

MGMIHS

CODE OF CONDUCT FOR STUDENTS



Rules & Regulations
of
MGM Institute of Health Sciences,
Navi Mumbai

MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

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Registrar

MGM INSTITUTE OF HEALTH SCIENCES
(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)
KAMOTHE, NAVI MUMBAI

Rules / Regulations No. 7

Rules No.7: Rules & Regulations for the code of conduct for College / University Students of MGMIHS

1. This Rule may be called **“Discipline of students of MGM Institute of Health Sciences”**.

The smooth functioning of the university and its constituent Colleges depends upon observance of discipline by the students. The Institution can help the students better when Rules of Discipline are observed properly. Violation of these rules deprives the students of the advantages of different facilities provided by the Institute. Following are some of the important rules of discipline. Parents / Guardians are requested to direct their wards to observe the following Rules of Discipline:

1. Students will strictly obey the instructions given by Dean/ Director / Principal / heading staff from time to time.
2. Students will attend lectures, practicals, tutorials, etc. as per the time table. They must not abstain themselves from classes, practicals, tutorials, tests, examinations etc. without written permission of the Dean. Students whose attendance and / or progress in various tests and examinations are not satisfactory and who do not perform the required number of tutorials and / or practicals are likely to lose their terms. Prolonged absence (more than 20%) even on grounds of ill health may also lead to loss of terms. Defaulters will not be sent up for University Examinations.
3. Those who fail to secure minimum attendance will not be allowed to appear for University Examinations.
4. Ragging is strictly prohibited. Any student found guilty, shall be dealt with appropriately.
5. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished as per Central Government Anti-Ragging Act
6. The Identity Card is meant for identifying bonafide students and is used for permitting the student to participate in various activities and programs of the College. Every student must wear the Identity Card and apron as long as he / she is in the College campus. It must be produced by the student whenever demanded by a member of the teaching or non-teaching staff of the College. Every student must bring his / her Identity Card to the College every day. In case the Identity Card is lost, the matter should be immediately reported to the Dean / Director / Principal and an application should be made for a duplicate Identity Card which will be issued on payment of charges.
7. A student must not indulge in any activity either inside or outside the college that will in any way interfere with its academic or administrative activities.

8. The conduct of the students in the classes and in the premises of the college shall be such as will cause no disturbance to teachers, fellow students or other classes.
9. Students shall conduct themselves in a polite manner, both towards the members of the staff (teaching and administrative) and towards their fellow students, Insubordination, unbecoming language or ungentlemanly conduct including teasing etc., shall be severely dealt with.
10. Strict silence should be observed in the class-rooms, Library, Library reading hall, laboratory.
11. In order to inculcate a sense of discipline in students through a strict dress code, students are expected to wear dress/uniform prescribed by the Institute. Not following the same will be liable for disciplinary action.
12. No Society or Association shall be formed in the college and no person should be invited on the college campus without the specific permission of the Dean / Director / Principal. The Principal has a right to refuse such permission.
13. No student is allowed to display any Notice / Circular / Poster / Banner in the college premises without the prior permission of the Dean / Director /Principal. Strict action will be taken against the defaulters.
14. The student should read notice displayed on the notice board regularly and the Institute will not be responsible for the loss or any disadvantage caused due to negligence of reading notice on the part of the student.
15. No person shall be invited to address any meeting without the prior permission of the Dean / Director / Principal in writing.
16. No student will be allowed to conduct any political activity in the college premises.
17. Outsiders are not permitted in the college premises without the prior permission of the Dean / Director / Principal. College students are not allowed to bring their relatives / friends to the college premises without the prior permission of the Principal. Strict action will be taken against the concerned outsider as well as the college student who is instrumental in bringing outsiders to the college premises.
18. All meetings, cultural programs, debates, elocutions etc., organized in the college premises must be held in presence of teaching staff members and with the prior permission of the Dean / Director /Principal. The subjects of debates / elocutions must have the prior approval of the Dean / Director/ Principal.
19. No picnics, Social ceremony, excursions or tours shall be arranged without prior written permission of the Dean / Director / Principal. The same can be obtained applying in the prescribed form at least two weeks prior to the date of the trip. If a student joins any unofficial picnic or tour, the college shall not be responsible for the conduct in public. Such tours shall be accompanied by teacher.
20. Students must take proper care of the college property. Strict action will be taken against the student/s damaging college property

21. Students involved in malpractices at the College / Board / University Examinations will be punished as per MGMIHS Rules / Regulations.
22. Smoking and chewing of Gutka / paan / tobacco / drinking of alcohol / drugs are strictly prohibited in the college and hostel premises.
23. Students are not expected to keep any dangerous or harmful weapons or material, etc. with them.
24. If for any reason, the continuance of a student in the college is found detrimental to the best interest of the college, the Principal may ask the student to leave the college without assigning any reasons and the decision will be final and binding on the student.
25. Playing music on transistors, tap-recorders, car-stereos, mobile telephones or any other similar gadgets with or without earphones is strictly prohibited in the college premises. Defaulters will be punished and their instrument confiscated.
26. Use of mobile telephones is strictly prohibited in the academic area of the college which includes college buildings, lecture halls, hospital, laboratories, library building, open areas between buildings and in front of college building upto car parking area. Students may use them in canteen building, Students' common room, hostels and from car parking area up to entrance gate. Defaulters will be penalized and their instrument confiscated.
27. Students shall leave their bicycles, scooters or motorcycles / cars in the shed provided for the purpose. No bicycles, scooters or motorcycles / cars shall be parked in any other part of the college premises.
28. Students must not loiter on the college premises while the classes / practical's / clinical and OPD are at work. Boys found loitering near the Girls' Common Room and / or hostels are liable for punishment.
29. Students must not attend classes other than their own without the permission of the authority concerned.
30. Students shall do nothing inside or outside the college that will interfere with the discipline of the college or tarnish the image of the college.
31. Students are not allowed to communicate any information about college matters to the press.
32. All students applying for bonafide certificate, character certificate, transfer certificate must apply to the Principal / Dean of the college through the concerned clerk in the college office.
33. Students are advised to keep sufficient number of Xerox copies of their SSC / HSC mark sheet and leaving certificate because original leaving certificate cannot be returned as per University Rules.
34. Students must take care of their property like books, purses, umbrellas, bicycles etc. The college will not be responsible for any loss.

35. Students have to collect their Hall tickets for the university examinations on the date specified by the college otherwise fine will be imposed.
36. Student has to obtain 'No Dues Certificate' at the time of issuing Hall tickets.
37. It is the responsibility of every candidate / student to submit proper documents. Any attempt to submit documents which are not genuine, will lead to cancellation of admission of the candidate, forfeiture of fees, deposits and expulsion of the candidate / student from the college by the Principal or by his authorized official. The name of such candidate / student/s shall be deleted from the Merit list.
38. Matters not covered above will be decided at the discretion of the Dean/Director/Principal.
39. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include :
- (i) Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably like to cause such disruption.
 - (ii) Damaging or defacing University property or the property of members of the University or any other property inside or outside the University campus.
 - (iii) Engaging in any attempt at wrongful confinement of teachers, officers, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.
 - (iv) Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act calculated to further the same.
 - (v) Furnishing false certificate or false information to any office under the control and jurisdiction of the university.
 - (vi) Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the university premises.
 - (vii) Indulging in acts of gambling in the university premises.
 - (viii) Arousing communal, cast or regional feelings or creating disharmony among students.
 - (ix) Tearing of pages, defacing, burning and destroying of books or any library or seminar.
 - (x) Unauthorized occupation of hostel, rooms or unauthorized acquisition or use of university furniture in one's hostel room or elsewhere.
 - (xi) Accommodating guests or other persons in hostels without permission of the Provost or Warden.

- (xii) Any act of moral turpitude.
- (xiii) Any offence under law.
- (xiv) Committing any of the offences specified in the examination (Control of unfair means and Disorderly conduct) Regulations of the University.
- (xv) Violation of the Traffic Rules on campus and outside.
- (xvi) Improper behaviour while on tour or excursion.
- (xvii) Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings, and
- (xviii) Any other act which may be considered by the Vice Chancellor or the Disciplinary Committee to be an act of violation of discipline.

Officers authorized to take disciplinary action

Without prejudice to the powers of the Vice Chancellor as specified under Rules and Regulations of MGM Institute of Health Sciences, the following persons are authorized to take disciplinary action by way of imposing penalties as specified above.

1. Vice-Chancellor
2. Registrar of MGMIHS.
3. Deans of Faculties / Dean of Students' Welfare.
4. Directors / Deans and Principals of colleges
5. Heads of the Departments / Centres.
6. Any other person employed by the university and authorized by the Vice Chancellor for the purpose.

Nature of Penalties

The following penalties may, for act of indiscipline or misconduct or for sufficient reasons, be imposed on a student, namely;

- i) Written warning and information to the guardian.
- ii) Fine up to Rs. 1000/- which may extend up to Rs. 10,000/-.
- iii) Suspension from the Class / Department / College / Hostel / Mess / Library / or availing of any other facility.
- iv) Suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
- v) Recovery of pecuniary loss caused to university property.
- vi) Debarring from participation in sports / NCC / NSS and other such activities.
- vii) Disqualifying from holding any representative position in the class / college / hostel / mess / sports / clubs and in similar other bodies.
- viii) Hostel shift and Hall shift.
- ix) Expulsion from Department / Faculty / Hostel / Mess / Library / club for a specified period.

- x) Debarring from an examination.
- xi) Expulsion from the University for a Specified Period.
- xii) Disqualifying from further studies, or prohibition of further admission or re-admission.

No penalty, provided in above Rule shall be imposed without giving the student a reasonable opportunity of being heard.

A review of disciplinary action(s) initiated against a student would lie with the officer issuing the orders, within seven days and an appeal would lie against the orders of the authorities mentioned in these Rules to the Grievance Committee.

Discipline Rules for Foreign Students

1. At MGM University campus all foreign students are expected to abide by all the rules and regulations of the university and the code of conduct as applicable to Indian students doing the same course. Any act within the campus that may violate or spoil the academic atmosphere in the university will not be appreciated and the student found guilty of such offence will be dismissed and sent back to their country without any cost to the university.
2. Any complaint or reporting of misbehavior, violence, anti socialism, unethical and immoral activities involving international students will be dealt with in accordance with the State and Central laws that are in force. MGMIHS will not take any responsibility for any criminal or non-criminal acts done outside the campus, when the students are in the rolls of the university.