



SMIMER

(SURAT MUNICIPAL INSTITUTE OF MEDICAL EDUCATION & RESEARCH)

Students Code of Conduct

*Fame vaporizes, money goes with the
wind, and all that's left is character.*

-O.J. Simson 1947

SECTION-I: COLLEGE AND HOSPITAL

SECTION-II: HALLS OF RESIDENCE

(This code of conduct is duly sanctioned by the General Board of the Surat Municipal Corporation vide resolution No.878/2009, dated 30.12.2009)

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SECTION: I

MEDICAL COLLEGE
&
TEACHING HOSPITAL
(SMIMER)

PART-I

I.1. GENERAL INFORMATION:

I.1. Introduction:

- i. Surat Municipal Institute of Medical Education, an organization established by the Surat Municipal Corporation, provides educational opportunities for students of not only Surat city but also entire Gujarat and NRI students under their reserve quota, to excel as health professionals to serve the society. **SMIMER** as an institution of society must maintain conditions conducive to the effective performance of its functions. Consequently, **SMIMER** has special expectations regarding the conduct of students. Student conduct that detracts from, or interferes with, the accomplishment of college purposes is not acceptable.
- ii. The student is, first, a member of the community at large, and as such has the rights and responsibilities of any citizen. In addition, admission to **SMIMER** carries with it the presumption that students will conduct themselves as responsible members of the college community. This includes an expectation that students will obey the law, will comply with rules and regulations of the college, will respect the teaching staff and seniors, will maintain a high standard of integrity and honesty, and will respect the rights, privileges and property of other members of the college community.
- iii. This being a Medical Institute, it has the main motto of serving public in providing the best possible health care. Students of Medicine have an added responsibility other than the students of Science, as Medicine is not only Science, it is also an art. Art is primarily synthetic, where as Science is primarily analytic. However hard we try to make Medicine more and more scientific and make attempts to master its scientific contents, it is most likely to remain an art. Medicine deals not with impersonal atoms, elements, plants with tropisms, or animals with instinct mechanisms, but with humans with a 'soul' and 'free will'. As it deals with human beings, morality occupies a fundamentally important place in Medicine. The practice of Medicine is guided by intrinsic moral convictions that are operative, even if they are not explicitly acknowledged. Hence, Medical practice can be understood as a form of human activity composed of moral standards.

The following rules regarding the conduct of students are adopted in order to provide students a full understanding of the rules that will enable the college to maintain conditions conducive to the effective performance of the college's functions. Violations of the rules of student conduct will be administered by the college in the manner provided by said rules.

I.2. Definitions

As used in this chapter, unless the context requires otherwise:

- i. '**SMIMER**' means "Surat Municipal Institute of Medical Education & Research"
- ii. "**Administration**" and "**administrator**" include Municipal Commissioner, Dean, Medical Superintendent, Heads of the Departments, Officer on Special Duty, Personal Officer and everyone else designated as a member of the administration by the authorities.

- iii. **“Arbitrary or capricious”** refers to willful or unreasonable action, taken without consideration of, or in disregard of, facts or circumstances of a particular case. Where there is room for two reasonable opinions, an action shall not be deemed to be arbitrary or capricious when taken honestly and upon due consideration, however much it may be believed that an erroneous conclusion has been reached.
- iv. **“Assembly”** means any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons, or group of persons.
- v. **“College”** means the academic wing of **SMIMER**
- vi. **“College community”** is composed of all individuals who are enrolled in classes and/or employed by the college.
- vii. **“College facilities”** and “college facility” mean and include any and all real and personal property owned, rented, leased or operated by the **SMIMER**, and shall include all buildings and appurtenances attached thereto and all parking lots and other grounds.
- viii. **“Representative”** means a person appointed in writing by an officer or other person designated in a rule to perform a function, to perform that function on the appointer’s behalf.
- ix. **“Disciplinary action”** and **“discipline”** shall mean and include reprimand, probation, suspension, dismissal, monetary fine, restitution, and any other action taken against a student as a sanction or penalty for violation of a designated rule of student conduct.
- x. **“Faculty member”** mean any employee of SMIMER who is employed on a full- or part-time basis as a teacher,
- xi. **“Hospital”** means patient care and student training wing of **SMIMER**
- xii. **“Rules of student conduct”** shall mean those rules regulating student conduct as herein adopted.
- xiii. **“Student”** is any person who is enrolled (includes undergraduate and postgraduate students)

PART-II

II. (A). NONACADEMIC RIGHTS AND RESPONSIBILITIES

1. For the purpose of determining identity of a person as a student, any faculty member, college administrator, or representative of the Dean may demand that any person produce evidence of student enrollment at the college. Presenting a current student identification card with a picture I.D. card will be deemed proof of student status.
2. Refusal by a student to produce identification as required shall be cause for disciplinary action.

II. (A). 1. Freedom of Expression:

The right of free speech is fundamental to the democratic process. Students and other members of the college community shall be free to express their views or support causes by orderly means that do not disrupt the regular and essential operations of the college.

II. (A). 2. Dress Code

Suggestive, provocative clothing is not allowed to be worn in the college campus or college sponsored activities.. Clothing that is judged by the college administration to be disruptive to the orderly functioning of the college and hospital either by virtue of the design or in the

manner in which it is worn is also forbidden.

Though college does not impose any strict dress code, but students are advised to adhere to:

- a) Midriff area (front and back) must not be visible at any time, even while seated
- b) Undergarments must not be visible at any time
- c) Cleavage must not be visible at any time
- d) Transparent attire is prohibited.
- e) Headwear is not permitted. This includes but is not limited to hats, visors, bandannas and hoods (Exceptions may be granted based on religious and medical reasons with proper verification)
- f) Sunglasses are not permitted except during outdoor activities
- g) Clothing that displays or symbolizes any language or material that is inappropriate for Institute or offensive to any group is not permitted. This includes, but not limited to, material relating to drugs, alcohol, profanity, obscenity, racism, gang activity and violence.
- h) Jewellery that poses a safety hazard to the student or other students/ patients is not permitted
- i) Sleepwear and sleepwear type clothing are not permitted.
- j) It is must for all the students, interns and postgraduate students to wear white apron with name plate when they are in classroom, practical hall, dissection hall, demonstration room, museum, wards, outpatient departments and other sections of hospital.**
- k) Students are expected to wear decent footwear, preferably shoes while attending class, practicals, wards, OPDs and other sections of college and hospital.**

Note: Administrators have the flexibility to exercise their judgment to determine if a student's attire is considered disruptive or distracting.

II. (A). 3. Right to Assembly:

- I. Students shall have the right of “assembly” upon college facilities that are generally available to the public. Such assembly shall:
 - a) Be conducted in an orderly manner;
 - b) Not unreasonably interfere with vehicular or pedestrian traffic;
 - c) Not unreasonably interfere with classes, schedules, meetings or ceremonies and
 - d) Not unreasonably interfere with the regular activities of the college.
- II. A student who conducts or participates in an assembly in a manner which causes or helps to cause a violation of this section shall be subject to discipline.
- III. All speakers at an assembly shall allow time, insofar as circumstances reasonably permit, for a question and answer session.
- IV. Sound amplifying equipment shall not be used without permission of the administration

II. (A). 4. Right to Outside Speakers

Any recognized student organization, after written notification to the **Dean** as prescribed herein, may invite a speaker to the college, subject to any restraints imposed by law.

The appearance of an invited speaker at the college does not represent an endorsement, either implicit or explicit, by the college.

The scheduling of facilities for hearing invited speakers shall be made through the student section of dean office

The **Dean must** be notified in writing at least four academic days prior to the scheduled talk of an invited speaker. Notification shall include time, location and sponsoring organization.

The **Dean** may approve or disapprove and solely dependent on **Dean's** discretionary powers.

All speakers shall allow time, insofar as circumstances reasonably permit, for a question and answer session.

II. (A). 5. Right to Sale of Personal Property

Students shall not involve any such practices at all and if any student involves such acts outside the campus, authorities are not responsible for such acts.

II. (A). 6. Distribution of Materials:

- a) Handbills, leaflets, newspapers and similar materials may be distributed free of charge upon college facilities/ cultural events/ sports events/ other with prior approval by the **Dean**, provided that such distribution does not interfere with the ingress and egress of persons or interfere with the free flow of vehicle or pedestrian traffic.
- b) All students and staff shall inform **Dean's** office prior to distributing any handbill, leaflet, newspaper or related matter, including, but not limited to, materials to be posted on college bulletin boards.
- c) The distribution of materials is prohibited in parking areas.
- d) All handbills, leaflets, newspapers and similar materials should identify clearly the committee in the organization of the event
- e) Distribution by means of accosting individuals or unreasonably disruptive behavior is prohibited.
- f) Any student who violates any provision of this rule relating to the distribution and sale of handbills, leaflets, newspapers or similar materials shall be subject to discipline.
- g) Any distribution of the materials regulated in this section shall not be construed as approval of the same by the college.

II. (A). 7. Denial of Access to SMIMER:

- a) The **Dean may** deny admission to a prospective student, or continued attendance to an enrolled student, if it reasonably appears that by the student's presence or conduct, creates a disruptive atmosphere within the college or a poses substantial risk of actual harm to a member of the campus community.
- b) Denial of access decisions may be appealed, as or like disciplinary actions, to the disciplinary board or academic board, whichever is designated by the **Dean**.

II. (A). 8. Trespass:

- a) In the instance of any event that the **Dean** deems to be disruptive of order, or deems to impede the movement of persons or vehicles, or deems to disrupt or threaten to disrupt the ingress or egress of persons from college facilities, the **Dean** can:
 - I. Prohibit the entry of any person, or withdraw from any person permission to enter onto or remain upon any portion of a college facility;
 - II. Give notice against trespass to any person from whom the permission has been withdrawn or who has been prohibited from entering onto or remaining upon all or any portion of a college facility;
 - III. Order any person to leave or vacate all or any portion of a college facility.
- b) Any student who disobeys a lawful order given by the **Dean**, shall be subject to disciplinary action

II. (A). 9. Smoking:

Smoking in the college campus is not permitted. Violations of this act shall be cause for discipline.

II. (A). 10. Liquor:

Any student who, while in any college facility or participating in a college related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any liquor, in violation of law shall be subject to discipline.

II. (A). 11. Drugs/Substance of Abuse:

Any student who, while in any college facility or participating in a college related program, 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

II. (A). 12. Conduct at College Functions:

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.

II. (A). 13. Theft; Stolen Property; Robbery:

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.

II. (A). 14. Damaging Property:

1. Any student who causes or attempts to cause physical damage to property owned, controlled, or operated by SMIMER, or to property owned, controlled, or operated by another person while said property is located on college facilities, shall be subject to discipline.
2. Any student who in this or any other manner is guilty of malicious mischief

shall be subject to discipline.

II. (A). 15. Interference; Intimidation:

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.

II. (A). 16. (a). Ragging:

Broadly speaking Ragging is:

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 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 do 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 cause of indulging in ragging is deriving a sadistic pleasure or showing off power, authority or superiority by the seniors over their juniors or freshers.

II. (A). 16. (b). Ragging and the Indian Penal Code (downloaded from internet to be verified by legal expert)

There are *thirteen* provisions of the IPC (Indian Penal Code) which can be used by a fresher who is being ragged to register an FIR (First Information Report) in the police station under whose jurisdiction-area the crime has taken place.

These sections are:

- i. 339. Wrongful restraint
- ii. 340. Wrongful confinement
- iii. 341. Punishment for wrongful restraint
- iv. 342. Punishment for wrongful confinement
- v. 294. Obscene acts and songs
- vi. 506. Punishment for criminal intimidation

In cases of extreme ragging that includes violence:

- vii. 323. Punishment for voluntarily causing hurt
- viii. 324. Voluntarily causing hurt by dangerous weapons or means
- ix. 325. Punishment for voluntarily causing grievous hurt
- x. 326. Voluntarily causing grievous hurt by dangerous weapons or means

In case a ragging victim has lost his/her life:

- xi. 304. Punishment for culpable homicide not amounting to murder
- xii. 306. Abetment of suicide
- xiii. 307. Attempt to murder



Here are the details of all the above sections:

i. 339. Wrongful restraint

Whoever voluntarily obstructs any person so as to prevent that person from proceeding in any direction in which that person has a right to proceed, is said wrongfully to restrain that person.

Exception: The obstruction of a private way over land or water which a person in good faith believes himself to have a lawful right to obstruct, is not an offence within the meaning of this section.

Illustration:

A obstructs a path along which Z has a right to pass. A not believing in good faith that he has a right to stop the path. Z is thereby prevented from passing. A wrongfully restrains Z.

ii. 340. Wrongful confinement

Whoever wrongfully restrains any person in such a manner as to prevent that person from proceeding beyond certain circumscribing limits, is said "wrongfully to confine" that person.

Illustrations:

- i. A causes Z to go within a walled space, and locks Z in. Z is thus prevented from proceeding in any direction beyond the circumscribing line of wall. A wrongfully confines Z.
- ii. A places men with firearms at the outlets of a building, and tells Z that they will fire at Z if Z attempts to leave the building. A wrongfully confines Z.

iii. 341. Punishment for wrongful restraint

Whoever wrongfully restrains any person shall be punished with simple imprisonment for a term which may extend to one month, or with fine which may extend to five hundred rupees, or with both.

iv. 342. Punishment for wrongful confinement

Whoever wrongfully confines any person shall be punished with imprisonment of either description for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

v. 294. Obscene acts and songs

Whoever, to the annoyance of others-

- (a) does any obscene act in any public place, or
- (b) sings, recites or utters any obscene song, ballad or words, in or near any public place, shall be punished with imprisonment of either description for a term which may extend to three months, or with fine, or with both.

vi. 506. Punishment for criminal intimidation

Whoever commits, the offence of criminal intimidation shall be punished with imprisonment of either description for a term which may extend to two years, or with fine, or with both; If threat be to cause death or grievous hurt, etc- and if the threat be to cause death or grievous hurt, or to cause the destruction of any property by fire, or to cause an offence punishable with death or 152[imprisonment for life], or with imprisonment for a term which may extend to seven years, or to impute, unchastity to a woman, shall be punished with imprisonment of either description for a term which may extend to seven years, or with fine, or with both.

vii. 323. Punishment for voluntarily causing hurt

Whoever, except in the case provided for by section 334, voluntarily causes hurt, shall be punished with imprisonment of either description for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

viii. 324. Voluntarily causing hurt by dangerous weapons or means

Whoever, except in the case provided for by section 334, voluntarily causes hurt by means of any instrument for shooting, stabbing or cutting, or any instrument which, used as weapon of offence, is likely to cause death, or by means of fire or any heated substance, or by means of any poison or any corrosive substance, or by means of any explosive substance or by means of any substance which it is deleterious to the human body to inhale, to swallow, or to receive into the blood, or by means of any animal, shall be punished with imprisonment of either description for a term which may extend to three years, or with fine, or with both.

ix. **325. Punishment for voluntarily causing grievous hurt**

Whoever, except in the case provided for by section 335, voluntarily causes grievous hurt, shall be punished with imprisonment of either description for a term which may extend to seven years, and shall also be liable to fine.

x. **326. Voluntarily causing grievous hurt by dangerous weapons or means**

Whoever, except in the case provided for by section 335, voluntarily causes grievous hurt by means of any instrument for shooting, stabbing or cutting, or any instrument which, used as a weapon of offence, is likely to cause death, or by means of fire or any heated substance, or by means of any poison or any corrosive substance, or by means of any explosive substance, or by means of any substance which it is deleterious to the human body to inhale, to swallow, or to receive into the blood, or by means of any animal, shall be punished with 152[imprisonment for life], or with imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine.

xi. **304. Punishment for culpable homicide not amounting to murder**

Whoever commits culpable homicide not amounting to murder shall be punished with 104[imprisonment for life], or imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine, if the act by which the death is caused is done with the intention of causing death, or of causing such bodily injury as is likely to cause death, or with imprisonment of either description for a term which may extend to ten years, or with fine, or with both, if the act is done with the knowledge that it is likely to cause death, but without any intention to cause death, or to cause such bodily injury as is likely to cause death.

xii. **306. Abetment of suicide**

If any person commits suicide, whoever abets the commission of such suicide, shall be punished with imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine.

xiii. **307. Attempt to murder**

Whoever does any act with such intention or knowledge, and under such circumstances that, if he by that act caused death, he would be guilty or murder, shall be punished with imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine; and if hurt is caused to any person by such act, the offender shall be liable either to 104[imprisonment for life], or to such punishment as is here in before mentioned.

II. A 16 (c).

IMPLEMENTATION OF THE GUIDELINES FRAMED BY THE MEDICAL COUNCIL OF INDIA TO CURB THE MENACE OF RAGGING IN MEDICAL COLLEGES.

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No. MCI-34 (1)/2009-Med./ 99639 Date:21/02/2009

To,
1. The Deans/Principals of all the Medical Colleges/Institutions in India.
2. The Directorate of Medical Education of all the States in India.
3. The Health Secretary's of all the States Government in India.
4. The Registrar of all the Universities and Deemed Universities in India.
Subject: - Implementation of the guidelines framed by the Medical Council of India to curb the menace of ragging in medical colleges.

Sir/Madam,

This is to inform you that as per the decision taken in the meeting of Dr. R.K.Raghvan Committee appointed by the Hon'ble Supreme Court to supervise the measures being implemented to prevent the ragging, the Medical Council of India has prepared the guidelines to curb the menace of ragging in medical colleges which has been approved by the members of Adhoc Committee appointed by the Hon'ble Supreme Court of India and of the Executive Committee of the Council at its meeting held on 30.12.2008.

The guidelines to curb the menace of ragging in medical colleges are as under: -

- 1) Every students for the purposes of his/her admission to Medical College shall furnish a Character Certificate from the institutions wherefrom he/she has passed his qualifying examination, which would mention the status of his/her behavioral pattern specially in terms as to whether he/she has displayed persistent violent or aggressive behavior or any desire to harm others.
- 2) The admitting medical institution shall keep intense watch upon students who has a negative entry in this regard.
- 3) An annual undertaking signed by each student, whether fresher or senior and his/her parent (s) jointly stating that each of them have read the relevant instructions/regulations against ragging, as well as punishments, and that if the ward has been found guilty he/she shall be proceeded against, shall be procured.
- 4) Such an undertaking shall be furnished in English as well as in vernacular (mother tongue of the parent) at the beginning of each academic year by every student.
- 5) An undertaking to the similar effect should be obtained every year from each student admitted to the hostel.
- 6) The undertaking should be appended to the brochure containing the guidelines and other relevant instructions in regard to ragging and consequences of indulging in ragging.
- 7) The compliance to the above effect shall be ensured by each of the affiliating university to which the concerned medical institution is affiliated and would be verified by the council annually.
- 8) In order to ensure the 'ragging free environment' in the campus, each institution shall compulsorily in the 'prospectus' and other admission related documents, shall depict the earlier directions of the Apex court and/or of the Central or State Governments as applicable, so that candidates and their parents are sensitized in respect of the prohibition and consequences of ragging.

- 9) Each institution should engage or seek the assistance of 'professional counselor' at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, specially for adjusting to the life in hostels.
- 10) It should be ensured that there would be a clear gap of one to two weeks between the date of joining of 'freshers' and the 'seniors' ensuring that classes for the seniors shall commence later, so as to enable the 'freshers' to familiarize themselves with the campus environment and adjust to the sudden changeover from schools to higher education.
- 11) It shall be mandatory for the institutions to inform the parents of senior students to send their wards only on the due date of commencement of the academic session and not earlier.
- 12) All the examining Universities with which the institutions are affiliated or the deemed to be Universities shall compulsorily amend their relevant ordinances or byelaws, as the case may be, to incorporate the schedule gap of one or two weeks between the date joining of 'freshers' and 'seniors'.
- 13) Each institution shall arrange a joint 'sensitization' programme and 'counselling' of both 'freshers' and 'seniors' to be addressed by the Principal/Head of the institution and the Convener of the Anti Ragging Committee. The inmates of the Hostel shall be addressed on this count by the Hostel Warden.
- 14) Each institution shall have an Anti-Ragging Committee and Anti Ragging Squad, which shall comprise of other than senior teachers of the institution, representatives of Civil & Police administration and local media.
- 15) Each institution shall constitute a 'Mentoring Cell' to oversee and involve senior students as 'Mentors' for the 'freshers'.
- 16) Such a Mentoring Cell shall be constituted at the end of every academic year, where application shall be invited from the students to join the Mentoring Cell as Mentors for the succeeding academic year.
- 17) An anonymous random survey shall be conducted by each institution across the entire 1st year batch of students every fortnight during the first three months of the academic session in order to verify and cross-check whether the campus is genuinely ragging free or not.
- 18) The methodology of such survey may be designed by the institution appropriately. However, doing so it shall be ensured that the institution does not compromise with the anonymity of the 'whistle blowers'.
- 19) The institution shall ensure that private commercially managed lodges or hostels outside campuses, must be registered with the local Police Authorities and permission to start such hostel or their registration must necessarily be recommended by the Heads of the Medical Institutions.
- 20) In case the victim of ragging his/her parent/guardian is not satisfied with the action taken by the Head of the Institution or by other institutional authorities, or where Head of the institution is of the opinion that the incident ought to be so reported, it shall be mandatory for the institution to file a First Information Report with the local police authorities.
- 21) It must be ensured by each of the institution that the Complaints or information in regard to ragging could be oral or written and even from third parties and the confidentiality thereof must be protected at all costs.
- 22) Each institution shall ensure that remedial action is initiated and completed within a week of the incident itself, so that complaints do not linger and allow either interest in pursuing the matter to wane or enable the culprits to tamper evidence or influence witnesses. In view of above, you are requested to implement the above guidelines and take immediate action in the matter, accordingly.

The status report on the compliance may be sent within four (4) weeks positively.

Yours faithfully

(Lt. Col. (Retd.) Dr. A.R.N. Setalvad)

Secretary

For further information please refer to:

1. Gazette Notification of Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/Institutions) Regulations, 2009-Implementation of (No.135, August 3, 2009)
2. UGC Regulation, 2009 on curbing the menace of ragging in Higher Educational Institutions, 2009-Reg.(F.1-16/2007 (CPP-II, Dated 17th June, 2009)

II. (A). 17. Offensive Language:

Any student, who, while in any college facility or participating in a college related program, and without a privilege to do so, uses language which he/she knows or should know is offensive to a reasonable person, shall be subject to discipline.

II. (A). 18. Sexual Harassment:

Any student who, while in any college facility or participating in a college related program, knowingly engages in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where such behavior offends the recipient, causes discomfort or humiliation, or interferes with job or academic performance, shall be subject to discipline.

II. (A). 19. Forgery or Alteration of Records:

Any student, who, while in any college facility or participating in a college related program, engages in forgery, shall be subject to discipline.

II. (A). 20. Computer Trespass:

Any student who, without authorization, intentionally gains access to a computer system or electronic data of another student, a faculty member, library, department, hospital or any other section of Institute shall be subject to discipline.

II. (A). 21. Firearms/Explosives:

Any student who, while in any college facility or participating in a college related program, uses or has on his/her person firearms or explosive materials, shall be subject to discipline.

II. (A). 22. Photography and posting on web:

Any student engages in either with camera or mobile, where such act offends the person or persons shall be subject to discipline. Posting of information or photograph of any student of SMIMER other than student himself on web is strictly prohibited and shall be subject to discipline

II. (A). 23. Lawns:

Persons are not permitted to lawns for walking/ sleeping or sunbathing purpose. Out door games shall be played in the designated sports grounds and using of lawns for this purpose shall be subject to discipline

II. (A). 24. Roofs and attics

College roofs and attic spaces are out of bounds.

II. (A). 25. Waste management and recycling

It is a College offence to deposit litter in any location within the College perimeter other than designated litter bins.

II. (A). 26. Mobile Phones/pagers and/or others

Mobile Phones/pagers and other related gadgets may not be used in the library, Information System Service Public Access Computer Rooms, Lecture Theatres, Laboratories, operation theatres, outpatient departments, wards or other public teaching/patient care and research areas.

II. (A). 27. Library regulations:

- a) It is a breach of the Library regulations to attempt to enter any Library building by use of another reader's Identity Card. Readers must show their Identity Card or Library Card on request to any member of the Library staff when within the Library.
- b) Readers before leaving Library buildings must present all books, bags and briefcases to the guards for inspection. No Library book may be taken out of a Library building except a book the loan of which is permitted and which has been recorded by the Library staff as being on loan to the reader.
- c) Mutilation or defacement of any book or article of Library property is regarded as a major offence.
- d) Readers may not use bottles of ink or correction fluid in the Library, nor may such substances be left on desks or in reading rooms.
- e) Any marking or highlighting or underlining of any content of any book/journal is strictly prohibited and subject to discipline
- f) Silence must be observed as far as possible in all parts of the Library. The use, in a manner causing noise or disturbance, of electrical equipment such as computers, mobile phones, personal stereos, or radios is prohibited. Except in respect of computers in specifically designated areas, the Library does not make power outlets available for such electrical equipment. Users of computers in the Library are reminded that they must also comply with the college's IT and network code of conduct and other regulations for the time being in force.
- g) Smoking and the consumption of food and drink are forbidden in all parts of the Library open to readers, and no items of food or drink may be left on desks or in reading rooms.
- h) Readers are not allowed to bring visitors into the reading rooms unless special permission is taken from the Librarian

- i) Readers are not permitted to reserve seats by leaving their belongings or books on seats and desks. The Library staff may move any property left at unoccupied desks or seats for more than 15 minutes except for officially reserved seats and carrels.
- j) Readers are at all times responsible for their own property.
- k) Activities like group discussions are strictly prohibited in the reading rooms
- l) Those undergraduate students who want to enter postgraduate or staff reading section may do with prior permission from the librarian
- m) Readers are required to comply with the provisions of the Copyright and Related Rights acts when making photocopies from material which enjoys copyright protection. Failure to comply may expose student or staff member of College, to College disciplinary procedures.

Breach of the Library regulations will result in disciplinary action by the Librarian, Professor Incharge of library and Dean or as appropriate. Appeal against a Library penalty or decision of the Librarian is to the Professor Incharge and he in turn may act appropriately after informing Dean.

The Disciplinary committee under the Chairmanship of Dean with respect to library operates a system of penalties, with the inputs from the librarian for breaches of the Library regulations. Penalties may include fines, administrative and other charges, ejection and temporary or permanent exclusion from the Library and/or the College and/or the University, and the confiscation of any personal property brought into or used within the Library in breach of library and/or any other applicable college regulations. The Library shall not be responsible, in any way whatsoever, for any property so confiscated.

Graduate and Post graduate students who have passed their final examinations are required to return all books to the Library following their examinations within one month before they may proceed to Commencements. The Library will return records of books and fines outstanding to the Dean's office for the purpose of alerting students to their obligation to clear their Library records so that they may be allowed to appear in the examinations.

II. (A). 28. Participation in national disease eradication/control programmes:

As this Institute is an integral part of Surat Municipal Corporation , all medical students have to compulsorily participate in all national health programs and any absenteeism in the national disease eradication/control programmes when assigned by the Institute shall be subject of discipline

II. (A). 29. Other Punishable Acts:

Any student who, while in any college facility or participating in a college related program, commits any other act which is a crime under Indian law and which act does not otherwise violate a rule of student conduct, shall be subject to discipline.

II. (B). Initiation and Types of Nonacademic Discipline:

1. Any college administrator, may take either of the following disciplinary actions against a student, for causes other than cheating or classroom misconduct
 - (a) **Warning:** An oral or written notice to a student that classroom/ practical laboratory/ ward/ OPD 'college expectations about conduct have not been met;
 - (b) **Reprimand:** A written notice, designated as a reprimand, which censures a student for improper conduct and includes a warning that continuation or repetition of improper conduct may result in other, further discipline.
2. A copy of any written warning or reprimand should be provided to the **Dean**
3. The **Dean** , after meeting or attempting to meet with the student to advise of the potential violation and penalties, may issue a warning or reprimand or take any of the following disciplinary actions against a student, for causes other than cheating or classroom misconduct:
 - a) **Probation:** A written statement placing specific conditions upon the student's continued attendance at the college, for a stated period of time not exceeding termination of the student's enrollment. Violation of any such condition shall be cause for further disciplinary action;
 - b) **Suspension or Dismissal:** Written termination of status as a student at the college, for a period of time that is limited (suspension) or indefinite or open-ended (dismissal). The written notice should indicate any condition(s) for re-admission, and that written application for re-admission must be made to the **Dean**. Upon receipt of such an application, with justification deemed adequate by the dean, the student may be re-admitted. No fees will be refunded for the quarter in which the action is taken;
 - c) Monetary fine or restitution: A written order, alone or combined with another disciplinary action, requiring the student to pay, within a stated time limit, appropriate restitution for a financial loss caused by the student's misconduct and/or a monetary fine as decided by the appropriate authority. Failure to pay shall be cause for further disciplinary action and/or recommendation to the vice chancellor for the cancellation of enrollment.
4. Any written notice of disciplinary action under this rule:
 - a) shall be either delivered personally or mailed by registered post to the student's last known address,
 - b) Shall advise the student of his/her right to appeal under these rules.

II. (C). Appeal of Nonacademic Discipline:

A student may appeal a nonacademic disciplinary action by within time frame given after the earlier personal delivery or mailing of notice of the disciplinary action, a written application for an adjudicative proceeding conducted by the disciplinary board. The Dean has discretion to extend this deadline for good cause.

PART-III

College Disciplinary Board:

1. **SMIMER** Disciplinary Board is hereby established. The purpose of the disciplinary board is to provide a student with an opportunity to be heard by an independent body with regard to nonacademic discipline.
2. The disciplinary board shall be composed of members of college council , and the members from administration and students. The members from administration and students shall be selected by **Dean** as follows:
 - a) One person from college administration
 - b) Student representativeAny other person appointed by the **Dean**
Dean will be the chairperson of this committee

PART-IV

IV. 1. ACADEMIC RESPONSIBILITIES AND RIGHTS

IV.1. (A). Academic Responsibilities:

Admission to SMIMER carries with it the presumption that students will conduct themselves as responsible and honorable members of the college community. Students are expected to maintain high standards of academic honesty and integrity.

IV.1. (B). Student Academic Rights:

- a) A student has the right to fair and equal treatment in all areas of academic concern.
- b) A student has the right to a fair evaluation of his/her academic work.
- c) A student has the right to clearly stated criteria for evaluation by the faculty.
- d) A student has the right to appeal any academic discipline.

IV.1. (C). Plagiarism/Cheating:

1. Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty as part of the student's program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the student's work product, in whole or in part, shall be subject to discipline.

2. Any student who knowingly aids or abets the accomplishment of cheating (for example copying in any examination), shall also be subject to discipline.

IV.1. (D). Classroom Conduct:

Any student who significantly disrupts any college class and makes it unreasonably difficult to conduct the class in an orderly manner shall be subject to discipline. It is necessary for all the students to be present inside the lecture hall/demonstration room/ practical laboratory at the scheduled time.

IV.1. (E). Practical laboratory/ dissection hall conduct:

Any student who does not show proper behavior which significantly leads to disruption of practicals and damage of laboratory property and his or her behaviour is not as per rules and ethical values set for dealing the cadavers shall be subject to discipline.

IV.1. (F). Wards/ Out patient departments/ clinics:

Misbehaviour with patients or patient's relatives/attendants or indulging in any illegal/ unethical practices with them is liable for disciplinary action

IV.2. Initiation of Academic Discipline:

1. After considering available information about possible violation of an academic rule:
 - (a) Faculty member, after meeting or attempting to meet with the accused student, and upon written notice to the student, may report to the **Dean** for necessary action through the concerned head of the department
 - b) The **Dean**, after due deliberations with the division or department involved and meeting or attempting to meet with the accused student, may recommend modification of the instructor's action and/or initiate the appropriate action against the concerned student.
2. Written notice of any academic discipline under this rule
 - a) Shall be either delivered personally or mailed by registered mail to the student's last known address, within set academic days after the incidence of the student misconduct or the date the misconduct was discovered or should have been discovered, and
 - b) Shall advise the student of his/her right to appeal under these rules.

IV.3. Student Academic Grievance:

An academic grievance refers to a claim by a student that:

- 1) A specific grade assigned to the student by an instructor is the result of an arbitrary or capricious application of otherwise valid standards of academic evaluation;
- 2) The standards employed by an instructor in evaluating the student's academic progress are arbitrary or capricious; or
- 3) An instructor or academic administrator has made an arbitrary or capricious decision or taken an arbitrary or capricious action which adversely and significantly affects the student's academic standing or career.

IV. 4. Appeal of Academic Discipline; Filing of Academic Grievance:

A student may appeal academic discipline or initiate an academic Grievance to the

- a) Concerned Head of the department or
- b) In case if he does not get satisfactory answer he can approach **Dean**. **Dean** in turn may refer to the academic board for further deliberations and suggestions. Taking into the account of the suggestions by the academic board **Dean** can either uphold or dismiss such an appeal by the student.

IV. 5. College Academic Board:

- 1) SMIMER Academic Board is hereby established. The purpose of the academic board is to provide a student with an opportunity to be heard by an independent body with regard to discipline and/or an academic grievance.
- 2) The academic board shall be composed of five members, The board members shall be selected as follows:
 - a) One Professor & Head each from pre Clinical, Para Clinical and Clinical branches
 - b) Rector
 - c) One member from the college administrative office.**Dean will be the chairperson of this committee**

PART V: DISCIPLINE/GRIEVANCE ADJUDICATIONS

V.1. Discipline and Grievance—Type of Adjudicative Proceeding:

- 1) A student may appeal a disciplinary action or continue an academic grievance by filing a written application for an adjudicative proceeding with the **Dean**
- 2) The **Dean** shall determine, after promptly meeting or attempting to meet with the student,
 - a) whether the disciplinary board or the academic board should hear the appeal and
 - (b) Whether the matter will be heard as a regular adjudicative proceeding or a brief adjudicative proceeding.
- 3) In an academic grievance case or a case where the student is appealing disciplinary dismissal from the college, the student shall be entitled to a regular adjudicative proceeding.
- 4) In any other case, the matter shall be handled as a brief adjudicative proceeding

V.1. (A). Discipline and Grievance— Proceedings Generally:

In both adjudicative proceedings and brief adjudicative proceedings:

- a) The matter shall be heard by the person to whom this matter is directed by the **Dean**.
- b) No person may serve as a designee or board member in a particular case if he/she has direct and significant personal knowledge of the relevant facts.
- c) Failure to participate or cooperate in the proceeding may be taken into consideration by the designate and shall not preclude the designate from making a decision.
- d) The designee may exclude from a meeting or hearing any person whose conduct is disruptive.
- e) The designee and, subsequently, a reviewing officer may affirm, modify, or reverse any previous decision or action in the matter.

V.1. (B). Discipline and Grievance—Regular Adjudicative Proceedings:

In a regular adjudicative proceeding:

- a) Academic board and chairman of this board to make procedural
- b) The **Dean** shall designate a record-keeping clerk and may designate additional staff that is not part of decision making as appropriate hearings shall be recorded.
- c) The **Dean** may conduct pre-hearing conference(s)
- d) The **Dean** may permit or conduct enquiry as provided in the rules
- e) Four board members shall constitute a quorum and decisions shall require three or more votes.
- f) Hearings shall be conducted in accordance with the rules laid down
- g) In a disciplinary proceeding, the burden of proof shall be on the party seeking to uphold the discipline to establish good cause by a preponderance of the evidence. In a grievance proceeding, the burden of proof shall be on the student to establish his/her claim by a preponderance of the evidence.
- h) The initial order shall include a statement of findings and conclusions
- i) The initial order shall become the final order, without further action, unless within twenty days of service of the initial order
- k) The **Dean or Dean's Representative**, his/her own notion/opinion, determines that the initial order should be reviewed or
- l) A party to the proceedings files with the **Dean** a written petition for administrative review of the initial order.

V.1. (C). Discipline and Grievance—Brief Adjudicative Proceedings:

In a brief adjudicative proceeding:

Dean or Dean's Representative is sole presiding officer in the hearings and the appropriate decision is communicated to both the parties and if the Dean feels that this matter may be referred to the academic/disciplinary board then this matter may be referred to the respective board

V.1. (D). Summary Suspension or Removal:

- a) A student who significantly disrupts any college class, function, or hearing and makes it unreasonably difficult to conduct the class, function, or hearing in an orderly manner shall be subject to summary suspension or removal. This summary action may be in addition to any other disciplinary action for the same misconduct.
- b) **Dean** on the report of faculty member through concerned Head of the department may summarily suspend a student and/or order removal of the student from all or part of the college facilities for a period of academic days as decided by the disciplinary committee taking into the account the act of indiscipline by the student. The student ordinarily should, but need not be, warned that such action is possible and given a chance to correct the offensive behavior before summary action is taken.
- c) The student shall be notified, verbally and/or by a writing mailed by registered post to the student's last known address or hand delivered, of the summary action taken and the time period during which it is effective. The suspension or removal may begin immediately and may be renewed for an additional five-day period.
- d) Upon the student's written request, made within five days of the earlier mailing or personal receipt of notice of the summary action, the suspension or removal shall be reviewed by the **Dean**.
- e) A student may appeal a summary suspension or removal like any other disciplinary action, by filing an application for an adjudicative proceeding

V.1. (E). Recordkeeping:

- a) The **student section of Dean's office** shall maintain for at least six years the following records of student grievance and disciplinary actions and proceedings:
 - i. Only initial and final orders in cases where a student's grievance has been sustained or a disciplinary action against a student has been reversed and the student fully exonerated;
 - ii. The complete records, including all orders, in all other cases where adjudication has been requested;
 - iii. A list or other summary of all disciplinary actions reported or known to the higher authorities including university and not appealed.
- b) Final disciplinary actions shall be entered on student records, provided that the **Dean** shall have discretion to remove some or all of that information from a student's record upon the student's request and showing of good cause.

V.1. (F). Brief adjudicative procedures:

Brief adjudicative procedures shall be used in all matters related to:

- i. Challenges to contents of education records;
- iii. Student conduct proceedings, except as otherwise provided in another rule;
- iv. Parking and traffic violations, permits, fines, and penalties;
- v. Outstanding debts owed by students or employees;
- vi. Loss of eligibility for participation in institution sponsored athletic events;
- vii. Refund of tuition and special fees

Disciplinary sanction taken against any student will be later referred to the Veer Narmad South Gujarat University to which this Institution is affiliated to.

PART VI

VI.1. CHARACTERISTICS OF PROFESSION

- a) Morality & Integrity
- b) Code of Ethics
- c) Service
- d) Knowledge
- e) Altruism
- f) Autonomy
- g) Accountability
- h) Professional Associations

a) Morality and Integrity

A fundamental characteristic of a profession is the expectation that their individual members and the associations and institutions representing them are 'moral' and carry out their activities with integrity

b) Service

The knowledge must be used in the service of others, namely individual patients and society in general

c) Altruism

The Trust placed in the profession and the privileged status are only justified if we consistently place the interests of individual patients and society above our own Characteristics of a Profession

d) Knowledge

The professions are given stewardship over a body of knowledge, are responsible for the integrity of the knowledge base, its proper application, for its expansion and for its transmission to future practitioners and the public

e) Autonomy

Professions are granted autonomy in order that they may respect the autonomy of the individual patient, and act in the best interest of both their patients and society as a whole The Professions autonomy should be recognized under the broad heading of self regulation. It is the general respect for the personal autonomy of both physician and patient alike that ennobles and professionalizes the relationship.

f) **Accountability**

Physicians are accountable primarily to their patients and to their profession
Other levels are to the wider public (political) and to third party payers
(economic).

g) **Professional Associations**

Collegiality establishes common goals and encourages compliance with them
The Independent Associations and State sanctioned Licensing Bodies
responsibilities include the setting and maintenance of standards, discipline of
unethical behaviour, setting and maintaining educational standards

VI.2. UNIVERSAL PRINCIPLES OF ETHICS

- a) Beneficence
- b) Truthfulness
- c) Non malfeasance
- d) Confidentiality
- e) Fidelity
- f) Justice

SECTION: II

Code of conduct

for

Halls of residence

SMIMER Halls of Residence, SMIMER Campus, Surat 395010

PART-VII:

AIMS

To provide safe, furnished, and comfortable accommodation with good surroundings to students.

To inculcate self discipline, healthy habits, exemplary character, high values and confidence in the youngsters.

To provide parental care and supervise the well-being of hostelites.

To provide homely, lively and healthy atmosphere congenial for the academic achievements.

To give an opportunity to interact freely, organize, lead and give good experiences for development of student's personality.

To sort out students grievances, if any.

PART-VIII:

HOSTEL ADMISSIONS

1. First preference for allotment will be given to students taking admission from outside the Surat City limits, i.e., those taking admission on other than "local" seats.
2. Students will be admitted in hostel on **merit** basis, on availability of room.
3. For allotment of hostel rooms to local candidates, 1st preference will be given to Final year students and then to students in their exam terms, subject to availability of the room.
4. Application for accommodation, in the prescribed form only, should be submitted in the College office.
5. The Hostel admission shall be effected by the **Warden** on the **recommendation of the Dean** and shall be confirmed on payment of the Hostel Fees and the Hostel Deposit.
6. Hostel admission is applicable only for one academic year, which will be from July of the current year to June of next year.
7. Every student shall submit a fresh application for admission to the hostel in every academic year. The application should reach the warden of the hostel concerned before the last date announced / put up on the College Notice Board.

8. Once admitted in hostel, student should occupy the room within 15 days from admission, failing which his/ her admission will be cancelled and seat will be allotted to waitlisted candidate.

PART-IX:

DAILY MANAGEMENT OF HOSTELS

We encourage the students to participate in the daily administration of hostel. The Warden, and three representatives from amongst the resident students shall constitute the “Hall of Residence Committee” to offer suggestions to the Rector regarding the welfare and the needs of the resident students. The Rector will declare three representatives from the students to be on the Hall of Residence Committee for daily management of the Hostel.

The Warden will convene the meetings of the Hostel Committee as and when required. Students' problems, if any, shall be discussed in these meetings and the students' grievances shall be redressed.

PART-X:

AMENITIES

The Hostel have self-contained 3-seater rooms with attached toilets. The students are provided with basic amenities like bed, table, chair, small cupboard, and all other usual fittings like ceiling fan. The rooms are spacious, airy, and illuminated. The water supply is available for 24 hours.

PART-XI:

HOSTEL RULES (GENERAL)

XI.(A). Supervision

1. The **supervision** and control of students residing in the Hall of Residence shall vest in the Rector.
2. The **Rector** will have the powers to supervise, regulate and control the students in matters of accommodation, discipline, studies, games, physical exercise and general conduct. He will enforce the rules laid down in this connection. The Rector will be assisted in his administration by the wardens.
3. **No student is allowed to change his or her room unless permitted by the warden.**
4. **In all matters of dispute, the Rector's decision shall be final.**

5. The RIGHT to admit / cancel hostel admission and to form a new rule, if required, is reserved with the authority to keep peaceful, secured & healthy atmosphere in hostel premises.

XI.(B). Extra-curricular activities

1. No **sports** are played at any time in the verandahs, quadrangles and places not intended for games.
2. The students will be allowed to celebrate certain functions/**festivals** of their interest, with prior permission and only at the place provided by the Rector, The festivals like Holi. Rangapanchami etc. will not be permitted in the hostel premises. The **firework/crackers are also strictly prohibited.**
3. Students are advised not to form separate groups, plan short tours or picnics, site-seeing etc; such activities shall not be allowed by the Warden/Rector. However, with prior permission, and on undertaking from the parents of the concerned student, this may be permitted.

XI.(C). Forbidden Activities

1. **Smoking, consuming of alcohol, tobacco and gutkha etc, are strictly prohibited** in the hostel campus and in the hostel. Hence, if anybody is found indulging in these activities, case will be charged as per the IPC rules and a strict action will be taken.
2. **Ragging:** Any act of teasing, manhandling, using abusive words, physical or mental torture and such other type of act which creates physical or mental tension on another student or a group of students shall be treated as ragging. Ragging is a legally cognizable offence.
3. The management of the hostel will strictly curb any activity leading to ragging, fighting, teasing, abusing each other. Strict action will be taken against defaulters, under the Ragging Prevention Act (as per the supreme court of India ruling). The students engaged in activities mentioned above shall immediately be expelled from the hostel and college / institute. He/she will be permanently debarred from the roll of the institution. The hostel fees, the deposit and college/institution etc of such students shall be forfeited and the decision of the Dean on the recommendation of the Rector / Warden will be final & binding on the student and her/his parents.

4. **Photography**, in any form, including through mobile camera, is forbidden in the hostel campus.
5. **Shouting**, loud singing, playing and loitering in corridors is strictly prohibited.
6. Affixing of **Photos**, wall-paper, indecent posters, stickers on the walls and glass panel is strictly prohibited.
7. Playing cards, musical instruments, audiovisual devices etc. is strictly prohibited.
8. **Spitting is strictly prohibited.**

XI.(D). Maintenance & Sanitation

1. Each student will be supplied with a cot, a chair, a study table and a shelf, for the safety of which he/she will be responsible and answerable. He/she will be held responsible for the damages to the room and to the **furniture** supplied to him/her. Writing on benches, tables, chairs, doors, walls, cupboards etc is strictly forbidden. In all such cases students will have to pay such damages as assessed by the Warden.
2. The rooms should be kept quite **clean** and tidy. Garbage should be thrown only in the dust-bins.
3. Minor alterations / fixtures for routine requirements may be permitted only with the prior permission of the warden and once done, will become the property of the Hostel.
4. Staff would be provided to the hostel to sweep the external area and keep the premises clean. All complaints such as those regarding **sanitation** etc. concerning the hostel should be made to the Hostel Superintendent who will look into them and take necessary steps to rectify the same.

XI. (E). Use of Hostel Rooms & Timings (for undergraduate students)

1. Students of Hall of Residence must use the premises allotted to them only for the **purpose** of residence, study and within limits prescribed by these rules.
2. Students of Hall of Residence should be as **economical** (cost-conscious) as possible in the use of electricity and water. Light or fan should not be switched on unnecessarily. Lights & fans should be switched off when the students go out and rooms are locked.
3. No student should be **absent from the hostel beyond 10.00 P.M.** except with written permission of the Warden. All applications for leave of absence from hostel should be written in a specially provided "Leave Form". This form should be duly filled in and

submitted to the Warden and his permission obtained before leaving the hostel. The format enclosed as Annexure-I need to be used for this purpose. Leave notes written on scraps of paper will receive no attention.

4. Students are not authorized to go **out of station/leave station** without prior notice and permission of the Warden.
5. **Girls** are not allowed to enter the Boys Wing of Hall of Residence and vice-versa.
6. Students are advised not to keep any **valuables** such as gold, cash etc. in their rooms. The Hostel is not responsible for the theft or loss of any article belonging to the student. Resident students must keep the keys of their rooms always with them. The rooms should be locked when the students leave their rooms for whatever reasons.
7. If a student is found to be **irregular** in attending classes and practicals without any reason, he or she shall be asked to leave the Hall of Residence even during the term without any prior intimation. The students involved in common off (“mass bunking”) or having less attendance in class shall be expelled from the hostel. The authorities will lose sympathy towards such students.
8. Permission to stay during the **vacation** may be given by the Warden on written request.
9. The students should park their vehicles in the allocated parking place. The vehicles found parked elsewhere other than the allotted parking place shall be confiscated. Vehicles may be parked at owner’s risk. Students must co-operate with the security personnel for parking their vehicles.
10. **Use of electrical appliances in the hostel other than those provided by the institution is strictly prohibited.** If someone is found to be using such appliances, action will be taken against him/her and a **fine of Rs.1000/-** will be charged.

XI.(F). Complaints

1. All complaints related to hostel activities should be addressed to the Warden only.
2. All matters relating to **differences** among students and complaints about hostel servants shall be reported to the Warden. The Warden will take such action as he thinks necessary to resolve the problems in consultation with Rector.
3. A student who **misbehaves** in the institute shall also be liable for expulsion from institute / Hall of residence.

4. If anybody is found in infringement of security guard instructions, **misbehaving** with the faculty or staff of the college, misbehaving in the hostel premises or college premises, on road and doing unfair means, which will damage the image of the Institution, is liable for the punishment
5. The student's **discipline** and general behaviour is of paramount importance for Hall of Residence. On receipt of a report by the Warden either in writing or orally relating to the indiscipline of a student from other students/representatives he would take immediate action as required in consultation with Rector.
6. When a student appears to the Rector to be **undesirable** or otherwise unfit to be a resident student due to his/ her persistent neglect of studies, Hostel rules or for any other causes, the Disciplinary Committee has the powers to expel such a student from the hostel, even without notice. Any student involved in an indecent, rude behaviour with the hostel authorities, staff or the inmates of the hostel is also liable for expulsion from the hostel. Action will also be taken against a student engaged in shouting in mess, using abusive words on friends or servants and for indecent behaviour in the mess.
7. Occupants of each room will be responsible for safety of the tube and fan fittings. In case of any fault arising in the **fittings** the students in the room will report the matter to the Hostel Superintendent. The Hostel Superintendent will arrange for proper repairs or replacements of spare parts at the earliest. Students should not meddle with electric fittings in their rooms or make extra connections from them; Tampering in the electrical connections is seriously forbidden.
8. No student shall undertake to **repair** himself any damage to rooms, fixtures or furniture. He/she will report to the Hostel Superintendent who will then arrange to have it repaired.
9. Every case of **illness** must be immediately reported by the student representative or the room partner to the Warden who will make arrangements for necessary medical treatment and attendance. The immediate medical treatment will be provided by the SMIMER Hospital. If sickness of a hostelite needs hospitalization arrangements are made under intimation to the local guardians/parents wherever necessary. The expenses on account of hospitalization and medical treatment are to be borne by individual student(s)/their parents.

10. In case of **emergency**, if the student is struck somewhere in the city or elsewhere, she should immediately contact the Warden/Hostel Office/Head of the Institution/Security office

XI.(G). Guests

Guests are not allowed to stay in the Hall of Residence. Visitors (Parents, relatives, local guardians, friends & non-hostelite colleagues) are allowed to visit the hostel inmates in the hostel between 10:00 A.M. to 7.00 P.M. Visitors must leave the premises before 7.00 P.M. except on special occasion on which the Warden has given permission for a longer stay.

XI.(H). Additional Rules for Girls' Hostel

1. The Hostel will be open from 6.00 am to 9.00 pm for occupants. All hostel residents should take prior permission for extension of time after 9.00 pm under the special justified circumstances.
2. With permission, relatives can meet the students after entering their details in the visiting Register in the **Guest Room** only. The visiting timings are from 7 am to 9 am and 5 pm to 7 pm on working days and 8 am to 12 noon and 4 pm to 7 pm on holidays / Sundays. No visitor will be allowed to visit the student's room.
3. The Permission of the warden should be obtained in advance while going out of the hostel. The student will have to make entry to that effect in the register maintained at the hostel office. She must write the address of the place where she is going, along with contact telephone number.

PART-XII:

OTHER RULES FOR HALL OF RESIDENCE STUDENTS

1. No outsider is permitted to use / play in the Common Room.
2. Furniture etc. in the room should not be moved to any other place / room or be given to any body else.
3. Students are not allowed to cook in the hostel rooms.
4. The student should always carry his / her identity card and the same should be presented when asked by the authority of the hostel

PART-XIII:

MESS FACILITY

The mess of Hall of Residence will be managed by a contractor. Rules regarding the working of the mess have been made and displayed on the Mess Notice Board. Resident students are expected to observe these rules scrupulously. Only vegetarian food will be served in the mess.

PART-XIV:

ROLE OF WARDEN

The following duties are assigned to the warden. All resident students should note them carefully and see the warden in all day-to-day difficulties.

- a. To maintain a list of students along with permanent addresses of guardians & such other information as may be required.
- b. To observe the presence or absence of students in the hostel.
- c. To supervise all the co-curricular and extracurricular activities of the resident students to give proper advice.
- d. To sanction leave permits of the Resident students.
- e. To organize and attend hostel meetings and report to the Rector from time to time the difficulties and suggestions of resident students.

PART-XV:

ACTS OF INDISCIPLINE

THE FOLLOWING ACT OR ACTS ON THE PART OF STUDENTS WILL BE CONSIDERED AS INDISCIPLINE.

- (a) Failure to produce IDENTITY CARDS on demand by Faculty/College Staff, Warden etc, at any time and place within the Faculty/College, Hostel, Campus and Library.

- (b) Indifferent reply to any query.
- (c) Entering the rooms of others when the occupants of the room are absent in their rooms.
- (d) Keeping weapons including Hockey-Sticks, lathies, NAN-CHAKOO etc. in the hostel room in possession of the student.
- (e) Irregular attendance and persistent unauthorised ABSENCE from hostels.
- (f) Consumption of alcoholic drinks/intoxicating Drugs etc. and/or found DRUNK in the Campus.
- (g) Damage or deface any property of the Institute or do any act reasonably likely to cause such damage or defacing.
- (h) Engage in any conduct within or outside the Institute, which is, or is reasonably likely to be clearly detrimental to the Institute's purpose and image.
- (i) Disregard of Faculty/College and hostel rules, orders & notice.
- (j) Disregard of orders/instructions of the members of the Faculty/College.
- (k) Noisy, boisterous, disorderly and obnoxious behaviour.
- (l) Ragging in any manner.
- (m) Lack of punctuality in attendance, in payment of Faculty/College dues and in other matters where dates and time of any duty, functioning or obligation are prescribed.
- (n) Recourse to FALSE or FRAUDULENT statements or acts.

PART-XVI:

DISCIPLINARY ACTIONS

If any of the above acts is done by any of the students disciplinary actions will be taken by the appropriate authorities or the competent agency of the Institute depending upon the quantum of the guilt or misconduct and the same act will be considered as misconduct and the disciplinary actions will be taken after following the procedure by the competent authorities as provided under the rules:

XVI.(A). NATURE OF PENALTY

X.VI. (A).1. Minor Penalty

- (a) Warning, Censure, Fine
- (b) Penalty in terms of recovery of loss or damage in cash or kind.
- (c) Place the students concerned on probation for a certain period.

- (d) Put the student under suspension for a period of one month.
- (e) Expelling the student up to one term from Studies/Examination.
- (f) Expelling the student from attending the classes for some period.

XVI. (A).2. Major Penalty

- (a) Expelling the student from the examination for a period exceeding one year.
- (b) Debarring the student from pursuing studies in any of the Faculty/Institution of the University for a period exceeding one year.

XVI. (B). Procedure

Whenever any of the acts comes to the notice of the competent authority the same authority will issue a **notice** to the student concerned to show cause as to why a particular disciplinary action should not be taken against him.

For the **minor penalty** other than warning the reply received from the student concerned will be placed before the **Faculty level disciplinary committee** and on the recommendations of the said committee the Dean will take further appropriate action regarding imposition of penalty.

For imposing **major penalties**, on the basis of the complaint the Dean with the help of the Faculty level disciplinary committee will conduct a preliminary enquiry and on the basis of the report of the preliminary enquiry he will forward the matter along with the report to the University for further necessary action.

The matter will be placed before the University level disciplinary committee and the same committee, after following the law of natural justice, will submit its report to the Vice-Chancellor and the Vice-Chancellor will take further appropriate decision in the matter.

Minor penalty will be imposed by the Dean of the Institution and for major penalty the Vice-Chancellor will impose penalty after following above procedure:

1. While conducting an enquiry/investigation, the Disciplinary Committee should go into the causes/circumstances leading to the acts of indiscipline / violence and if the root cause is found to lie with academic or administration lapse, such as late submission of results, delay in declaration of admissions, availability of mark lists, irregularity in taking classes etc. such findings should be noted and the committee should report the findings alongwith erring parties for necessary action. In such a case, the act of violence/indiscipline on the part of students should be looked at with due moderation.
2. Whenever elements other than students belonging to the Faculty or the Institution where indiscipline or violence takes place are involved, the incident must be fully investigated by the Disciplinary Committee of the Faculty.

3. Whenever an act of indiscipline/violence takes place before filing the F.I.R. all the aspects at the appropriate level, be considered.

X.VI. (C). Appeal:

The Faculty level committee will be appointed by the Dean of the Institution. University level Committee will be appointed by the Vice-Chancellor. On the decision of the Dean, the student concerned will have a right to file an appeal before the Vice-Chancellor to review the penalty imposed by the Dean and in case of the penalty imposed by the Vice-Chancellor, the student concerned will be entitled to file an appeal to the Syndicate to review the penalty. This appeal is to be filed within a period of 45 days from the date of the order of penalty. The appeal filed after the expiry of 45 days from the date of communication of the order, will not be entertained.

X.VI. (D). Constitution of Faculty level disciplinary committee for halls of residence:

This will consist of the following:-

1. The Dean.
2. The Medical Superintendent
3. The Rector.
4. The Hostel Wardens.
5. 4 senior faculty members
6. Representative of hostel residents

Annexure - I
SURAT MUNICIPAL INSTITUTE OF MEDICAL EDUCATION AND RESEARCH, SURAT
Hall of Residence
Leave Application Form

Full Name _____

Room No. _____ Year _____ Roll No. _____

Student Registration No. _____

Name and Address of the person with whom staying

Whether Parent / Local Guardian _____

Day, Date and Time of Departure _____

Day, Date and Time of Arrival _____

Signature of Student

Warden

