

KANACHUR INSTITUTE OF MEDICAL SCIENCES
Code of Conduct for PG Medical students

All rules and regulations are framed in the larger interest of the students and parents and no exceptions are made on their application. Parents cannot pick and choose and see what suits them. Any parent not agreeing with the rules/regulations may choose to get their son/daughter admitted in any other college.

Kanachur Institute of Medical Sciences has framed the rules and Regulations to meet the following objectives:

- a. The College has to instill habits in all students, as the period of induction to exit, is vital for the students grooming to become a good citizen and a good doctor and the college does not absolve itself of this responsibility.
- b. All students are primarily here to study and this aspect takes the priority and is pursued vigorously, however the College does follow an appropriate policy of extra-curricular activities and leisure also.
- c. Most students come from conservative homes. The College respects such values and strives to see the continuity of the same.
- d. Medical Education is being conducted in mostly co-education set-up; The College lays emphasis on good behavior and respect towards females. The College is sensitive on objectionable male-female interaction and any such tendency draws immediate cognizance and action. An Internal Complaints Committee is constituted to look into any such specific complaints.
- e. The College assumes that educating the students is equally its responsibility as much as of the parents. The College strives to take various measures like holding extra classes before the examinations and extra coaching to achieve this aim.
- f. The College reserves the right to take whatever measures it considers necessary for the furtherance of academic performance of the student and the decision by the college shall be deemed to be final and not subject to any judgment, argument, criticism or discussion by the parents.

With the above and amongst other in mind, the College has set out the rules and regulation and reserve the right to change any such rule /regulation without notice.

1. Maintenance of DISCIPLINE within the College campus is of utmost importance. Every student shall maintain strict discipline in the College premises. The Student shall always maintain decency, decorum and etiquette and shall behave with other students in proper manner.
2. The student shall obey the instructions of the Faculty members and shall always interact with them with due respect.
3. The students are advised to keep themselves aware of the Institute rules and regulations. They are also advised to go through detailed Hostel rules and Prevention of Ragging rules published on College Website. Ignorance of rules shall not be an excuse for violation.

We have read and understood above Rules and Regulations.

Signature of Student

Name:

Date:

Signature of Parent

Name:

Date:

4. All instructions/ notices displayed on notice boards placed at different locations, in the campus, shall be deemed to have been read by all the students. Excuses for non-compliance of such instructions, announcements and notices will not be accepted. Students are advised to look at the notice board everyday to acquaint themselves with latest information/orders without fail. Orders/decisions notified from time to time, by Dean /administration /HOD's/ librarian/ warden / any other authorized person, will be binding on the students.
5. All KIMS students must be polite and behave well with all the staff and must learn to develop good attitude. No student is permitted to make fun or tease, abuse or manhandle and physically assault Management/Faculty / Medical Doctors / Medical Administrators / Technical Staffs / Nursing Staffs / Visitors/other Medical students and any other human being both inside and outside KIMS premises.
6. All students must behave politely, respectfully and empathetically with all patients, patients' relatives and other general public and must demonstrate well behaved attitude towards them.
7. Students shall abide by the rules, regulations and code of conduct prescribed by the Institution, including the hostel rules, as in force from time to time and subsequent changes/modifications/amendments made there to. Failure on the part of the students to keep up with the disciplinary rules will result in such punishment including expulsion from the college as may be imposed by the college disciplinary committee.
8. All matters regarding admission to the course, the decision of the Institution and/or the apex bodies, will be final and binding.
9. Any dispute arising out of the admission to the course will be subject to the jurisdiction of the Hon'ble Courts in Mangaluru or the Hon'ble High Court of Karnataka.
10. The student will compulsorily always wear their Identity cards provided to them by the Kanachur Institute of Medical Sciences administration, while in the campus or when moving out of the Campus, so that in case of an emergency/accident the KIMS administration can be contacted and informed.
11. Students shall follow the Institution dress code while attending the classes either in the College, Hospital, Laboratory, Library, Examinations, Internal Assessment Tests; College function. For Boys the dress code is : formals trouser (above waist), shirt with collar, shirt tucked in OR as and when the uniform is introduced; formal(LEATHER) black shoes and socks; boys should be neatly groomed with neat hair cut ('spikes', 'Out of Bed Look', Punk look or the Like are not permitted) & nails clipped; boys are not permitted to wear jeans; T-shirts; slippers or canvas/sports/sneakers/tennis shoes; caps; ear rings; pony tails; torn trousers; trousers with 5 or more than 5 pockets. For Girls the dress code is: formals like salwar kameez or Chudidhar OR as and when the uniform is introduced; formal footwear; hair beyond shoulder length to be tied; tops should be knee-length and sleeves should be long enough; should tie the hair neatly; the nails clipped; girls are not permitted to wear tight fitting clothes; skirts; half pants; revealing tops; jeans; leggings; short tops; sleeveless tops; wearing short kurtis; T shirts or high heeled footwear; It is compulsory for all the students to wear clean ironed aprons /lab coats with the college emblem when in laboratories; dissection hall; hospital; college. NEET examination dress code shall be followed while appearing for the internal assessment tests and university examinations. Under no circumstance tattoo or studs be worn on the body. The students are expected to look neat and clean and to wear decent & modest dresses, of sober colours. Noisy heels in the college and hospital premises will be considered as a violation. Violation of dress code shall be dealt seriously and may result even in suspension.

We have read and understood above Rules and Regulations.

Signature of Student

Name:

Date:

Signature of Parent

Name:

Date:

12. Counselling: Students who faces academic or other problems can approach the designated mentors.
13. The KIMS authorities/management will not be responsible for any theft, damage and loss of their properties.
14. If a student falls sick during class hours, he/ she or his/her friend must immediately inform the teaching faculty, who will make arrangements to shift/ evacuate the student to the Kanachur Hospital & Research Centre.
15. The student is permitted to participate in various competitions/activities at other medical colleges located in Mangalore, only after submitting proof and application along with parent's consent to the Dean/Associate Dean/Chairman, Sports & Cultural Committee. A student who is having less than 90% attendance in any subject or who has secured less than 50% marks in the internal assessment tests in any subject or has violated any of the institutional rules is not permitted to represent the institution in any activities.
16. Students must not take law into their own hands, but must report all disputes to the Dean/Associate Dean. All kinds of shouting, fighting, gambling, stealing, violent knocking, maltreatment, abuse are strictly prohibited. In such cases, offender will be handed over to the Police immediately.
17. As per the orders of the Hon'ble Supreme Court of India; the Medical Council of India; Rajiv Gandhi University of Health Sciences, ragging in any form whatsoever is a criminal offence and is strictly BANNED inside and outside the campus. Students shall not indulge in, nor tolerate ragging, in any form, even in words or intentions. Any student involved in RAGGING of any sort directly or indirectly shall be dismissed from the college immediately, in addition to facing action by the law enforcing authorities. It is a cognizable offence and violation will invite action including as per law of the land, in addition to expulsion from the KIMS. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting is also an offence. Students should report any such incident immediately to Dean/Associate Dean /Staff / any member of the Anti-Ragging Committee / Warden / Security Personnel, directly at any time of the day / night. An undertaking to this effect is to be signed by both Students and Parents. Toll free number and anti-ragging committee members telephone numbers are displayed at prominent places and on the college website for the information of students. Students expelled on grounds of indiscipline will not be entitled to any refund of any fees or deposit.
18. The students shall attend all campus activities organized on various occasions like Independence Day, Republic Day, Founder's Day, and any other campus functions.
19. Students native of Mangaluru & who reside in Mangaluru with their parents, are the Day scholars in the true sense. The College will recognize them as Day scholars.
20. The Conduct of Students in the Class has to be of a very high standard. The college lays a lot of emphasis on class – room conduct where the following is expected from the student.
 - i. Extend a high level of courtesy to all teachers and other staff.
 - ii. Do not leave the class without permission from teacher during the class.
 - iii. After assemble, the verbal roll call will be made. Be nice and courteous in your response.
 - iv. Proxy is a serious offence – and punished promptly.
 - v. Student will not leave their bags, books or belongings, unattended either in the class room or anywhere else. Management or Staff is not responsible for loss, theft or damage to their personal properties.

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Signature of Student

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Signature of Parent

Name:

Date:

Date:

- vi. Do not remain in the lecture hall after the class is over.
 - vii. Do not take any eatable, water, drinks, gums etc. to the Lecture Hall or to the class. This is punishable with fine.
 - viii. Throwing papers, refuse / garbage, empty bottles, wrappers etc., is an offence.
 - ix. Absence to classes attracts fine and is intimated to parents. Students shall not absent for classes preceding the tests.
21. Students attending the Hospital clinical postings, are expected to abide by certain established norms of discipline, as mentioned below. While at the Hospital, all students come under the respective HOD on the clinical side, who shall be responsible for the maintenance of discipline and good behavior. The HODs are empowered to use all means available at their disposal for the implementation of the same:
- i. The students shall be properly dressed with white clean aprons with college emblem. They shall carry necessary diagnostic sets as may be required by the relevant department. Not carrying the proper gear will attract disciplinary action.
 - ii. High moral character is expected, while at the Hospital for duty or learning. The administration shall not tolerate any breach of discipline in any form or manner.
 - iii. Students are expected to be courteous with the patients and attendants.
22. KIMS recommends only the RGUHS university prescribed books to be studied. Students are instructed not to consult guides, summaries, notes, guess books or any other non-prescribed material. The performance of students(in the tests and examinations) who study guides, summaries, notes, guess books, concise editions or any other non-prescribed material may not be satisfactory. All Students are advised to buy the latest edition text books, since periodic research is incorporated in the Fresh Editions.
23. Students should maintain good academic attendance, progress and conduct, which are prerequisites to appear for university examinations. Punctuality is a must for each lecture, practical, clinical classes, seminars, tutorials, tests, examinations etc., Students shall attend all the lecture, practical, clinics, Internal Assessment Tests etc., and also submit assignments on time. Students are expected to be seated 5 minutes before the commencement of the class. Boys and girls to sit separate. All students will start occupying the seats from the front, and vacant seats, if any, shall be left in the rear. Late comers will not be permitted to enter the class. 100% attendance in lecture and non- lecture(practical; tutorial; seminar etc.,) classes is compulsory and should adhere to the same throughout the course and in case attendance falls short, for any reason, competent authority of the Institute may take disciplinary action, as may be deemed fit and proper. Submission of medical certificate/leave letters does not amount to exempting the minimum attendance requirements. Unauthorized absence is liable for fine and punishment. Those who have less than 90% attendance shall not be permitted to go home for any reason other than during vacation.
24. A detained student due to shortage of attendance shall attend all the classes during the extended year/period of study, with the existing batch of students or as notified by the concerned HOD's and put up 100% attendance to be eligible for the next RGUHS examination.

We have read and understood above Rules and Regulations.

Signature of Student

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Date:

Signature of Parent

Name:

Date:

25. If the candidate lacks requisite attendance in any subject(s), he/she shall not be allowed to appear in the university examinations for those subject(s). Institution will not condone leave of any form, even if the student is absent from the course for any reason including pregnancy, child birth, illness etc., Lack of attendance leads to incomplete training mandated by the Medical Council of India and in turn could be against long term interests of the community as incomplete training could put patient life at risk.
26. It is mandatory for all the students, to attend all the internal assessments conducted by the college; absence shall not be permitted; if absent, they will not be allowed to take university examination.
27. Students should secure minimum of 50% marks in Theory and Practical / Clinical / Internal assessment tests, separately and are expected to adhere to the same throughout the course. In case internal assessment marks are less than 50% separately in theory / practical / clinical, falls short for any reason, students may not be permitted to appear for University Examinations and competent authority of the Institute may take such punitive action against the student, as may be deemed fit and proper. Those who have poor performance records (less than 50%) are not permitted to go home for any reason other than during vacation. No retest is conducted for the absentees.
28. The Internal Assessment Tests are conducted as per RGUHS regulations. Tests are held in Exam Halls. The following should be noted in particular.
- Late comers are barred from appearing in the tests.
 - Attempt to look around and cheat attracts disciplinary action.
 - Students are expected to follow NEET examination dress code any student violating the dress – code is not allowed to appear in the Exam / Test.
 - Students are required to bring their college identity card, pencil / pen sets and all other stationary items except answer booklets. Bonafide practical records to be produced by the students at the practical internal assessment tests.
 - Students should not carry mobile phones, electronic devices, notes, books, and scrap papers to the hall or lab during exam. Any student found in possession of cheating material shall be liable for disciplinary action.
29. A student detained for shortage of internal assessment marks shall attend the internal assessment tests as notified by the concerned HOD's and secure a minimum of 50% marks during the extended year of study, to be eligible to appear in the next RGUHS University examination.
30. Students shall observe the Rules & Regulations of the Central library of Kanachur Institute of Medical Sciences. Violation of rules attracts disciplinary action.
31. Fees and other charges are payable in advance before the start of academic year till the student passes the qualifying examination in general.:
- All figures quoted in the students fees are valid for that year and are subject to change.
 - The College does not take responsibility of sending reminders to parents to pay the outstanding dues.
 - The dates for payment of the fee are fixed and are notified in the beginning of year on notice boards, any delay in payment of Fee will result in imposition of fine.
 - All fee payments Pay Order / Drafts shall be made as directed by the Accounts Department, KIMS.

We have read and understood above Rules and Regulations.

Signature of Student

Name:

Date:

Signature of Parent

Name:

Date:

Any candidate who fails in the supplementary examination of the University as prescribed shall have the course extended according to the regulations.

Institution will not refund fee either in full or in part, under any circumstance, once the seat is allotted. If a student intends to discontinue the course at any time after joining and attending classes, student shall pay the college fees and dues for the balance duration of the course in full. Student and parent have to submit a discontinuation notarized bond on Rs.200/- stamp paper at the time of joining the course.

32. If there is change in the Govt. fees in the succeeding years students shall remit the revised fee.
33. There is no concept of preparatory leave or study leave with a view to prepare for the internal assessment tests or university examination. The College has a controlled preparatory classes programme which is organized and run by the College.
34. In view of the busy academic schedule, students are not permitted to go home except during the vacation declared by the college/university authorities. Going home frequently affects the performance in the internal assessment tests / exams and attendance. Permission to go home during vacation or otherwise will be sanctioned only after getting the request from the parents well in advance (7 days) through the mentor; after verification of the specimen signature of parents by the authorized staff, provided their attendance is 90% and have secured 50% in the internal assessment tests. Absence of leave will be permitted by the respective Chief Warden's. Students shall proceed on absence of leave after the last class of the day is over i.e., after 4.00PM. Students who do not report to college after vacation/leave on the expected dates will be fined as notified. No absence of leave is granted for attending marriages except for the students very own brother or sister. Attending marriage of a cousin, joint family members, friends, poojas, pilgrimage etc., are not valid reasons. Parents are discouraged to seek permission to take their son/daughter home unnecessarily.
35. Students should produce no dues certificates whenever required.
36. Students shall not join in any kind of demonstration / coercive agitation / participation in strike / wearing black badges / resorting to hunger strike / disrupting the normal teaching learning activity, or in any activity which has a tendency to disturb the tranquillity of life either inside or outside the campus, for the purpose of forcing the authorities of the KIMS / KHRC to solve own cause or in support of any other person or groups. Students shall not involve in any undesirable activity that may tarnish the name of the Institution either inside or outside the campus. Students involved in such activities are liable for disciplinary actions as deemed fit. The Institute shall in no way provide any support and will not be held responsible for any such action. Postering and pamphleting in relation to any matter inside and outside the premises is strictly prohibited. Defaming own friends, faculty and staff of KIMS by designing cartoons or write ups and putting up such items on notice boards or social websites or crossing off or overwriting on notices published by KIMS is strictly forbidden.
37. Students shall not participate in any procession agitation, demonstration etc., against the KIMS, Government, Regulatory Body or the University; jointly or singly sign any application against the Government, Regulatory Authority, University or any other person not directly connected with the College. Student shall not wear any badge, emblem or advertisement that can propagate the cause of any political party.
38. Students are not permitted to possess or use any motorised vehicle, including a two wheeler, inside the Institute campus.

We have read and understood above Rules and Regulations.

Signature of Student

Name:

Signature of Parent

Name:

Date:

Date:

39. The students are not permitted to celebrate any festivals; birthdays or partying in the class rooms, in the corridors or at any location in the campus, without the prior permission of the Dean/Associate Dean.
40. Students shall not use/posses mobile phone in the college, hospital, library, examination hall. They will leave the mobile in the hostel or in the lockers alongwith others. In case, if any student is found using mobile phone it will be seized and fine will be levied.
41. All students are required to safeguard the property of KIMS & KHRC. Student/s shall reimburse the cost of any damages to glassware, equipments, building or property in the campus caused as ordered by the Management or respective department.
42. Students shall not indulge in smoking, consuming alcohol or possession or consumption of drugs / narcotics/weapons. No KIMS student is allowed to possess firearms/ explosives/ammunition with him or her in college, hospital or hostels. Any student found in possession of any of the above shall be liable for disciplinary action including expulsion and the matter shall be reported to the Police and or enforcement agencies.
43. Formation of association of students on the basis of religion, cast or creed is not permitted.
44. The students are not permitted to proceed on any excursion or picnic.
45. Students shall not paste any notices on the walls. Defacing/Scribbling on walls/tables / chairs in the class rooms/hospital/laboratory is not permitted and violation attracts disciplinary action.
46. The students shall not indulge in any religious discussions. No gatherings, talks by guest speakers, religious scholars are not permitted.
47. Students shall not keep any obscene literature / video films in my possession or circulate or post them on social sites at any time.
48. Students are not allowed to shout or make loud noise between the class hours or leisure time while they are in the campus. Students are prohibited from standing in person or in groups on the corridor. Unnecessarily initiating a conversation with stranger is to be avoided.
49. No student shall be permitted to form a student Party / Student Union/ Student Society and Organisation of any kind either inside or outside KIMS and its Hospitals / Health Centers/ and hostels or become member of any other outside student union(s) and organizations.
50. No KIMS student is permitted to remove, take away, damage or destroy the property of KIMS or books from library, audio visual aids, museum specimens etc., Anyone found guilty will be penalised and will have to bear stern consequences.
51. Use of cameras, in the college; hospital; library; hostel is prohibited. Keeping obscene literature/ video films in their possession; Video recording using mobile or any other equipment, including the activities of the any of the staff/students at any locations of the hostel/hospital/college/outside the campus is banned. Any complaint shall be forwarded to cybercrime police for further action.
52. Students are not permitted to invite any outside person to address any meeting in the hostel or institution, without the written permission of the Dean.
53. Any act of uploading derogatory remarks or image ridiculing a student/staff/ Institute or any other person or organization, on to a social website, will invite disciplinary action. Student should strictly refrain from indulging in any act of violating the code of internet use. Any complaint shall be forwarded to cybercrime police for further action.

We have read and understood above Rules and Regulations.

Signature of Student

Signature of Parent

Name:

Name:

Date:

Date:

54. The students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters. No student shall be permitted to be engaged directly or indirectly, in any activity of a Political Party(ies) inside or outside the premises of the College, its hospitals and Health Centers and inside hostels.
55. The student is not permitted to share any information or give interview or make speech regarding College or the Hospital or the Hostel or on any individual to any member of the Press, Print Media, Radio, Television or any other media.
56. Students are forbidden to address any member or person in authority directly. Any communication intended for such higher authority must be submitted through the Dean who will forward it if he considers it desirable. Students desirous of addressing the head of the institution, by a letter must do so independently. Joint applications are entirely prohibited and will not receive attention.
57. Without prejudice to the generality of power to enforce discipline under the regulations, the following shall also amount to acts of gross indiscipline:
 - i. any violation of the provisions of the Civil Rights Protection Act 1976,
 - ii. violation of the status, dignity and honour of any student,
 - iii. any practice, whether verbal or otherwise, derogatory to women,
 - iv. any attempt of bribery or corruption in any manner, or
 - v. creating ill will or intolerance on religious or communal grounds.
 - vi. Lack of courtesy and decorum;
 - vii. Unbecoming conduct within and outside the Institute;
 - viii. Willful damage to institute property or removal of property
 - ix. Violation of the statutes of the college
 - x. Use of abusive and offensive language
 - xi. Disturbing fellow students in their studies
 - xii. Adoption of unfair practices in tests, assignments, or examinations
 - xiii. Noisy and unruly behavior, loud talking, unsolicited loitering or unpermitted congregation, causing distraction and annoyance.
 - xiv. Defacing walls
 - xv. Discrimination, intimidation, violence, verbal or behavioural, psychological, based on the caste, religion, colour, nationality, region, gender, sexual harassment and socioeconomic status of your room mate / hostel mate; anything that may be deemed as vulgar is strictly prohibited.
 - xvi. Any other activity deemed violating the regulations and repute of the college
58. All powers relating to discipline and disciplinary action are vested with the Dean. The Dean may delegate all or such powers as he deems proper to any of the official of the college or may at his discretion refer the case to the Student Disciplinary Committee, consisting faculty members of the Institution, which shall be appointed from time to time or the one in place. This Disciplinary Committee shall have the power to interview any student or students or any member of the staff or any member of public, record statements and is empowered to send its recommendations to the Dean. After considering the recommendations of the Disciplinary Committee, the Dean may take disciplinary action against the student/s.

We have read and understood above Rules and Regulations.

Signature of Student

Name:

Signature of Parent

Name:

Date:

Date:

The Rules, Regulations, terms and conditions given above subject the parents /students/guardians to the following.

- a.** The code of conduct is binding on the parent/guardian and the student.
- b.** Parent/guardian and the student understand that these rules/regulations will be up-dated and will be applicable on the student and parent/guardian and shall be deemed to have been issued from the date of admission.

We have read and understood above Rules and Regulations.

Signature of Student

Name:

Date:

Signature of Parent

Name:

Date: