1. **GENERAL RULES OF CONDUCT FOR STUDENTS**

- Maintenance of discipline in the college is absolutely essential.
- Students should possess the college identity card within the premises.
- Attendance is compulsory for the theory, clinical & practical classes. Students without adequate attendance and internal assessment will be detained from appearing for the examinations.

A student who is irregular to the class is liable to forfeit his claim towards:

- Scholarship
- Other concessions such as railway and bus passes.
- Eligibility to represent the college / University in sports and games.

Indiscipline, misbehavior or gross insubordination and violation of college rules and regulations will lead to fine, suspension or expulsion of the students from the college.

Any derogatory action or misconduct by a student, outside the college campus that is likely to mar the reputation of the institution, will be viewed seriously and liable for punishment by the authorities according to the nature and seriousness of the offence.

In case of indiscipline of students, the authorities will contact the parents and request them to correct the erring wards. Failure to do so by the parent will result in the expulsion of the students from the college.

Students are expected to keep the college campus neat and clean. Writing on the walls and damaging the college property is prohibited. Strict silence should be observed in the college premises. Any damage or loss caused to the college property will be recovered from the concerned student.

The student should be polite and courteous to the teaching and the office staff. They should not use indecent language with the fellow students or the staff. Smoking, drinking or uses of addictive substances are strictly prohibited inside the campus.
Students are expected to pay the college fees before the due date as notified by the college. Fees once paid will not be refunded. If any student discontinues the course in the middle, he / she has to pay the fee for the entire course.

ATTENDANCE:

80% of attendance in a subject is compulsory provided the student has 80% attendance in nonlecture teaching i.e. seminars, group discussion, tutorials, demonstrations, practicals, hospital postings, bed side clinics, failing which the student will not be permitted to appear for the university exam with his batch of students. Attendance shall be calculated from the total number of hours prescribed by MAHER / MCI and not the number of classes conducted.

SPECIAL RULES RELATING TO THE HOSTEL STUDENTS

All inmates of the Hostel shall observe the following rules for the smooth and efficient running of the hostel and for their comfortable stay:-

1. Only bonafide students of Meenakshi Medical College and Research Institute are eligible for admission to the hostel.

2. Inmates should not change the rooms allotted to them without the permission of the Dean / Chief Warden.

3. No posters or pictures should be stuck inside and outside the rooms or anywhere around the premises of the Hostel or College. Hostellers should avoid sticking bills and posters on the windows, doors and walls (Except name strips on the room doors). Incase the room is found not in order; fine will be levied on the erring students.

4. Inmates shall be responsible for proper and careful use of furniture and fixtures provided in the rooms and hostel premises.

5. Inmates should not remove any furniture from the rooms and no extra furniture can be brought in from outside.

6. Tampering with fixtures and electrical connections are strictly forbidden.
7. No damage to property of the institution should be caused by any student. The cost of such damage will be recovered along with fine from the inmates as determined by the Dean / Chief Warden and this will not be adjusted with the caution deposit.

8. Inmates must switch off fans and lights before leaving their rooms.

9. No guests or day scholar will be permitted to the hostel room without prior permission of the resident warden.

10. Audio set, if any used should be played in low volume without disturbing the neighbouring students. If the rule is violated the sets will be confiscated and will be returned to the students only after the completion of the course.

11. The inmates are advised to close the taps after use in order to avoid wastage of water.

12. Wastage are to be disposed of only in the dustbins provided, and if this rule is violated the entire floor occupants will be fined.

13. Dining service will be provided only in the mess and there will be no room service.

14. Whenever any hosteller falls sick the same should be reported by him / her to the Warden, who will provide all necessary assistance to get appropriate treatment or medicines.

15. Hostellers are not allowed to leave or enter the hostel after 9.00 PM everyday.

16. Any student who wants to go out of the campus should obtain prior permission from the Chief Warden and they should return back before 9.00 pm. No student will be allowed to enter the hostel after 9.00 pm.

17. To leave the hostel premises, permission of the Chief Warden is absolutely necessary. Prescribed format will be available at the hostel to apply for permission. Student who wants to stay overnight to visit their parents or guardians should approach the Chief Warden for permission. Permission will be granted only after talking to the guardians /parents over the phone.

18. A register will be maintained in each block to record the details of permission granted.
19. All rooms, corridors, toilets etc, must be kept clean and any student who violates the rule shall be dismissed from the hostel.

20. Inmates shall keep their area noise/pollution free.

21. No cooking appliances, individual hotplates/induction stove and microwaves are permitted in the hostel rooms.

22. All complaints regarding toilets, water and power supply should be made to the Resident Warden through the book of complaints.

23. Vehicles brought by the students should be parked only in the vehicle stand.

24. Visitors shall be allowed only between 4.30 p.m to 7.30 p.m to the Hostel.

25. Smoking or consumption of alcoholic beverages, or drugs and smoking inside the college and hostel premises is strictly prohibited.

26. Male hostlers should not wear shorts, bermudas and lungis outside the hostel rooms. Female students when coming out of the rooms should wear churidhar/pants/sarees only.

27. Hostellers who are not complying with a view to help the student to pursue his/her studies in good environment and to facilitate/promote his/her academic progress, & who fail to keep up the congenial atmosphere and environment in the hostel or to perform well and maintain academic progress shall not be allowed to use the hostel facility and shall vacate his/her room immediately on intimation from the Chief Warden/Dean of Faculties.

28. If a student does not do well in the three internal assessment or two university examinations he/she may be asked to vacate the hostel.

**UNDEARTAKING FOR THE HOSTELLERS**

1. It is clearly indicated at the time of admission that smoking and alcohol ingestion are prohibited inside the campus. It has been decided to have surprise checks of the hostel rooms at any time of the day for the presence of cigarettes, liquor bottles, etc., if this is found in anyone of the rooms, the inmates will be immediately suspended from the hostel as well as from the college without any further warning.
2. It has been noticed that students in groups, go out for birthday celebration, parties, excursions etc., which is strictly forbidden. The respective principals / wardens have been informed not to give permission for any such activities.

3. It has been a common occurrence during the day time. when the college and hospital are busy with educational activities, students are found to be roaming about in the hostel premises with some lame excuses like cancellation of classes or not doing well, etc. Henceforth, if any student is found during the working hours in the hostel premises without any concrete reasons, he / she will be immediately suspended from the hostel and

4. Henceforth if any damage to the light, telephone or furniture is found in the hostel in any of the floors, the entire inmates of the block will lose the privilege of staying in the hostel.

5. It has been observed that the student staying in the hostel are self medicating when they are sick. This is dangerous. Hence, whenever any hosteller feel sick the same should be reported to the warden, who will provide all necessary assistance to get appropriate treatment or medicines.

6. Students are not allowed to have their cellular phones inside the class rooms: they are permitted to have them in the hostel.

Date: 

Signature of the Candidate

Signature of the parent / Guardian
1. CENTRAL LIBRARY RULES & REGULATIONS

1. The students are allowed to use the library strictly between 8 am to 8 pm only.

2. Always wear your ID card to enter into the Library. If not will be fined Rs.250/-

3. Please keep your personal belongings like bag, file, overcoat, personal books, notebooks, etc., at the counter.

4. Overcoats are not allowed inside the library and students are requested to hang the overcoat in the area provided.

5. Sign in the entry register kept at the entrance desk while coming in to the library

6. Xerox copies can be taken only between 8.30 am to 6 pm.

7. Journals section will be opened for staffs only between 8.30 am to 6.00 pm.

8. Students who want to borrow the books from the library should submit their personal identify card for the book to be taken against their name. Other cards will not be valid.

9. Students are strictly warned not to mark or draw anything on the reference book which they are using. These students will be severely fined for writing on the book.

10. Students should properly enter the name in register book with proper signature. Other students should not sign. Signing should be done only in blue

11. Leave the books after referring on the reading tables, don't reshelve them.

12. Personal books or notes can be read in the area exclusively allotted for it.

13. Cell Phones are not allowed inside the library. Cell phone will be confiscated.

14. Students are requested to use the internet only after getting permission from the chief librarian and write a letter in this connection as to what
purpose the internet is used. Since there are limited number of
tconnections, only half an hour will be given for each student to use
between 10.00 am to 6.00 pm.

15. Only one person is permitted to use one computer.

16. Students who sit together and chat will be severely reprimanded.

17. If Students are found misusing the internet connection, they will be
severely punished.

18. Students should use study room, which is used for personal reading.

19. Students should not disturb the seating arrangements in the library

20. To take reference books students should get permission from the
concerned HOD.

21. Cameras are not allowed inside the library. Students who wish to take
photos from the books should obtain permission from the concerned
HOD.

22. The teaching staff are allowed to take books for only 3 days.

23. Students should not sit / stand in the corridor / steps on the main
entrance of the library.

**STRICT ACTION WILL BE TAKEN IF THE FOLLOWING DISCIPLINE IS NOT FOLLOWED**

1. Maintain Dress Code

2. Boys - Tuck in with Belt & Shoes.

3. Girls - Chudidar with Dupatta

4. Overcoat is a must

5. Identity card should be displayed

6. Timings very important

7. Wishing the staff is courtesy.

8. Must submit the records regularly.
9. Discipline in hostel.
10. Permission from warden.
11. Behavior in the mess.