



# srivenkateshwaraa

## Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102

### STUDENTS' HANDBOOK ON CODE OF CONDUCT AND ETHICS

#### 1. PREAMBLE

This Handbook indicates the standard procedures and practices of Sri Venkateshwaraa Medical College hospital and Research Centre for all students enrolling with the Institute for pursuing UG & PG Programmes. All students must know that it is incumbent upon them to abide by this Code of Conduct and Ethics and the rights, responsibilities including the restrictions flowing from it.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute

#### 2. JURISDICTION

2.1 The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

2.2 Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include:

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute
- c) Sale, or distribution of prohibited drugs, alcohol etc.
- d) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

*S. V. S.*  
DEAN  
Sri Venkateshwaraa Medical College  
Hospital & Research Centre  
Ariyur, Puducherry-605 102





# sri venkateshwaraa

## Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102

### 3. ETHICS AND CONDUCT

3.1 This Code shall apply to all kinds of conduct of students that occurs in the Institute premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the Institute.
- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Dean
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

3.3. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:

3.5 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

3.6 Intentionally damaging or destroying Institute property or property of other students and/or faculty members

3.7 Any disruptive activity in a lecture hall or in an event sponsored by the Institute

S. S. S.

DEAN

Sri Venkateshwaraa Medical College  
Hospital & Research Centre  
Ariyur, Puducherry-605 102





# srivenkateshwaraa

## Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102

3.8 Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards

3.9 Participating in activities including

3.9.1 Organizing meetings and processions without permission from the Institute.

3.9.2 Accepting membership of religious or terrorist groups banned by the Institute/Government of India

3.9.3 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

3.9.4 Unauthorized possession or use of harmful chemicals and banned drugs

3.9.5 Smoking on the campus of the Institute

3.9.6 Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute

3.9.7 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles

3.9.8 Rash driving on the campus that may cause any inconvenience to others

3.9.9 Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.

3.9.10 Theft or unauthorized access to others resources

3.10 Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

*S. N. B.*  
**DEAN**  
Sri Venkateshwaraa Medical College  
Hospital & Research Centre  
Ariyur, Puducherry-605 102





# sri venkateshwaraa

## Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102

3.11 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.13 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

3.14 Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

3.15 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

4 If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

4.1 WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

4.2 RESTRICTIONS -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

*S. V. S.*  
**DEAN**  
Sri Venkateshwaraa Medical College  
Hospital & Research Centre  
Ariyur, Puducherry-605 102





# srivenkateshwaraa

## Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102

4.4 MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.5 SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal.

**5 APPEAL** If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Dean. The Dean may decide on one of the following:

5.1 accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct,

Or

5.2 Refer the case back to the committee for reconsideration. In any case the Dean's decision is final and binding in all the cases where there is a possible misconduct by a student.

## 6 ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply *mutatis mutandis* to the Institute and the students are requested kindly to.

## 7 SEXUAL HARASSMENT

The Institute's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply *mutatis mutandis* to the students of the Institute. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

S. 26  
DEAN  
Sri Venkateshwara Medical College  
Hospital & Research Centre  
Ariyur, Puducherry-605 102





# sri venkateshwaraa

## Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102

### 8 STUDENT GRIEVANCE PROCEDURE

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Dean. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

S. w. b

DEAN  
Sri Venkateshwara Medical College  
Hospital & Research Centre  
Ariyur, Puducherry-605 102