



VINAYAKA MISSION'S
**HOMOEOPATHIC MEDICAL
COLLEGE & HOSPITAL**

CODE OF CONDUCT

**VINAYAKA MISSION'S HOMOEOPATHIC MEDICAL COLLEGE AND
HOSPITALS, SALEM**

CODE OF CONDUCT FOR STUDENTS

The code of conduct for students is meant to promote professional behavior and academic integrity, leading to an effective learning environment that prepares graduates for global competitiveness and all the students are required to follow it.

RESPONSIBILITIES OF THE STUDENTS

It shall be the responsibility of the students;

- ✓ To read, become familiar with and adhere to this Code and any amendment brought to this Code.
- ✓ To behave and conduct themselves in the college campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- ✓ Strive to develop appropriate work attitudes and habits.
- ✓ To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- ✓ To report any violation of this Code to the functionaries under this Code.

GUIDELINES FOR STUDENTS

- ✓ All parents / guardians are supposed to register at least one telephone / mobile number and one email id with the college office at the time of admission. All requests for leaves must be made through parent's mobile numbers / email id only. It will be the responsibility of the student / parent / guardian to update any changes in the registered telephone number / email id/address for correspondence.
- ✓ Day scholars and outsiders are strictly prohibited to enter the hostel premises.
- ✓ Interact in a polite and respectful manner with all students and staff of the College at all times.
- ✓ During class hours a student cannot go out of the classroom without the permission of the faculty concerned.

- ✓ The use of mobile phones is prohibited in lecture classes and during clinical hours. Students who violate this rule will face disciplinary action.
- ✓ The college expects students of both sexes to foster a healthy and decent relationship both on campus and off the campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.

COLLEGE ATTENDANCE POLICY

- ✓ As per the CCH/University norms **80% attendance** every year is mandatory for **BHMS students** (theory as well as for practical/clinical classes) and **80% attendance** is mandatory for PG **students** to be eligible to appear in University Professional Examinations. Any student failing to confirm to this eligibility criterion will not be allowed to appear in the University Exam and parents will desist from pressing upon the college authorities to complete the attendance unlawfully. Therefore parents are requested to keep track of the leave record of their wards to avoid any disappointment at a later time. The attendance and marks secured in Term/ Model exams is communicated with the parents every three months through postal letters and SMS.
- ✓ However, it is the duty of the parents to regularly contact your wards mentor/ academic coordinator regarding wards attendance.

LEAVE REGULATIONS

- ✓ Leave for going home on working days should be forwarded through HOD to the Principal. Leave will be sanctioned only on receiving a signed request letter submitted by the parent / guardian (in case if the parents are not alive) in person or via post / email from a registered email id. In case of an emergency the request may be made by the parents telephonically from the registered phone number to the mentor/academic coordinator, but a signed letter must be submitted when the inmate returns to the hostel. Otherwise leave will not be sanctioned under any circumstances and will be marked as absent.
- ✓ Leave applications should be submitted to the concerned authorities at least three days in advance. Otherwise the leave application will not be considered. No permission will be granted for night stay outside the hostel including at Local Guardian's house. All parents / guardians are supposed to register at least one telephone / mobile number and one email id with the college office at the time of admission.
- ✓ Leave application should be forwarded through the following stages;

Stage I – Permission from Head of the Department

Stage II – Permission / Information to mentor

Stage III - Section In charge

Stage IV – Permission from Principal / Academic coordinator

RAGGING

- ✓ Ragging of juniors by the seniors is a punishable offence as per the Supreme Court ruling. Any incidence of ragging of fresher by the seniors causing mental and physical agony will be severely punished on a written complaint by the student.
- ✓ The college has constituted a Disciplinary Committee / Anti Ragging Committee which is responsible to control / prevent ragging.
- ✓ Senior faculty members of Disciplinary committee will be on rotational duty as an anti-ragging squad which will conduct raids / surprise visits to check ragging.
- ✓ Students are liable to be punished when found guilty by the disciplinary committee depending upon the nature and severity of the ragging or any other activity of indiscipline.
- ✓ The punishment can be financial, suspension, or rustication from the institute. FIR may also be lodged against students indulging in ragging.

LIST OF ANTI RAGGING COMMITTEE 2021- 2022

S.No	NAME	DESIGNATION	MOBILE NUMBER	E-MAIL ID
1.	Dr. E. Rathnasabapathi Chairperson	Principal, Vinayaka Mission's Homoeopathic Medical College & Hospital, Salem.	9842765594	principal.vmhmc@vmu.edu.in
2.	Prof. Dr. R.S. Shanmugasundaram, Member	Director, Students Welfare, VMRF-DU, Salem.	9345195599	director.sw@vmu.edu.in
3.	Tmt.M. Sree Abinav, IPS Member	Superintendent of Police, Salem.	0427-2274747	-
4.	Tmt. Amsavali Member	Inspector of Police, Attayampatty, Salem	0427-2471230	-
5.	Thiru. Rajinikanth, Member	Civil Representative	9360838477	-
6.	Thiru. Senthil, Member	Media Representative	9361503000	dracademic@vmu.edu.in
7.	Prof. Dr. P. Selvam, Member	NGO Representative.	9362847666	sumatselvam@gmail.com
9.	Dr. K. Rajamanickam Member	Prof. & HOD, Dept. of Pharmacy	9443510363	drrajamani63@gmail.com
10.	Prof. Dr. A. Nagarajan Member	Prof. & HOD, Dept. Physiology & Biochemistry	9364644978	dranrvm@yahoo.com
11.	Dr. K. Radha, Member	Professor & HOD, Dept. of Pathology & Micro Biology	9976880732	drradha1970@gmail.com
12.	Dr. J. Senthikumar, Member	Professor & HOD, Dept. of Repertory	9847280556	drjsenthil@gmail.com
13.	Dr. A.T. Senthilkumar, Member	Professor & HOD, Dept. of Materia Medica	9994858799	atzen@rediffmail.com
14.	Dr. G. Kavitha, Member	Professor & HOD, Dept. of Obs & Gyn	9790233670	thirukavitha@gmail.com
15.	Dr. A.S. Shivasaravanan	Professor & HOD, Dept. of Surgery	9894591770	sivas.ts@gmail.com
16.	Ms. Laya Varjitha. V	Student Representative I.BHMS	6380511262	layavarjitha813@gmail.com
17.	Mr. Sanjeevan.S.K	Student Representative I.BHMS	9944619093	jeevan.sri19@gmail.com

18.	Ms. Sandracicilin	Student Representative II.BHMS	9947976521	sandracicilin2017@gmail.com
19.	Mr. Batchu Venkata Koushik	Student Representative II.BHMS	8985525845	batchukoushik20@gmail.com
20.	Ms. C. Aishwaryalakshmi	Student Representative III.BHMS	9486235326	aisuchandru@gmail.com
21.	Ms. Kanishka	Student Representative III.BHMS	9531811068	kanishkaanshu@gmail.com
22.	Ms. Sowmya Sree.M	Student Representative VI.BHMS	9597879689	sowmyesreemania99@gmail.com
23.	Mr. Salmanul Fairs. A.I	Student Representative IV.BHMS	8921942795	Salmanul96@gmail.com
24.	Miss. Divya Jyothi	Student Representative CRRI	8309870057	divyajothi@gmail.com
25.	Miss. Sakthi Yalini	Student Representative CRRI	9976607433	Sakthiyalini1812@gmail.com
26.	Dr. V.K. Dibigaa	Student Representative – PG I.MD(Hom)	9489739083	drdibigaavk@gmail.com
27.	Dr. A.N. Parameshwari	Student Representative – PG II.MD(Hom)	9865318999	eshwarisathya0@gmail.com
28.	Mr. A.N. Kumar, Member	PRO, College Administrative Office	9865067556	ankvmhmc74@gmail.com
29.	Mr. P. Rajamani	Hostel Warden	9626632332	-
30.	Mrs. P. Chitra	Hostel Warden	9677370646	-
31.	Mr. Rajeev Raj	Hostel Warden	9578372735	-

The following activities are prohibited:

- ✓ Loitering without reason
- ✓ Creating disturbance during college hours
- ✓ Zooming on vehicles
- ✓ Use of cell phones in the college premises is restricted
- ✓ Ragging and eve teasing
- ✓ Smoking inside the campus
- ✓ Entertaining outsiders
- ✓ Indulging in malpractices in test and examinations

PAYMENT OF FEES

- ✓ All fee payments to the College will be made on or before the date specified by the University.
- ✓ Failure to make fee payments by students on time will invite appropriate penalties as the College may prescribe which also includes the cancellation of admission of the defaulting student and the student will not be permitted to the next level.
- ✓ The fees for the entire course/program will be paid by the student who intends to discontinue for any reason whatsoever and at any time during the course/program.

SEXUAL HARASSMENT

Women grievance cell has been developed which deals with the issues related to women including sexual harassment. Timely lectures and workshops are conducted to make women aware about safety. Related complaints should be intimated to Grievance Redressal committee/ Internal Compliance Committee.

DRESS CODE

- ✓ To maintain the good image of the University, you are reminded that you must be properly attired in a manner befitting the status of university students when you are on campus.
- ✓ All the students should wear ID cards within the campus compulsorily, apron during classes/ clinical hours and any defaulter will be punished.
- ✓ Attire of the students including Hair, Beard etc should be presentable to suit the profession.

- ✓ All girls should tie their hairs.

Prohibited for Boys

T-Shirts

Jeans

Chappals

Shorts/folded pants

Trousers leggings

Ear Rings

Prohibited for Girls

Sleeveless tops/Shirts

T-Shirts

Jeans

Skirts, shorts, folded pants

DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF STAFF

FACULTY MEMBERS

Consequent to becoming a deemed to be University, the management has taken efforts towards proper working conditions, social security scheme, etc. As this is a University, the contribution of faculty members is expected to be more by way of National / International accreditation, research, extension activities apart from regular academic and teaching activities.

The faculty should:

- ✓ Uphold the honor and dignity of the teaching profession
- ✓ Provide an innovative and quality education to pupils.
- ✓ Be impartial towards students.
- ✓ Interact with the students in a friendly manner.
- ✓ Abide by the rules and regulations of the institution.

- ✓ Abide by the procedures to ensure student's safety.
- ✓ Collaborate with fellow teachers.
- ✓ Be responsible and interact positively with parents and other stakeholders in educating the students.
- ✓ Be good counselors and facilitators.
- ✓ Help, guide, encourage and assist students in their learning.

a) Faculty Member and Student:

The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the University in which he/she is a member. He/she has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve,

- i) To accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- ii) To make regular contribution for the personal development of students, while looking after their interest and welfare.
- iii) To be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
- iv) Not to disclose confidential information about students to anyone except to authorized persons/agency or in the interest of law.
- v) To be fair and to assess the students impartially and only on merit/performance.
- vi) To have respect for and an affectionate and friendly attitude towards all students and help them to improve their behavior unmindful of some untoward events if occurred, rather than having feeling of revenge.
- vii) To abstain from accepting fees or honorarium, gift, personal gratification by any means etc., other than those permissible under the rules for providing guidance or coaching to the students.

b) Faculty Member and Parents / Guardian

- ✓ A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The faculty member should;

I. Respect the prerogative of parents/guardian to look after the interest of students.

II. Develop friendly and co-operative relations with parents/guardian.

III. Monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.

c) Relationship with Colleagues

- ✓ A faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/she should;

i) Move with his/her colleagues in the University in a manner that he/she expects them to move with him/her.

ii) Extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.

iii) Eschew writing anonymous letters to the authorities about his/her colleagues.

iv) Desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.

v) Resist the temptation of harming the teaching community for self-interests.

vi) Refrain from passing information about colleagues to any individual or agency without his/her express permission.

d) Faculty Member with Management

- ✓ A faculty member is expected to develop proper rapport with the employer viz. Management of the University. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include;

- i) Perform all professional activities through proper channel.
- ii) Do not discuss with unauthorized individuals about professional and secret information.
- iii) Look for promotion/elevation only on grounds of competence/performance.
- iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional ethics.
- v) Honour the provision of the bilateral agreement viz. bond/undertaking, which the faculty member committed/entered with the employer viz. University
- vi) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the University.
- vii) Co-operate whole heartedly with the authorities of the University in the fulfillment of educational policies in conformity with professional responsibilities.
- viii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the student's interest.
- ix) Conduct the University's transaction with utmost honesty, accuracy and fairness.
- x) Avoid unethical practices even on the grounds that it is 'customary'.
- xi) Expediency should never compromise integrity.
- xii) Get the approval from appropriate authority empowered by the University to take up sponsored funded projects, though faculty members normally encouraged to do so, since such acceptance of an agreement will create a legal obligation on the part of the University to comply with the terms and conditions of the agreement. Only such authority can enter into the agreement on behalf of the University.
- xiii) Should follow all norms and standards set by the University for the faculty from time to time.
- xiv) Unlawful messages or posts in social media demeaning the institution/university will face strict action.

NON-TEACHING STAFF (ADMINISTRATIVE AND TECHNICAL STAFF)

As a University, the scope of activities of administrative and technical staff has not only increased but also become more focused and result oriented. Though the size of administrative category of staff is less compared to faculty and technical staff, their contribution to the efficient functioning of the University is great. While the management of the University has taken efforts to improve service conditions of the technical employees, they are expected to contribute their best for the achievement of the mission and goals of the University. With this in view, detailed guidelines prescribing duties and responsibilities of administrative and technical staff were made.

The following are expected from the Non-teaching staff;

- ✓ He / She must Report to duty on time
- ✓ Remain on duty during college hours.
- ✓ Adhere strictly to the laws and regulations of the college.
- ✓ Respect and maintain the hierarchy in the Administration.
- ✓ Maintain honesty, integrity, fairness in all activities.
- ✓ Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- ✓ Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts. Must not intercept or misappropriate college money.
- ✓ Must not be absent from duty without official approval or approved sick leave.

LEAVE RULES FOR FACULTY AND NON-TEACHING STAFF:

- ✓ Should inform the concerned HOD/in charge priorly 3 days in advance.
- ✓ In case of emergency, information should reach the office / department by mail or by message.
- ✓ Late permission should be availed as per the rules stipulated.
- ✓ Failure to inform or register in Biometric, will be considered as loss of pay.
- ✓ On duty will be granted only after submission of attendance certificate.