



Shri Shivaji Education Society Amravati's  
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Shri Shivaji education society, Amravati's

**Dr Panjabrao Alias Bhausaheb Deshmukh**  
**Memorial Medical College**

**Code Of Conduct For Students And Staff**

**Dr Anil T. Deshmukh**  
**Dean**

(Dr Panjabrao Alias Bhausaheb Deshmukh Memorial Medical College)

**DEAN**  
Dr. Panjabrao Alias Bhausaheb Deshmukh  
Memorial Medical College, Amravati

# **Code of Conduct for Students**

## **I. RESPECT**

The students are required to:

Express themselves in polite language when communicating with any staff and among themselves.

Show respect for others and not to indulge in any activity which amount to ragging.

## **2. IDENTITY OF STUDENT**

For the purpose of determining the identity of a person as a student, he /she must wear identity badge whenever in campus.

## **3. DRESS CODE**

1. Provocative clothing either by virtue of the design or in the manner in which it is worn, are not allowed to be worn on the college campus or during college activities.
2. Student are advised to wear according to dress code only in such a way that Midriff area (front and back) must not be visible at any time. Undergarments and Cleavage must not be visible at any time.
3. Headwear's are not permitted (exception be granted based on religious and medical reasons with proper verification).
4. It is a must for all the students, interns and postgraduate students to wear a white apron with ID card during working hours, both in the college and the hospital premises.
5. Students are expected to wear decent footwear, preferably shoes while attending classes, practical, wards, outpatient departments and other sections of college and hospital.

### **Dress Code for Boys**

Trouser and collared shirt, Shoes and socks, clean apron and ID card, Clean shaven regularly

### **Dress Code for Girls**

Formal wear like Salwar Kameez or Churidar or Saree, Formal foot wear, hair beyond shoulder length to be tied, clean apron and ID card

### **Prohibited for boys**

Pony tail, Clothing depicting illegal drug, alcohol, profane language, racial, sexual and vulgar suggestions.

### **Prohibited for girls**

Clothing depicting illegal drug, alcohol, profane language, racial, sexual and vulgar suggestions, Jeans, Skirts, Revealing deep tops.

### **4. CONDUCT AT COLLEGE/HOSPITAL FUNCTIONS**

All student should abide to dress code while attending any function in college campus. Student should not indulge in activity which interfere with proceedings of function. Student should not use abusive language during any function in college campus.

### **5. Wards outpatient departments clinics conduct**

Students should attend posting on time. Students should communicate with patients with empathy. Students should not occupy the patient's bed and should not keep their belongings on patients' beds. Miss behavior with a patient or patient's attendant is liable for disciplinary action.

### **6. LIBRARY CONDUCT**

1. Students must show their Identity Card to the library staff whenever asked within the library premises.
2. Library book should not be taken outside library except for books that are on loan after due diligence.
3. Mutilation of any book or article of Library property is punishable offence.
4. Student should not use any marker of any type on library book.
5. The use of mobile, laptop computer, speakers are strictly prohibited and silence should be kept in all parts of library.
6. Consumption of food, drinks, liquor, tobacco product are strictly prohibited in library premises.
7. Students are not permitted to reserve seats by leaving their belongings on seats and desks.
8. Students are themselves held responsible for their belongings.
9. books on loan should return to library in stipulated time.

### **7. Drugs and substance abuse**

Any student who while in any college facility or participating in college events is under the influence of any liquor, control substances, narcotic drugs are subjected to strong disciplinary action. Any use, consumption and distribution of such drugs are strictly prohibited and amount to disciplinary action.

8. Committing theft, robbery while in college campus is punishable offence.
9. Use of firearm or explosive material in college campus is strictly prohibited.
10. Tempering with any college record in any format is punishable offence

## **11. Photography and posting on web**

Posting of information or photographs of any student taken (inside college campus) other than himself on the web is strictly prohibited. Strong disciplinary action will be taken if any complaint is received in this matter.

**12. Social discipline** Littering in college campus is strictly prohibited.

**13. Online academic session** the student should be in dress code as given by college background should be simple and shouldn't should attend class in quite room.

## **14. RIGHTS OF STUDENT**

No rights are absolute.

Students shall be free to express their views in decent polite language.

A. Right to Assembly.

Students have right of assembly in generally available public area in such a way that it

a) Does not hamper the routine traffic in college.

b) Does not interfere with classes and meetings.

c) Does not interfere with the regular activities of the college.

d) Sound amplifying equipment shall not be used without permission of the administration.

B. Outside Speakers are allowed but only after written order from Dean. The Dean may approve or disapprove; this is solely dependent on Dean discretionary powers.

C. Distribution of Material

Any information in any format printed or electronic related to any event or incidence in college should not be circulated in students, staff and public without prior approval from in charge teacher/ Dean.

## **15. STUDENT ACADEMIC RIGHTS**

A student has the right to fair and equal treatment in all areas of academics including right for fair evaluation of academic performance.

## **16. PLAGIARISM/CHEATING**

Plagiarism / cheating in any academic activity is prohibited. Any student which resort to plagiarism or cheating will face disciplinary action.

## **17. CLASSROOM CONDUCT**

The students should be present in the class before the commencement of lecture. Student should not damage any college equipment in classroom. Student should not act in manner that conducting class become difficult.

## **18. PRACTICAL LABORATORY/ DISSECTION HALL CONDUCT**

Student should be present before class starts. Student should not damage college property.

## **19. DISCIPLINARY ACTION AND PENALTY**

Code of conduct monitoring committee has been formulated in College if there is any complaint against a student, this committee will conduct enquiry and ascertain the misconduct. After enquiry committee will forward it suggestion to the dean. Nature of action to be taken against the student will be decided by dean.

Penalty to the student can be in the form of warning, restriction to the access to the campus facility, suspension for the specific period and expulsion.

# **Code of Conduct for Academic Staff**

## **Code of Conduct for Academic Staff**

### **Dress code for males**

Trouser and collared shirt, Shoes and socks, clean apron and ID card

### **For females**

Formal wear like Salwar Kameez or Churidar or Saree, Formal foot wear, clean apron and ID card

## **Teacher- Student relationship**

1. teacher student relation is a sacred one so teacher should take utmost care to maintain the relationship.
2. Teacher should respect the student's opinion
3. Teachers should deal with students impartially, regardless of the religion, caste, sex, political, economic, social and physical status
4. Encourage students to improve their attendance and develop their personalities.
5. Inculcate scientific temperament into the student.
6. Whenever student approach teacher with any problem, teacher should try to solve it or refer student to appropriate mentor.
7. Encourage students for extracurricular activity for better person as a whole.

## **Teacher and colleagues**

1. Treat other members of the profession in the same manner as they themselves to be treated
2. Speak respectfully to other teachers, irrespective of their post and superiority.
3. Refrained from lobbying with respect to caste, religion, race, gender in professional practice
4. Be rational towards other teachers
5. Should not talk with female student/staff in isolation.

## **A. LIBRARY CONDUCT**

1. Library book should not be taken outside library except for books that are on loan after due diligence.
2. Mutilation or defacement of any book or article of Library property is punishable offence.
3. teacher should not use any marker of any type on library book.
4. Silence must be observed in all parts of the library. The use of mobile, laptop computer, speakers are strictly prohibited.
5. Consumption of food, drinks, liquor, tobacco product are strictly prohibited in library premises.



6. Teachers are themselves held responsible for their belongings.

7. books on loan should return to library in stipulated time.

## **B. Drugs and substance abuse**

Teachers are seen as role model by the students. So, they must follow code of conduct to set a good example. Any teacher who while in any college facility or participating in college events is under the influence of any liquor, control substances, narcotic drugs are subjected to strong disciplinary action. Any use, consumption and distribution of such drugs are strictly prohibited and amount to disciplinary action.

**C.** Use of **firearm** or explosive material in college campus is strictly prohibited.

**D. Social discipline** Littering in college campus is strictly prohibited.

**E.** Teacher should take utmost care while writing scientific paper to avoid plagiarism.

**F.** Academic responsibility of staff: It is advisable for male teaching staff preferably not to interact with female student in close chamber or if the situation requires at least one female should be accompanying. Substance abuse

**G. SMOKING:** Smoking in the college campus is strictly prohibited. Violations of this call for stringent action

**H. LIQUOR:** Any staff 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, shall be subject to disciplinary action.

**I. Anti-ragging committee:** It is responsibility and duty of each and every staff that when students communicate anything to teaching staff about misbehavior by other students it should immediately brought to notice to anti ragging committee and should not try to dispose matter on their own.

## **J. General responsibility**

Teaching staff should try to avoid use of mobile while teaching.

Teaching staff should not pass any racial comments in college campus or while teaching

Staff should abide with timetable for course completion.

Teacher should evaluate academic performance of student, without any prejudice.

While interacting with student, teacher should take care not to talk about any caste and religion which will adversely affect the student mindset.

Teacher should avoid unnecessary repeated comments on any particular student or group of students.

**K. Social media use**

Any post or article published on electronic/printed media related to college or students which bring the negative impact should be avoided.

## **Code of Conduct for Non-Teaching Staff**

### **Code of conduct for Non-Teaching Staff**

Non-teaching Staff should abide by the guidelines laid down by the college. Non-teaching staff

1. shall be regular and punctual
2. shall attend the students' problem and act immediately
3. shall not conduct any activity which will damage the image of the institution
4. shall respect dean, teaching staff and colleague
5. shall maintain the discipline in the college
6. shall not indulge in anti-social, anti-environmental activities
7. shall support dean in all the administrative work
8. sexual harassment equals to stringent punishment.
9. shall respect and honor the dignity of women.
10. Shall talk with respect with all.
11. Will not Consume, possess, distribute liquor, tobacco product and narcotic drugs in college campus or during college activity it is punishable offence.
12. Will not disclose any academic document to student or anyone without prior permission from teacher in charge / Dean
13. Will not work as part time insurance company agent and will not sell directly or indirectly any policy to any staff/ student of college.
14. Will take utmost care while communicating with female staff/ student.

# **Code of Conduct for The Dean**

### Code of Conduct for The Dean

1. The Dean should be a role model for all other faculty, so he/she should carry himself/herself with the highest level of integrity.
2. The Dean should be fair in his/her actions and should take decisions without any prejudice.
3. The Dean should communicate with all students in respectable tone.
4. The Dean should communicate with the students to solve their problems and be receptive to new ideas.
5. The Dean should execute his/her work towards the welfare of the institution.



Chairperson - Criteria No. \_  
NAAC Steering Committee  
Dr. P. D. M. M. C. Amravati



Medical Superintendent  
Dr. P. D. H. & R. C  
Amravati



DEAN  
Dr Panjabrao Alias Bhausaheb Deshmukh  
Memorial Medical College, Amravati