

CODE OF CONDUCT FOR STUDENTS

1. Maintenance of DISCIPLINE within the College campus is of utmost importance. Any student involved in RAGGING of any sort directly or indirectly shall be dismissed from the College immediately in addition to facing action by the law enforcing authorities. An undertaking to this effect is to be signed by both Students and Parents. Students expelled on grounds of indiscipline will not be entitled to any refund of any fees or deposit.
2. Individually a minimum of **85%** attendance is required in all classes. Anyone, who fails to adhere to this, shall not be permitted to appear the examinations. Unauthorized absence is liable for fine and punishment. Punctuality is a must for each lecture class laboratory and clinical session.
3. Attendance to internal tests is compulsory and leave/absence shall NOT be permitted.
4. Students should maintain good academic progress and conduct, which are prerequisites to appear for university examinations.
5. A student can avail leave only with prior sanction from the concerned HOD/Dean. When leave is availed for unforeseen / inevitable reasons, the leave application must be made available on returning from leave, to the HOD/Dean, duly signed by parents.
6. Students are expected to never use ethnic slur, be courteous, polite and behave with decorum within and outside the campus so as to not bring any bad name to the college & doctor fraternity
7. Every student must follow and obey the rules/regulations of the institution, preserve the property of the institution and discharge his/her duties as a student with honor, diligence and fidelity.
8. Mobile should be switched off or on silent mode in college.
9. Tobacco/Alcohol/Drugs usage is STRICTLY PROHIBITED within the campus and anyone found doing so shall be punished.
10. Students dismissed on disciplinary grounds will forfeit their entire fees.
11. Students should wear descent and presentable dress. Sari, chudidar, trouser and long tops for girls and half shirt and pant for boys. Half dress, skirts, sleeveless, bermudas, three-fourths, Capri's, shorts, T-shirts, low waist and sleeveless cloths are NOT allowed.
12. Wearing apron is compulsory in college and hospital.

CODE OF CONDUCT FOR STUDENTS: (HOSTELITES)

1. The admission to the hostel is sole discretion of management.
2. The entire fees should be paid by the candidate before the commencement of the academic year.
3. Hostelites are expected to display acceptable form of behavior, maintain discipline and decorum in the hostel complex.
4. Possession, distribution and consumption of alcoholic beverages, prohibited drugs, chewable tobacco & smoking in the hostel complex are not allowed.
5. Hostelites must return to the hostel before 9.00 pm every day.
6. In case of any unacceptable behavior by the room-mate, or missing of roommate for more than 24 hrs, the other room-mate should report to the warden immediately.
7. Hostelites are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc clean and tidy at all times.
8. All fans, lights must be switched off when not in use.
9. Cooking, making tea etc is not allowed in the hostel. Electrical equipment not allowed, If found would be confiscated and not returned.
10. Any damage to the hostel property must be reported immediately to the Hostel warden. Hostelites will be charged for any damages done by them.
11. Posting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
12. The hostel management reserves the right to make spot checks on the hostel and rooms without having to give prior notice to the students.
13. The hostel management reserves the right to move hostelites to other hostel units if there is a necessity
14. Hostelites are advised to lock all doors at all times for security reason & hostel management is not responsible for any loss of private property.
15. Hostelites are not permitted to change rooms or sleep anywhere other than in their own room without permission of authorities.
16. Hostelites are not permitted to allow their non-hostelites friends to stay in hostel without permission
17. If any candidate cancels his / her hostel admission after confirming the same, no refund will be paid to the candidate irrespective of the time of cancellation. However the candidates, who are transferred to other institutes by the competent authorities, will be paid refund by deducting the proportionate amount equal to the actual usages.
18. Apart from the transfers, no refund will be paid.
19. If any candidate is detained as result of disciplinary action, no refund will be paid.

CODE OF CONDUCT FOR TEACHERS

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
6. No teacher shall associate with any political party or take part in any other organizational activity, which is not in line with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
11. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
13. The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

CODE OF CONDUCT FOR EMPLOYEES

No employee shall:

1. Engage himself in any other work or business for himself or for any other person during working hours except that of the Ashwini Rural Medical College, Hospital & Research Centre
2. Leave the place of work without permission from his superiors.
3. Interferes with other employees work, disturbs, them or cause annoyance to them at work.
4. Disturbs the peaceful atmosphere in the hospital by demonstrating, shouting, loud talk or indulge in any act prejudiced to the interest of patient care or peaceful working of the hospital.
5. Indulge in quarrels, abuses, fights violence or any other disorderly or indecent behavior in the Ashwini Rural Medical College, Hospital & Research Centre premises.
6. Hold any meeting, stick or distribute handbills, notice leaflets, booklets, pamphlets, posters or make collection of any money in the Ashwini Rural Medical College, Hospital & Research Centre premises without prior written permission from management.
7. Tamper with the hospital records or notices.
8. Disfigure or damage or write on walls and others hospital property.
9. Remove hospital property or properties from one place to another or outside the Ashwini Rural Medical College, Hospital & Research Centre without authority.
10. Divulge to any unauthorized person any information pertaining to the medical treatment of any patient of the hospital.
11. Communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized to communicate such document or information except in accordance with any general or special order of the Ashwini Rural Medical College, Hospital & Research Centre in the performance of the duties assigned to him.

12. Eat or smoke in places other than those specifically assigned for the purpose.
13. Bring liquor or other intoxicants to hospital premises, consume any intoxicants in hospital or report for work in an unfit condition because of previous indulgence or under the influence of any intoxicant.
14. Be in possession of firearms, other weapons or any other articles in the hospital premises detrimental to the security of the Ashwini Rural Medical College, Hospital & Research Centre or person.
15. Do any act in contravention of or in derogation to any of the provisions of these service rules or any rules or instructions notified by the management to the employees in the normal manner.
16. Enter or stay in the Ashwini Rural Medical College, Hospital & Research Centre premises outside the duty hours except for bonafide reasons or if required by the management.
17. Give to the press, radio or any general news media any comment, talk, news or articles regarding the Ashwini Rural Medical College, Hospital & Research Centre without the prior written permission of the management.
18. Stand for election for local bodies such as corporation municipality, panchayat, etc. or participate in any political activities without prior permission of the management.