

ARMY COLLEGE OF MEDICAL SCIENCES
DELHI CANTT

CODE OF CONDUCT FOR ACMS STUDENTS

General

1. Discipline is the foundation on which the Armed Forces function. As students of the prestigious Army College of Medical Sciences, it is incumbent on all to develop self-discipline of the highest degree. It should, therefore be the endeavour of every medical student to observe all the rules and regulations as a matter of habit rather than because of fear of the consequences. Students will at all times, conduct themselves with proper decorum and cultivate correct manners and etiquette.

Attendance

2. Attendance at all organized academic and extracurricular activities is compulsory except for valid reasons like hospitalization/sick in quarters/duly sanctioned leave. All students will ensure that they are punctual at their places of duty. For sitting in University Examination a student must have minimum of 75% attendance.

Dress

3. White Apron with Name Plate (White in colour with name in black) will be worn by all students over dress compulsorily while in College Complex. Dress Code for students will be as under:-

<u>S No</u>		<u>Boys</u>	<u>Girls</u>	<u>Remarks</u>
a)	Summer Dress	Shirt & Trouser with Leather Shoes	Salwar kameez or Shirt & Trouser	Jeans, T-Shirts, Skirts, Sports Shoes are not permitted.
b)	Winter Dress	Same as above with Coat/Jersey/Pullover	Same as above with Coat/Jersey/Pullover	
c)	Dress for College Functions	as specified for a particular function		
d)	Sports Dress	T-Shirt (Colour Maroon) & Shorts/Track Suit/Sports Suit with Sports Shoes	Track Suit/Sports Suit with Sports Shoes	

Cheating

4. Any student who is found guilty of using unfair means - cheating or endeavouring to cheat by taking unauthorized books, pamphlets or papers, mobile phone, voice receiver, voice recorder, etc into the examination hall or trying to gain information from fellow students while in the examination hall will render himself/herself liable to be rusticated from the institution. Any form of

cheating/forging/stating falsehood in any activity while at the institution will be severely dealt with.

Wireless Sets/Music System

5. Students are permitted to keep/use music system with output not more than 50W in their rooms.

Place of Duty

6. Place of duty will be any place where the medical students are required to be present for prescribed organized training/extracurricular functions and addresses by Dean/VIPs.

7. White Coats will only be worn during practical, dissections or ward work. At other times they will be neatly folded and carried. Stethoscopes during ward work will be carried in the clinical examination-set bag.

Prohibition of Ragging

8. Any form of ragging is strictly prohibited in this institution which includes abusing, harassing, ill-treating, manhandling, bullying or awarding undignified or unauthorized punishment to a student by any other student. Strict disciplinary action will be taken against any student indulging in ragging and may be expelled from college.

Debts

9. Students will neither borrow nor lend money nor incur debts while undergoing training at the institution. No credit accounts will be maintained with canteens/cafeterias, shops or loan taken from any other student, shopkeepers or any other person. Dues to the college and students messes will be paid by the stipulated time, failing which a fine on daily basis may be charged.

Theft

10. Students are responsible for the safe custody of their personal belongings. While joining the ACMS the students will not bring any items of jewellery, curios and other fancy or valuable items with them.

11. Any student who is found guilty of stealing or in possession of stolen private or public property will be liable to be withdrawn from the institution in addition to appropriate disciplinary/legal action.

Liquor and Cigarettes

12. The college and hospital campuses are NO SMOKING ZONES. Students are forbidden to consume alcoholic beverages and smoke within the institution premises.

Gambling

13. All forms of gambling is forbidden.

Drugs

14. Possession or consumption of any harmful and intoxicating drugs by students in any form is prohibited. All performance-enhancing drugs are also prohibited. Indulging in use of any such substances will result in disciplinary action which may include rustication.

Damage

15. Students will not deface, mutilate or damage any building or property belonging to the College or individual or cut/uproot and plants or trees especially in the college or hostel premises.

16. Students will not cut or otherwise deface desks, tables, seats or any other furniture within the institution.

Servants

17. No student will employ a private servant during his/her stay at the institution.

18. Mess hostel civilian worker will not be despatched by students on private errands nor will they be employed on any work other than the regular authorized work allotted to them.

Hair-Cut / Maintenance and Shaving Discipline

19. Medical students, both boys and girls, will ensure proper hair discipline. All boys other than Sikh medical students will shave daily. Sikh medical students will maintain their beards properly and will wear turbans during college hours.

Wearing of Sun Glasses

20. Medical students are not permitted to wear sunglasses during classes, practicals, clinics and outdoor training or any other organized activity unless specifically advised to do so on medical grounds.

Mark of Respect/Compliments

21. The medical students will pay proper compliments to staff members (Service and civilian) as per service customs while meeting them/coming across them within and outside the College campus in uniform or otherwise.

Mode of Address

22. While addressing officers, medical students will use the word "Sir/Madam" and in a manner which will show proper respect, JCOs NCOs and OR and equivalent will be addressed as "Saheb".

Channel of Communication

23. Students will neither correspond directly with higher formation Headquarters nor will they approach the Dean directly.

24. A Student wishing to seek an interview with the Dean or desiring to refer a matter to higher authorities will do so through proper channel as given below :-

(a) For students hostel (Boys) matters through the Block Monitors, Resident Warden and Dean.

(b) For students hostel (Girls) matters through the Lady Warden, and Dean.

(c) For Mess matters through President Mess Committee students Mess, Warden and Dean.

(d) For any personal problems of distressing and confidential nature the Students may directly approach Tutor Guardians appointed from amongst the staff members at any time and seek help.

Out of Bounds

25. The following places will be "Out of Bounds: for medical students :-

(a) Officer's bungalow unless invited.

(b) Officers Mess unless permitted on special occasions.

(c) Offices except the Accounts office & Admission Section, unless specifically called.

(d) Main building except when specifically permitted.

(e) Girls Hostel for male medical students and male visitors.

(f) All restaurants and eating places placed out of bound as published in College weekly orders.

(g) Students mess kitchen (except for mess committee members) and area behind the counter of student's cafeteria.

(h) Any other places so promulgated in college weekly orders.

Visitors/Guests

26. Students may receive visitors only during the timings given below. No single lady other than mother and sister will be allowed to meet a Student.

(a) Working day timings - 1630hrs to 1930hrs

(b) Sunday and Holiday - 1000hrs to 1930hrs

27. (a) Students are allowed to take their guests only to the Cafeteria and Visitors Room
(b) Guests are prohibited to attend college Socials.
(c) Guest Rooms
(i) Eight Guest rooms are available in Hostel. It will be allotted only for parents & real brother /sister of students on first come first serve basis on written request of student. No allotment will be made to relatives/friends.

(ii) Guest room will be allotted maximum for 3 days at a stretch by Warden and up to 5 days in exceptional circumstances after written permission of Dean.

(iii) In case it is discovered that a cadet has misused the facility in contravention to above orders, 4 times the room rent and dining charges will levied in addition to disciplinary action.

Fire Orders

28. The Students will make themselves conversant with the college fire Orders to take appropriate measures in the event of an out break of fire. They will participate in the fire fighting practices as a part of training when asked to do so.

Employment/Business

29. Medical students are not permitted to take up any type of full time/part time employment or indulge in any kind of business during the course.

Cinema Halls & Restaurants

30. Cinema Halls, Restaurants, other areas and places notified in College Order/Dean's weekly order from time to time as "Out of Bound" will not be visited by the medical students. They are not expected to visit other units or military installation except for training/organized visits.

Routes to be used by Students

31. All students will enter the College Complex from "Dr. B.C. Roy" Gate, which opens into the Base Hospital. Students will not be permitted to use the gate on the main Kirby Place- Brar Square- Naraina road.

Disciplinary Conduct.

32. This Code of Conduct, as amended from time to time, is applicable to all medical students on the strength of the College. A Student committing any breach of discipline as specified below will render himself / herself liable for disciplinary action :-

- (a) Found indulging in ragging of juniors.

- (b) Absence from lectures/clinics/practical/training programmes without any valid reason/permission.
- (c) Absenting from hostel, without leave/permission.
- (d) Overstay of sanctioned leave/vacation.
- (e) Absenting from university exam without any valid reason like sickness/hospitalization etc.
- (f) Prolonged absence from college without permission/desertion from college.
- (g) Absenting from college exams without valid reason.
- (h) Using unfair means in tests/examinations/practicals.
- (i) Absenting from hospital during hospitalization without valid out pass.
- (j) Absenting himself from other place/activity officially requiring the presence of the students.
- (k) Improper turnout such as wearing unauthorized items,not shaving, improper haircut etc.
- (l) Moral turpitude or misbehavior and misconduct of any kind with associates, staff, patients and outsiders.
- (m) Use of criminal force to fellow students.
- (n) Neglect of studies and unsatisfactory progress in academics.
- (o) Disobedience of orders and insubordination to staff.
- (p) Loss/damage to govt. property. Identity card is deemed to be Govt property.
- (q) Drug abuse, i.e. possession/consumption of wines, spirits or any habit forming drugs.
- (r) Violation of standing orders or any other orders published in Dean's weekly orders or displayed on notice boards from time to time.
- (s) Eve teasing of colleagues/creating nuisance in the class or during organized functions.
- (t) Failing to pay compliments to seniors.
- (u) Unauthorised communication/association with foreign nationals, press, civil organization/bodies, undesirable persons and political parties in India and abroad.
- (x) Keeping unauthorized occupants including friends and relatives in the hostel.
- (y) Entry into areas so declared Out of Bound by college authorities.
- (z) Failure to report unusual occurrence.
- (aa) Collection of Funds for any purpose, unless authorized by college authorities.
- (ab) Violation of laid down channel of communication.
- (ac) Refusal to accept any duty allotted by any superior or senior staff.
- (ad) Joint action by medical students e.g. combined petition, representation, agitation strike etc.
- (ae) Complaint/any adverse report of breach of discipline or an act contrary to good orderly conduct received from officer or other unit/agency.
- (af) Visiting out of bound places in contravention of orders.
- (ag) Negligence or an act of omission or commission in the duties of students appointments.
- (ah) Failure to pay college/mess dues by stipulated time.
- (aj) Unbecoming conduct on the part of a Student of ACMS.

(ak) Any other breach of discipline not mentioned above but contrary to any provision of the Code of Conduct, Dean's weekly order or Notices/Instructions issued from to time.

Penalties and Punishments

33. The competent authorities to award penalties/punishments as approved by Dean are as under :-

S No	Penalties/Punishments	Competent Authority
(a)	Non recordable warning	Trg Offr
(b)	Recordable Warning.	Dean
(c)	Fine up to Rs. 50/-	Trg Offr
(d)	Fine up to Rs. 100/-	Dean
(e)	Recovery of loss to Govt property up to Rs. 250/-	Trg Offr/Warden
(f)	Rustication from College rolls for a period up to 6 months	Dean
(g)	Recovery of loss to Govt property upto Rs. 1000/-	Dean
(h)	Expulsion from Examination	Dean
(j)	Fine up to Rs. 300/-	Dean
(k)	Rustication from college for 6 to 12 months	Dean
(l)	Fine up to Rs. 500/-	Dean
(m)	Recovery of loss to Govt property above Rs. 1000/-	Dean
(n)	Rustication from college roll for a period more than 12 months	Dean
(o)	Removal from college roll	Dean

Removal from College Rolls

34. A Student will be removed from the rolls of the Army College of Medical Sciences, Delhi Cantt by the appropriate authority on the grounds of :-

- (a) Unsatisfactory disciplinary conduct.
- (b) Unsatisfactory progress during training.
- (c) Knowingly furnishing false particulars for admission to the college, or failing to give correct medically history as required at the time of pre-admission Medical Board.
- (d) Absence from college and /or failure to appear in University examinations for 4 (four) years

Rustication from College

35. A Student may be rusticated for a term or more on academic grounds as decided by the academic committee of the college. A Student may be rusticated for

a term or more by the college authorities on disciplinary or administrative reasons. On rustication or being struck off college rolls the cadet will vacate the hostel within 48 hours and proceed directly to the place of residence of his parent (s) or his legal guardian if parents are not alive. The college has no liability, whatsoever, if the cadet proceeds elsewhere.

Publication of Punishment and Penalties

36. Major/Serous punishments and penalties will be published in the College Weekly Orders.

Change of Address/Nearest Railway Station (NRS)

37. It is the responsibility and duty of students to inform the Resident Warden, and Training Officer in case of change of address of Parents or Guardians (in case parents are not alive). Phone/mobile numbers of parents/guardians will be updated in the dossier/hostel records by the students on occurrence. NRS will not be changed unless documentary proof is provided along with a written application by the cadet countersigned by the parent/guardian.

Acknowledgement

38. All students will study this code of conduct rules and acknowledge it in writing and submit the undertaking to Trg Officer as per format below.

UNDERTAKING

Ison of / daughter of
(Name of Student)
Shri....., hereby state that I have read and understood the Code of Conduct for Students of Army College of Medical Sciences, Delhi Cantt. I promise to follow it in letter and spirit. In case of any breach of rules I am liable to disciplinary action as per rules.

Date:

(Sig of Student).....
Name of Student.....
Roll No.....
MBBS Term.....