

Sree Gokulam Medical College & Research Foundation  
Venjaramoodu, Thiruvananthapuram

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Content: Code of Conduct

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Signed by:

  
Director

  
Dean Emeritus

  
Principal



## **CODE OF CONDUCT FOR STUDENTS**

### **(Submitted by Code of Conduct Committee)**

1. Discipline is the foundation on which the Sree Gokulam Medical College and Research Foundation , Venjaramoodu , Trivandrum has been established .
2. The study and living environment in SGMCRF should be one where all the members including the staff and the students have the right to the following:
  - a. Living and studying in an environment which is safe
  - b. Courteous treatment, free from the acts of violence, harassment, intimidation and discrimination
  - c. protection of their property
  - d. have their complaints resolved fairly and acted upon promptly
3. Aim of a Code of Conduct: The aim of a Code of Conduct is to lay down the common ground of behaviour, and inculcate ideals and values that will help them to emerge as responsible professionals.
4. Scope : Infringements of serious nature and criminal activities will be dealt with by Law enforcing agencies .therefore , such cases will be handed over to the police for necessary action .
5. The Code of Conduct contains the following :-
  - a. Section I : Introduction , Aim and Scope
  - b. Section II Expected behaviour , Misconducts and Codes of Conduct
  - c. Section III Disciplinary committee , Rules Governing the constitution and Procedures
  - d. Section IV : Disciplinary awards
6. Disciplinary policy : A student who behaves in such a manner that violates the expected standard of the college will undergo investigation and appropriate disciplinary action wherever necessary. All the students are expected to behave in an appropriate manner while on and off the college premises . Students will be disciplined for the following :-
  - a. Behavioural misconduct
  - b. Unacceptable behaviour
  - c. Low attendance
  - d. Violations of this code of conduct

### **EXPECTED BEHAVIOUR , BEHAVIOURAL MISCONDUCT**

1. Expected Behaviour. Students are expected to take responsibility for their own behaviour, show respect to others and College property, have a fundamental respect for others' beliefs and feelings, and not come into disrepute. Consideration for others is expected at all times.

2. All students need to be aware that any undue pressure on, and harassment and disturbance of others and misbehaviour with them, whether those who belong to the student community, faculty, resident doctors, or outsiders will be viewed seriously. Students will work actively to strengthening the image of SGMCRF

#### Academics and Attendance

Nobody will stay in the Hostel when classes (and clinics) are going on. Although a student must have a minimum of 75% attendance in order to be eligible for the University Examination as per Medical Council of India (MCI) Regulations, the students are required to attend all the classes. It is hereby clarified that the University Rule regarding having a minimum of 75% attendance in each subject is merely one of the eligibility criteria to appear in the University Examinations. This does not mean that students will strive to achieve a minimum of 75% attendance.

Possession of Identity Card. Students will always be in possession of their identity cards. Failure to produce identity cards and loss of identity cards is liable for punishment.

#### Observance of Rules.

Extant rules pertaining to various areas viz Hostel, Hostel Mess, Library will be followed. Violations of those rules are punishable.

Academic Dishonesty: All forms of academic dishonesty including (but not limited to) cheating in examinations, and facilitating these are punishable.

Any student who is found guilty of using unfair means, ie, cheating or endeavouring to cheat by taking unauthorised books, pamphlets or papers, mobile phone, voice receiver, voice recorder, 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 rusticated from the institution. Any student who is found helping in academic dishonesty is also culpable, and liable for similar disciplinary action.

Behavioural Misconduct. Acts which will be construed to mean Behavioural Misconduct are too exhaustive to list. By and large, any activity that is not in the spirit of "good order" is Behavioural Misconduct, and includes (but is not limited to) the following:-

(a) Abuse, threats of violence or intimidation, coercion, deceit or other conduct by physical gestures (not including assault), by speech, or by electronic means that threatens or endangers the health, freedom or safety of any person or obstructs another resident or faculty member in performance of their duties.

(b) Intemperate behaviour, speech or gesture, threat to strike or strike any member of faculty, or attempt any form of rudeness or sexual innuendoes in a conversation with a lady faculty/ student/ non-teaching staff member.

(c) 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.

(d) Obstruction of college activities such as teaching, administration and disciplinary procedures.

### Criminal Activity

1. Students shall never use insulting, inciting, or threatening language when interacting with anyone and shall not participate in acts of violence towards persons or property of any kind, both on and off campus. Criminal activity involving acts or intimidation and threats of violence, assault, affray, battery, harassment, sexual assault, rioting or any form of criminal activity not involving violence like impersonation, forgery, bribery or attempt to bribe, alteration or misuse of any college document, record or identification, and theft of property or possession of stolen property by students will be viewed with the greatest seriousness. Cases constituting criminal behaviour will be referred to the police for investigation. During the process of the investigations, the Dean/Principal may order the temporary expulsion of involved offenders from the Hostel.

2 In the event of police actions like arrests/ detentions/ interrogations initiated against any student or judicial proceedings like court hearings, students who remain absent from classes will not be eligible for any special consideration while deciding for eligibility to appear in university examinations, irrespective of whether such investigations or judicial proceedings exonerated such students.

3. In the event of any criminal activity like assault or manhandling of any student of staff by student(s) and subsequent arrival at a compromise between the parties concerned, the matter will nevertheless be investigated by Disciplinary Committee for Students and disciplinary awards given for bringing the College to disrepute.

4. Students are responsible for the safe custody of their personal belongings.

5 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.

6. The possession of dangerous weapons including knives inflammables and explosives is prohibited.

### Ragging

7. The College will take necessary administrative steps to achieve the objective of eliminating ragging, within the institution or outside. In the event that an incidence of ragging comes to the notice of College authorities, the College will act as per the Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/Institutions) Regulations, 2009 available on the website [www.mciindia.org](http://www.mciindia.org).)

8. One or more of any of the following acts constitutes 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, or abusing, harassing, ill-

treating, manhandling, bullying or awarding undignified or unauthorised punishment to a student by any other student 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 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) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

(f) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

(g) Any act or abuse by spoken words, emails, post, 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.

(h) 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.

9. The application form for admission/ enrolment has a printed undertaking, to be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

Every student shall have to submit additional undertaking in the form along with his/ her application for hostel accommodation.

Collective Punishment. If the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.

10. Students will apprise themselves of the Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/Institutions) Regulations, 2009 available on the website [www.mciindia.org](http://www.mciindia.org). The National Anti-Ragging Helpline (UGC Crisis Hotline) may be contacted through a 24 x 7 toll free number 1800-180-5522, and/ or an e-mail may be sent to [helpline@antiragging.in](mailto:helpline@antiragging.in). Any form of behaviour which is unwelcome, intimidating or

11. Harassment. Humiliating the person who is the target of that behaviour is harassment. Some examples are making inappropriate comments, questions and insinuations about another person's private life, making intimidating comments or behaving so, offensive phone calls or messages sent by electronic means, attempts to coerce others into unchosen behaviour, etc.

12. Sexual Harassment. All students of SGMC are prohibited from causing any sexual harassment to women including female employees and girl students. Sexual harassment would mean unwelcome sexually determined behaviour.

13. Disrepute to Institution. Students will ensure that their behaviour does not cast a “bad light” upon the College by indulging in incidents of assault/ affray with each other or outsiders, disrespecting the right of the neighbourhood to courtesy, peace and quiet and being involved 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. As the award of such punishments to a student of SGMC will bring disrepute to the institution, it will invite disciplinary actions as deemed appropriate. Further, they should not talk or act in any manner outside the College that would bring disrepute to SGMC .

14. Cybercrime. Cybercrime is defined as “Offences that are committed against individuals or groups of individuals with a criminal motive to intentionally harm the reputation of the victim or cause physical or mental harm to the victim directly or indirectly, using modern telecommunication networks such as Internet (Chat rooms, emails, notice boards and groups) and mobile phones (SMS/MMS)”. Information Technology (Amendment) Act 2008 is applicable on all cases of hate mail, publishing or transmitting obscene material in electronic form, making communications that are distasteful, obscene or offensive, illegal.

15. Use of social networking media sites. The use of social networking media sites by any student to use insulting and derogatory remarks, or make insinuations about any person or group of persons including staff and faculty is prohibited. The communication of obscenities and derogatory or offensive comments at specific individuals focusing for example on gender, race, religion, nationality, sexual orientation, etc are punishable by law. Any student found to have committed any act of a cybercrime would be handed over to the Cyber Crime Cell of Delhi Police. In addition, for bringing the College into disrepute, the student would receive the harshest punishment.

16. Drugs: The consumption of any harmful, intoxicating, performance-enhancing and recreational drugs of any kind in the college is prohibited. The possession of any drug other than those prescribed by a medical practitioner, or available over the counter without prescription, is a serious violation of the law and any student found to be in possession of recreational drugs will be expeditiously reported to the Police by the College. In addition, the student will be liable for disciplinary action for bringing disrepute to the College.

17. Alcohol: Students of SGMC are not permitted to consume alcohol in the College and Hostel premises or enter the premises after consumption of alcohol outside the premises. Possession of alcohol in the room will be considered a grave violation of the College Code of Conduct even though a student may not have consumed the same, and would result in expulsion from the hostel.

18. Smoking: Smoking is prohibited in all College, Hospital and Hostel buildings.

19. Gambling: All forms of gambling are forbidden.

20. Unsafe Activities. Harming others by indulging in dangerous activities like climbing onto roofs or ledges, or other activities that may result in injuries, such as riding two-wheelers without helmets, or attempting to rectify electrical defects.

21. Possession of Cars and Two-Wheelers. Students are not permitted to possess cars and motorised two-wheelers.

22. Social Functions. All social functions held in Hostel and College must have the prior approval of The Dean / Principal and will be held at the approved and designated place.

23. Protection of College Property and Vandalism

Students will use facilities, furniture and fittings appropriately and with due care. They will not cause damage to or soil any College property, or exchange or change the location of any College furniture or fixtures. Damages to property by wilful or negligent actions would be recovered from the defaulters.

Where the guilty persons are not known, costs of repair, replacement, cleaning or other associated costs will be charged to all the students. Necessary repair works will be carried out as per specifications by the maintenance department.

24. Protection of Room.

students will not deface, mutilate or damage any building or property belonging to the College or individual. Nails and screws are not permitted to be driven into walls, ceilings or woodwork.

25. Persistent disregard for authority. Students who persist in disregard for this Code of Conduct and for authority will be counselled in writing, and in case the behaviour persists, will be referred to the Psychological Counsellor, placed under disciplinary probation and thereafter to a Psychiatrist. In case of unsatisfactory disciplinary conduct despite repeated disciplinary awards, he/ she may be expelled from the Hostel for a certain period. In case the student continues to violate one or more rules given in this Code of Conduct, he may be expelled.

#### DISCIPLINARY COMMITTEE FOR STUDENTS AND RULES GOVERNING ITS COMPOSITION, FUNCTIONS AND PROCEDURES

The Disciplinary Committee for Students comprises the following:-

- (a) Professors nominated by The Dean / Principal as Presiding Officer
- (b) Two other members of teaching faculty
- (c) Any other member from the College nominated by The Dean / Principal
- (d) Two students (Boy & Girl)

The student representatives will be in attendance and participate in arriving at findings of the Disciplinary Committee. They will not be included in the process of making recommendations of disciplinary actions to be taken, if any.

## DISCIPLINARY AWARDS

The Disciplinary Committee will submit report and recommendations about a case to The Dean / Principal

Reporting of a Violation. In the event of violations of this Code of Conduct, information about the violation will be addressed to The Dean/the principal in writing.

Summary Disciplinary Awards. If The Dean / Principal is satisfied that the facts of an infraction speak for themselves, he may award summary disciplinary awards. The Dean / Principal may delegate power to certain appointments to impose fines on students.

Convening the Disciplinary Committee. The Dean / Principal, 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.

### Procedure for Hearings by The Disciplinary Committee for Students

The Dean/The Principal of the College will promulgate notice to all concerned by means of an Order. Such an order will include the following:-

- (a) Date and time of offence or infraction
- (b) Name of students or others involved
- (c) Composition of Disciplinary Committee

(d) Time frame for completion of proceedings (Findings, ie Facts of the Case, and recommendations) by Disciplinary Committee. Disciplinary Committee will convene under aegis of Presiding Officer. The Presiding Officer of Disciplinary Committee will publish a notice directing student(s) named in an act of violation of Code of Conduct.

Recording of statements. During hearings, the statements of all concerned who will be referred to as "Witnesses", will be recorded by hand before the Disciplinary Committee. The following are to be recorded in respect of the witnesses:-

- (a) Statement of the witness
- (b) Questions put by the Disciplinary Committee and the witness's answers.
- (c) In case the witness cross-examines any other witness, those questions and their answers.

Statements of Witnesses will be made known to each witness named in the statement. The Disciplinary Committee will make recommendations of disciplinary awards if attracted.