



Dr. M.G.R. EDUCATIONAL AND RESEARCH INSTITUTE DEEMED TO BE UNIVERSITY



University with Graded Autonomy Status

(An ISO 21001 : 2018 Certified Institution)

Periyar E.V.R. High Road, Maduravoyal, Chennai-95, Tamilnadu, India.

ACS MEDICAL COLLEGE AND HOSPITAL CODE OF CONDUCT

CODI OF CONDUCT FOR STUDENTS

- Behave in a dignified and courteous manner within the premises of the institution with due respect to teachers, seniors and fellow colleagues.
- Speak politely with empathy and respect to patients and their attendants.
- Students should refrain from using abusive language at all times. Swarming, bullying, intimidating, harassing of staff or students will attract immediate disciplinary action.
- Ragging in any form is considered as a strict punishable offence.
- Students should wear their ID cards and aprons at all times within the college and hospital premises.
- Dress code: Should be, clean & neatly pressed must be worn
- **Boys: Neat haircut with clean shaven appearance**
- **Girls: Neatly tied hair is must & free hair not allowed.**
- Students must participate in all academic & research activities, guest lectures and other educational programs organized by the institute and maintain discipline during all these activities.
- Students should be on time for all sessions including theory, practical classes and OP or Clinical Students at least ten minutes before the session.
- Students should attend the lectures punctually. Entering or leaving the class during the lecture is not allowed.



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- Students should be cooperative in keeping the college campus neat and tidy.
- Mobile phones should not be used inside the lecture hall, laboratories, library
- All properties belonging to the institute should be used with care and students should refrain from damaging the properties by scribbling on the desks & walls, breaking the furniture etc.,
- Students should spend their leisure time either in library/ reading room or at the sports arena. Wandering in the college campus & unnecessary groupings in lecture hall after college hours should be avoided.
- A minimum attendance percentage as per institution/ university guidelines in theory and practical classes is mandatory for up taking of exams at the end of the year. Students with unauthorized absence will not be permitted to take up the university examinations.
- Attending internal assessment exams is mandatory. Unauthorized absence will not be accepted.
- Students are prohibited from adopting fraudulent activities in the form of copying, using cheat sheets, mobiles or any transmitting devices during the examination. Strict invigilation and CCTV camera will be used for monitoring students. Students caught indulging in these activities will be dealt with as per university guidelines.
- Leave can be availed by students only with prior sanction from concerned HOD, & Dean. In inevitable situations where prior



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permission is not possible, information should be conveyed to the respective department as early as possible and leave application should be submitted on returning.

- Students should not undertake any independent educational/recreational tours without permission and approval of college authorities.
- Two wheelers and cars used by students should be parked in the allotted parking space and should not be used for travelling within the premises. Rash/ negligent driving is not allowed and may lead to confiscation of vehicle.
- Students are encouraged to convey their grievances/ suggestions to the management through proper channel. However, in case of emergencies the Head of Departments / Dean may be contacted.
- Possession/ consumption of narcotics, tobacco & alcohol within the institutional premises will be viewed very seriously with immediate disciplinary action.
- College is not responsible for behaviour of the students outside the institutional premises.

Hostel rules:

- Hostellers must occupy the room allotted to them and must not change the room without permission of the warden. They have to keep their rooms clean and hygienic



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- All the inmates should leave the hostel at least 10 minutes before the commencement of the classes
- No student is allowed to stay in the hostel during the college hours without prior permission of the warden
- Hostellers falling sick should be reported to the warden who will take necessary steps for the treatment
- Inmates should not involve themselves in any unlawful or undesirable activities (such as smoking, drinking, gambling, writing on walls and doors, etc....)
- Hostellers will be held responsible for the damage to the rooms they occupy and items like fan, furniture, tube light, switches, toilet sink, etc. In case of damage or disfigurement of any hostel property they will have to pay the cost as fixed by the warden.
- Students are advised not to bring any valuables to the hostel. The management will not be responsible for any loss due to their negligence
- The rooms should be locked whenever the students are away and the room keys should not be given to anyone except the warden.
- If the students go on long leave they should inform to warden.
- Boys are not allowed to enter the girl's hostel and vice versa.
- Ragging is strictly prohibited inside the hostel. If found guilty they will be expelled from the hostel.
- Celebrations of any kind and partying in the hostel are not allowed



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- Students are permitted to go out of the hostel within the campus like library, canteen and internet centre with prior permission from the warden.
- If the student wants to go out of the hostel on leave/outing they must produce permission letter from the parents via regular post/speed post/ at least one day in advance.
- The letter should be duly acknowledged by the dean and the ward.

Anti-ragging rules:

- Administrative action in the event of ragging:
- The anti-ragging committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established on the recommendations of the anti-ragging squad.

CODE OF CONDUCT FOR THE FACULTIES:

As aim of the teaching profession is to educate and kindle the thirst for knowledge the faculties should be concerned and dedicated towards achieving the same

- Faculties should be open to hear the students view point and also be concerned to take extra efforts for the needy group of students
- Faculties should be tolerant to criticism
- Faculties should create an educational ambience in the classroom and also should not show favouritism to any set of students and treat them alike



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irrespective of caste, creed, colour, gender, religion and socio-economic status

- Faculties should set an example and be a role model to the students in making them an inquisitive and explorer of knowledge
- Faculties in addition to making the students professionally competent also should inculcate in them patriotism, community service and social responsibility
- Faculties should be conscious to maintain the dignity of the profession
- Faculties should aware of making every student to understand basics of medical science and prepare the students to face the challenges thrown across during the practice and nurture the habit of exploring the new horizons of health care
- Faculties should be enthusiastic in learning the recent advances, innovations and apply the same to become a teacher of updated knowledge
- Faculties should find time to do research and create an opportunity for the students to follow it up
- Faculties should involve themselves as a mentor for students in conducting seminars, CMEs, Workshops, Interactive sessions, sports and cultural activities
- Faculties should behave and function in a manner described by the institution and make it a collective effort for the student's educational, mental health and social well-being



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- Faculties should interact with parents of the students during Parent Teacher's Meeting
- Faculties should follow the professional ethics
- Faculties should adhere to the principles of scientific research and writing.
- Faculties/Doctors should care the patients appropriately and honestly to the highest standard of medical care and be open enough to take peers, expert's opinion in delivering the health care.
- Professional faculties should give respect to the professional fellow in a commendable manner and treat non-professional and support staff in the same line

CODE OF CONDUCT FOR SUPPORT STAFF:

- Should understand and work according to the policies of the institution and should sincerely and diligently carry out the duties delegated to them.
- Unless on at most emergencies leave of absence should be intimated to the supervising authorities and the institution well in advance.
- Should not work in any other capacity in other places during working hours and also should not be a part of a reason or part of any small business activity within the institution
- Should not be a part of political, anti-secular activities and such other conduct which will hamper the institutional policies



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- Should treat the peers, supervisors, other officers, management and students with at most respect and should not engage in activities hurting the sentiments of the group or an individual
- Should be punctual in their work to fulfil the need of their presence and smooth functioning of the day
- Should handle the equipments carefully for the longevity and proper functioning of the same
- Should not indulge in abuse of drugs, tobacco, paan chewing or alcohol.
- Should not divulge any official matters of importance to anybody
- Should not falsify any original document which they may have access
- Should have honesty and integrity in executing the duties
- Should not develop emotional relationship with students or their parents/guardians
- Should respect the decision of the management
- Mutual trust and goodwill created among all the group of employees will generate a harmonious environment in the campus and no individual should be a hindrance by way of their activities in action, word or thought.



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NO RAGGING



NO RAGGING

Ragging is A Punishable Offence!
Don't Indulge In Ragging.

Don't be a mute spectator to ragging.
Report ragging incidents immediately



STOP

STOP RAGGING

WHAT IS RAGGING?

| ANY ACT INVOLVING? | A STUDENT INCLUDING IN RAGGING CAN BE: |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------|
| MENTAL/PHYSICAL/SEXUAL ABUSE | EXPELLED FROM THE INSTITUTION |
| VERBAL ABUSE | BANNED FROM THE HOSTEL |
| INDECENT BEHAVIOR | HIS/HER SCHOLARSHIP CAN BE WITHDRAWN |
| CRIMINAL INTIMIDATION / WRONGFUL RESTRAINING | DEBARRED FROM EXAMINATIONS |
| HUMAN DIGNITY | DENIED ADMISSION TO ANY INSTITUTION |
| EXTORTION | PROSECUTED FOR CRIMINAL ACTION |
| USE OF FORCE | INSTITUTIONS HAVE BEEN ASKED TO FILE THE FIR WITH LOCAL POLICE AGAINST THOSE WHO RAG / ABET RAGGING |

ARE YOU BEING RAGGED?

WARDEN BOYS HOSTEL : 044-26800505

VIGILANCE OFFICER : 9840540949

DEAN: 9841280664

WARDEN GIRLS HOSTEL : 044-26802255

STUDENT RELATION OFFICER: 9677457796

ANTI RAGGING TOLL FREE NO.1800-3000-7073

JOIN HANDS TO MAKE YOUR CAMPUS RAGGING FREE

DOCTORS



Medical Hospit

Chennai, Tamil Nadu, India

ACS medical college and hospital

Lat 13.057645°

Long 80.126796°

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GPS Map Camera



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Download **ANTI RAGGING** App

SAY NO TO RAGGING

YES TO JOYFUL CAMPUS

What is Ragging?
Any Act Resulting in:

- Mental/physical/sexual Abuse
- Verbal Abuse
- Indecent Behaviour
- Criminal Intimidation/wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation/extortion
- Use Of Force

A STUDENT INDULGING IN RAGGING CAN BE:

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing Scholarship/Fellowship and other benefits.
- Delinquency from appearing in any test/examination or other evaluation process.
- Withholding results.
- Deterring from representing the institution in any regional, national or international meet/tournament or sports festival etc.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified the institution shall resort to collective punishment as a deterrent to ensure community pressure on potential raggers.

Immediately call
UGC Anti-Ragging Helpline
1800-180-5522/2447 toll free
or send an e-mail to hr@mgri.ac.in or hr@mgri.ac.in

MHRD DEPARTMENT OF HIGHER EDUCATION
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
GOVERNMENT OF INDIA

विश्वविद्यालय अनुदान आयोग
University Grants Commission
Quality Higher Education for All

GPS Map Camera

Medical Hospital
Chennai, Tamil Nadu, India
ACS medical college and hospital
Lat 13.057645°
Long 80.126796°
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