



**A Constituent college of Bharath Institute of Higher Education and Research (BIHER)**

## **STUDENTS CODE OF CONDUCT**

### **Dress Code**

#### **Medical Students – (Male)**

- Scrub Suits with White Apron
- Half sleeved White Coat (with their college Logo) should be worn inside the college.
- First button of the shirt must not be left open.
- Hair must be groomed well.
- Face must be neatly shaven.
- No bracelets should be worn in the wrist. Rings can injure patients and hence not permitted.
- No slippers should be worn. Only shoes are accepted.

#### **Medical Students – (Female)**

- Scrub Suits with White Apron
  - Half sleeved White Coat (with their college Logo) should be worn inside the college.
- Hair should not be left loose but should be well groomed. (Hair in dissection hall / lab / and on patients in wards & Surgery is a disaster)

- Too many bangles should not be worn.
- Flowers or Perfumes should not be worn.
- Anklets with bells should not be worn.
- Long nails with polish are not acceptable (This will injure the patient). Mehendi's on hands will look odd while examining patients and hence not permitted.
- Shoes or Clogs which cover the toes are to be worn.
- All this is to ensure that female students do not create the feeling that they are women (while examining male patients).

### **Medical Students – (Boys & Girls)**

- All Medical Students must wear a WHITE COAT (with their college Logo) inside the College and Hospital.
- The coat must be HALF SLEEVED ONLY. (Full sleeve coats will hamper use of your elbows for dissection or in lab or wards). Hence coats must expose the elbows.
- Coats must be washed and changed once in a week compulsorily on Mondays. (Unclean and unwashed coats have been the source of cross infection).
- All Students must have 3 coats in their possession. (Not Two). The 3rd coat should be kept as a standby for use in times when the 2nd coat is delayed in the laundry).

## **STUDENTS CODE OF CONDUCT**

### **Preamble:**

The following paras indicate the Bhaarath Medical College's standard procedures and practices (hereinafter referred to as the 'Institution') for all students enrolling with the Institution for pursuing undergraduate and postgraduate courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the Institution's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is simple, understandable, effectual, and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code.

### **Jurisdiction**

1. The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.
2. Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal

student conduct and discipline as laid down in this Policy and other regulations as if the conduct has occurred on campus which shall include

- Any violations of the Sexual Harassment Policy of the Institute against other students at the Institute.
  - Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students at the Institute.
  - Possession or use of weapons, explosives, or destructive devices off-campus
  - Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
  - Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
3. The Institute, while determining whether to exercise such off-campus jurisdiction in situations enumerated herein above, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

### **Ethics and Conduct:**

1. This Code shall apply to all kinds of conduct of students that occur on the Institution premises, including in Institution sponsored activities, functions hosted by other recognized student organizations, and any off-campus conduct that has or may have serious consequences or adverse impact on the Institution's interests or reputation.
2. Each student must accept that,
  - He/she shall be regular and must complete his/her studies in the Institution.
  - He/she shall adhere to the dress code of the Institution. (Scrub suit with white apron)
  - He/she shall mandatorily have the minimum required attendance in each subject, as prescribed by the Institution
  - He/she shall not misuse electronic gadgets and cell phone during the class hours
  - In the event a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institution subject to the written consent of the principal
  - As a result of such relieving, the student shall be required to clear pending hostel and any other dues, and if a student had joined the Institution on a scholarship, the said grant should be revoked.
3. The Institution believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic Integrity, respect all persons and their rights and property and others' safety, etc.
4. All students must deter from indulging in all forms of misconduct, including partaking in any activity off-campus which can affect the Institution's interests and reputation substantially

### **The various forms of misconduct include:**

1. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion, or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
2. Intentionally damaging or destroying Institute property or property of other students and/or faculty members
3. Any disruptive activity in a classroom or in an event sponsored by the Institute
4. Unable to produce the identity card, issued by the Institute, or refusing to produce it
  - i. on demand by campus security guards will attract severe action
5. Use of Mobile Phones: Usage of Mobile or any other form of mobile Communicating devices during academic hours in classrooms/ Labs / Examination Hall/ Auditorium is prohibited
6. Any Act against Women: Any act whether verbal or otherwise involving violation of the status,

dignity and honor and is derogatory to women. Eve Teasing, Accosting, Molesting, using intemperate/abusive language, making suggestive obscene gestures, sending e mails/ what's app messages /MMS to female students or teachers is prohibited.

7. Hostel Rules: Students staying in the Hostels are required to adhere to Hostel Rules and Regulations as given in the Undertaking which would be signed by them and their parents.
8. Conduct in College Bus: Misbehavior in the Institute bus even outside the Campus. Travelling in institute bus without valid pass Ragging in bus is prohibited.
9. Entry into the Hostel: Day scholars are NOT permitted to enter hostels without prior permission of Warden/ Director Hostel.
10. Participating in activities concern should be avoided which includes
  - Organizing meetings and processions without permission from the Institute.
  - Accepting membership of religious or terrorist groups banned by the Institute/ Government of India
  - Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fire works, contrary to law or policy.
  - Unauthorized possession or use of harmful chemicals and banned drugs
  - Smoking on the campus of the Institute
  - Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
  - Parking a vehicle in a no-parking zone or an area marked for parking of other types of vehicles
  - Rash driving within the campus that may cause any inconvenience to others
  - Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause Hindrance to the academic progress.
  - Theft or unauthorized access to other resources
  - Misbehavior at the time of student body elections or during any Activity of the Institute.
  - Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; Inciting or participating in a riot or group disruption at the Institute.
11. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
12. Theft or misuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
13. Damage to or destruction of, any property of the Institute, or any property of others on the Institute premises.
14. Making a video/audio recording, taking photographs, or streaming audio/video of any person

in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

15. Indulging in any form of Harassment, which is defined as a conduct that is severe and objectively, a conduct that is motivated based on a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

### **Disciplinary Procedure:**

If there is a case against a student for a possible breach of the code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct.

1. **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
2. **RESTRICTIONS** - Reprimanding and restricting access to various facilities on the campus for a specified period of time.
3. **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
4. **EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.
5. **SUSPENSION-** A student may be suspended for a specified period of time which will entail a prohibition on participating in student-related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
  - Ineligibility to reapply for admission to the Institute for a period of three years, and
  - Withholding the grade card or certificate for the courses studied or work carried out

If the delinquent student is aggrieved by the imposition of any of the mentioned penalties, he/she may appeal to the Dean / Vice Principal / HOD / Class coordinator / Mentor and may decide on one of the following:

- (a) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, or
- (b) Refer the case back to the committee for reconsideration. In any case, the provost decision is final after binding in all the cases where there is a possible misconduct by a student.

### **Academic integrity**

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment. Academic Integrity encompasses honesty, responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work,

the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential to the success of the Institute and its research admissions, and hence, violation of academic integrity is considered as a serious offense.

### Scope and Purpose

1. This Policy on academic integrity, which forms an integral part of the Code, applies to all students of the Institute. The students are required to adhere to the said policy. The purpose of the Policy is twofold:
  - To clarify the principles of academic integrity
  - To provide examples of dishonest conduct and violations of academic integrity.
2. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community, therefore, bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
3. The principles of academic integrity require that a student,
  - Properly acknowledges and cites the use of the ideas, results, material, or words of others.
  - Properly acknowledges all contributors to a given piece of work.
  - Makes sure that all work submitted regarding a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
  - Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
  - Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

### **Violation of this policy include, but are not limited to:**

1. **Plagiarism:** Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include
  - Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
  - Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
  - Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
  - Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
  - Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
  - Paraphrasing or changing an author's words or style without citation.
2. **Cheating:** Cheating includes, but is not limited to
  - Copying during examinations, and copying of homework assignments, term papers, thesis, or manuscripts.
  - Allowing or facilitating copying or writing a report or taking an examination for someone else.

- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
  - Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
  - Creating sources, or citations that do not exist
  - Altering previously evaluated and re-submitting the work for re-evaluation
  - Signing another student's name on an assignment, report, research paper, or attendance sheet
3. **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest in diverse activities such as research, teaching, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity, commitment, and avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case- by-case basis.

**Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:**

1. Use proper methodology for experiments and computational work. Accurately describe and compile data.
2. Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny if required, and the changes made should be clearly described.
3. Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit data points to make an impressive figure (commonly known as "cherry picking").
4. Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. The date should be indicated on each page.
5. Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the Internet or other sources for class assignments, manuscripts, and thesis.
6. Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

**Individual and Collective Responsibility:**

The responsibility varies with the role one plays

1. **Student roles:** Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy, he/she is strongly encouraged to report the misconduct in a timely manner.
2. **Faculty Roles:** Faculty members should ensure that proper methods are followed for

experiments, computations and theoretical developments, and that data is properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

3. **Institutional roles:** A breach of academic integrity is a serious offense with long-lasting consequences for both the individual and the institute, and this can lead to various sanctions.

### **Students Rules & Regulations**

1. A minimum attendance of 75% in theory and practical sessions separately is mandatory. Students will be barred from writing examinations if attendance is found to be less than 75%.
2. Maintaining discipline in the campus is of utmost importance. Those who are found violating the rules will be subjected to punishment.
3. Ragging in any form is strictly forbidden and those found indulging in such activities will be expelled from the institution and criminal proceedings lodged against them.
4. The parents/guardian will be informed of the student's behavior and progress from time to time.