intimidating behaviour or actions, making offensive phone calls or messages through electronic media, attempts to force one into unchosen behaviour, etc.

2. Sexual Harassment: Sexual harassment would mean unwelcome sexually determined oriented behaviour. Students are prohibited from sexual harassment especially to a women, including female employee, student, patient, bystander etc.

3. Disrepute to Institution: Students will ensure that their behaviour does not result in a 'bad image' for the College by indulging in assault/fight with each other or with outsiders, disrespecting the right of the neighbourhood, rejecting/avoiding courtesy, disturbing peace and quiet atmosphere, and involving in illegal activities of any kind. Academic dishonesty, criminal activity, ragging, harassment, sexual harassment etc. will invite the award of various forms of punishments under the law of the land and thus indirectly bring disrepute to the institution. Students should not talk, behave or act in any manner outside the college that would bring disrepute to the Institution. For bringing the College into disrepute, the student can receive appropriate disciplinary action, if proved guilty.

4. Cybercrimes: Cybercrime are offences committed against individuals or groups of individuals with a criminal motive to intentionally harm the reputation of a person or cause physical/mental/financial harm to the victim directly/indirectly, by using modern technology such as computers, internet, mobile phones etc. Several other types of cybercrimes are also identified, including email frauds, social media frauds, banking frauds, ransomware attacks, cyber spying, identity theft, making and using spyware, etc. Any act of a cybercrime would be handed over to the Cyber Crime Cell of Police.

- The use of social networking media by any student to use insulting and derogatory remarks, or make insinuations about any person or group of persons, including staff, students and faculty is prohibited.

- The communication of obscenities and derogatory or offensive comments on individuals focusing for on gender, race, religion, nationality, sexual orientation, etc. are also prohibited.

5. Drugs: The consumption of harmful/recreational/unlawful/intoxicating/ performance enhancing drugs of any kind in the College campus, including College, administrative area, College hospital, Hostel etc. and its premises is prohibited.

- The possession of any drug, other than those prescribed by a medical practitioner/available over the counter without prescription, is a violation of code of conduct.



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- Possession of harmful/recreational/unlawful/intoxicating/performance-enhancing drugs by a student will be reported to the Police/Excise department/competent authority.

- The student will be liable for disciplinary action, if proved guilty.

- Possession of such drugs (including within the hostel room) will be considered as violation of the Code of Conduct and may result in disciplinary actions, even if not consumed such drugs.

6. Alcohol: Students are not permitted to consume alcohol in the College campus, including College, administrative area, College hospital, Hostel etc. and its premises.

- They are also not welcome to the Institution and its premises, after consumption of alcohol outside the premises and still under the influence of alcohol.

- Possession of alcohol (including within the hostel room) will be considered as violation of the Code of Conduct and may result in disciplinary actions, even if not consumed alcohol.

7. Smoking: Smoking is prohibited in the College campus, including College, administrative area, College hospital, Hostel etc. and its premises. Possession of Beedi/Cigars/Cigarettes related materials or gadgets (including within the hostel room) will be considered as violation of the Code of Conduct and may result in disciplinary actions, even if not used it.

8. Gambling: All forms of gambling are forbidden in the Institution and the Campus.

9. Unsafe Activities: Harming others and indulging in dangerous activities like climbing on roofs or ledges, or other activities that may result in injuries (e.g. riding two-wheelers without helmets, driving four wheelers without seat belt, attempting to handle/repair electrical defects by the student etc.) are not allowed.

10. Use of Cars and Two-wheelers: Students are not permitted to use Cars and Two-wheelers in the campus/areas, as notified from time to time.

11. Unauthorised social functions: All social functions in Hostel and College must be at the approved places only and also with the prior permission of the Dean/Principal.

12. Damage to College Property: Students will use facilities, furniture and fitments appropriately and with due care.

- They shall not cause damage or soil any College property, or exchange or change the location of any College furniture or fixtures.



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- Necessary repair works will be carried out as per specifications by the maintenance department.
- The cost of damages to the property by wilful or negligent actions or vandalism will be recovered from the students concerned.

13. Mutilation or damage of Buildings: Students should not deface, mutilate or damage any building or property belonging to the college or individuals. No nails and screws are permitted to be driven into walls, ceilings or woodwork.

14. Persistent disregard for the Code of Conduct: A student, showing persistent disregard of the Code of Conduct, will be counselled both in words and in writing, and if the behaviour persists, the student will be referred to a Psychological Counsellor, placed under disciplinary probation and thereafter to a Psychiatrist, if necessary, for a positive transformation.

- In case of continued and repeated unsatisfactory conduct, despite repeated disciplinary awards and other measures, the student may be suspended from the college/hostel for a certain period. If the student continues to violate the Code of Conduct, repeatedly the student is likely to be expelled after recording the reasons, and after following due procedures, as applicable and recommended.

RAGGING

Ragging is an offence and is prohibited in the Medical Colleges and other institutions. Anyone found involved in ragging or encourage or assist (someone) for ragging, whether actively or passively/directly or indirectly/being a part of a conspiracy to promote ragging, is liable to be punished in accordance with Regulations as well as under the provisions of applicable penal law in force, from time to time. The Institution takes necessary positive steps to achieve the objective of eliminating ragging, within or outside the institution. In the event that an incidence of ragging comes into the notice, the college will act as per the existing NMC regulations [National Medical Commission [Prevention and Prohibition of Ragging in Medical Colleges and Institutions, Regulations, 2021 available in the website (<https://www.nmc.org.in>)], recent NMC guidelines/advisories/ Regulations of NMC come into force from time to time and State or Central Acts/laws prevailing at that time.

Definition of Ragging: Ragging shall mean any disorderly conduct, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness, any other student, indulging in rowdy or undisciplined activities which causes or is



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likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment, so as to adversely affect the physique or psyche of a fresher or a junior student.

The following actions, but not limited to, may constitute ragging:-

- a. Any conduct by any student or students 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.
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act, which such the student will not in the ordinary course do and 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.
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g. Any act of physical abuse including all variants of it, such as, sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h. Any act or abuse by spoken words, emails, posts, snail-mails, blogs, 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.
- i. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste,



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ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

- j. Any act that undermines human dignity and respect through humiliation or otherwise.
- k. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student
- l. Any act as defined by Acts/Rules/Regulations applicable from time to time as enforced by NMC/Central Government/State Government.
- m. Anything not explicitly mentioned above but otherwise considered as ragging in letter and spirit of the definition for ragging.

· At the time of admission, undertaking in the specified formats, shall be taken, that the student shall not involve in ragging in any manner whatsoever. (Undertaking by the Student and by the Parent/Guardian)

· And also those who seek admission in hostels either within the premises or outside the premises of the Medical College or institution shall give an undertaking, in the specified format, that the student shall not be involved in ragging in any manner whatsoever. (Undertaking by the Student and by the Parent/Guardian).

CRIMINAL ACTIVITY

1. Students shall never use insulting, provoking or threatening language in the campus and/or outside.
2. Students shall not participate in acts of violence towards persons or property of any kind, both on and off campus.
3. The possession of dangerous weapons (e.g. knives. Inflammables, explosives etc.) is prohibited.



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4. Acts involving criminal activity, intimidation, threats of violence, assault, affray, harassment, sexual assault, rioting or any form of impersonation, forgery, bribery, attempt to bribe, alteration/misuse of any document, record or identification, and theft of property or possession of stolen property by students will be viewed seriously and further probed.
5. Incidents and issues with criminal behaviour or activates will be referred to the police for further action. During the process of the investigations, the Dean/Principal may order the temporary suspension of offenders from the Hostel, if required.
6. In the event of police actions like arrests/detentions/interrogations initiated against a student or other Judicial proceedings, students if remain absent from classes will be treated as absent from academic activities, while assessing the academic eligibility for examinations or otherwise.
7. In the event of any criminal activity like assault or manhandling of any student or staff and subsequent arrival at a compromise between the parties concerned, the matter will nevertheless be investigated and disciplinary awards may be given, if proved.
8. Any student who is found guilty of stealing or in possession of stolen private or public property will be liable for appropriate disciplinary/legal action.

DISCIPLINARY COMMITTEE FOR STUDENTS

- Sree Gokulam Medical College and Research Foundation, Venjaramoodu, Thiruvananthapuram has been established on the foundation of discipline. Thus the violation of any disciplinary norm/Code of Conduct can invite disciplinary actions.
- In the event of violations/felt violations of the Code of Conduct, the information will be/can be addressed to the Dean/Principal, in writing.
- If the Dean/Principal is satisfied on the facts of such a violation, if speak for themselves, the Principal may proceed with disciplinary awards. The Dean/Principal may impose fines on students.
- The Dean/Principal, will order the Disciplinary Committee to conduct proceedings, if required.
- Any misconduct/violation of the code of conduct/any other related grievances submitted will be examined by a Disciplinary Committee.
- The Disciplinary Committee will submit the report with recommendations, if any, to the Dean/Principal in the prescribed format, within the prescribed time limit.



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- Parents of the involved students will be informed about the alleged case/issue/complaint on which the inquiry/probing/investigation is conducted and they will be informed on the progress of the same.

- The Dean/Principal of the College will issue notice by means of an order. Such an order will include the following:-

(a) Date and time of alleged violation, offence or infraction.

(b) Name of students or others (if any), alleged to be involved.

(c) Disciplinary Committee (with the Chairman/Presiding officer and other members etc.) details.

(d) Time limit for submitting the report by the Disciplinary Committee, after completion of proceedings.

- The Disciplinary Committee will convene meetings/conduct hearings under the directions of the Chairman/Presiding officer.

- The Chairman/Presiding Officer of Disciplinary Committee will issue a notice directing student(s) and others named/alleged to be involved in the act of violations etc., to submit explanations and to appear for a personal hearing, if necessary.

- During hearings, the statements of all concerned/witnesses, will be recorded by hand before the Disciplinary Committee. The following are to be recorded:-

a) Statements of the witnesses.

b) Questions put by the Disciplinary Committee and the answers obtained.

c) In case the witness cross-examines any other witness, those questions and the answers received.

- Recommendations of disciplinary actions will be recorded at the end of the report.



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DISCIPLINARY COMMITTEE FOR STUDENTS

COMPOSITION, FORMAT FOR REPORTS

The Disciplinary Committee for Students comprises the following:

- a) Professor nominated by The Dean/Principal as the Chairman/
Presiding Officer
- b) Two teaching faculty members
- c) Any other member from the College nominated by the Dean/Principal
- d) Two students (one Male & one female)

The student representatives will participate in the process of collection of truth and arriving at the conclusions. They will not be present in the process of making recommendations of disciplinary actions to be taken, if any.

The Disciplinary committee may submit the report in the following format.

-
Title

Conducted by Order. No dated

-

- A. Committee Members
- B. Dates of the Enquiry process
- C. Introduction
- D. References for the events
- E. Documents perused
- F. Persons examined by the Committee
- G. Procedure followed
- H. Facts and Evidences
- I. Observations
- J. Conclusions
- K. Annexure

- 1.
- 2.
- 3.
- 4.
- Etc.....

Name, Designation and Signature of Committee Members



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L. Recommendations

- Name, Designation and Signature of Members as applicable

Template of Affidavit to be received from Students and Parents/Guardian during admission, is given as Annexure (as Form 1 and Form 2) of "Prevention and Prohibition of Ragging in Medical Colleges and Institutions, Regulations, 2021" which is attached. (Available in the website <https://www.nmc.org.in> also)

Applies to:

All the students and for the reference of the faculty

Prepared by	Reviewed by	Approved by
Dr Harikumar Nair Professor of Radio-diagnosis	Dr P Chandramohan Dean	Dr K K Manojan Vice-Chairman & Director
Policy Number	Effective Date	Validity
SGMC/Acad.Pol/009/2020 Amendment	25.04.2024	5 years