

ARMY COLLEGE OF MEDICAL SCIENCES
DELHI CANTT

CODE OF CONDUCT FOR STUDENTS &
INTERNS

PROMULGATED BY MAJ GEN(Retd) N K ARORA, VSM**,
DEAN

APPROVED BY INSTITUTE MANAGEMENT COMMITTEE (IMC)

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PROMULGATION OF ARMY COLLEGE OF MEDICAL SCIENCES DELHI CANTT

CODE OF CONDUCT FOR STUDENTS & INTERNS

1. Army College of Medical Sciences Delhi Cantt is a community of scholars where personal and intellectual growth is encouraged. The standards in this College have to be kept high in all respects in order to attract the best minds. One of the aims of this College is to develop the skills of working in partnership, cultivating the skills of learning, communicating, and preparing students to be the flag bearers of the highest standards of medical practice, ethics, and dedication in the medical fraternity. This College, in course of the future, will be an illustrious embodiment of learning, diligence, discipline and all-round growth, based upon excellent teaching standards and the maintenance of a peaceful and stress-free environment.

2. The student community of Army College of Medical Sciences Delhi Cantt in particular are expected to live in the spirit of brotherhood and good citizenship. They should possess high moral values, and a sense of elation and confidence in being selected members of a special community. As students of the prestigious Army College of Medical Sciences, it is incumbent on all to develop self-discipline of the highest degree and remember that a large number of Army personnel look towards them to emulate the organisational discipline that the Indian Army is known for. It should, therefore be the endeavour of every medical student in ACMS to observe all the rules and regulations as a matter of habit and cheerfully, rather than because of fear of the consequences.

3. This Code of Conduct is effective wef Aug 2015 and shall be reviewed in Aug 2017.

Delhi Cantt

Date: 1 Aug 2015



(M Ganguly)

Maj Gen

Dean

Army College of Medical Sciences

Delhi Cantt

NOTIFICATION

1. ACMS students and interns in BHDC are subject to this Code and should be aware that breaches of this Code may result in disciplinary actions in accordance with this Code and policies and rules of Guru Govind Singh Indraprastha University.
2. All students will study this Code of Conduct and submit a notarized affidavit to Director Academic & Training, to the effect that they have read and understood the contents of this Code of Conduct and shall comply by it. The format of the affidavit is placed at Page 3 of this Code of Conduct.
3. All students of ACMS Delhi Cantt will be aware that a Disciplinary Record Certificate (DRC) will be maintained for the information of future employers/ colleges/ universities should those bodies desire the specific information after the student leaves the College.
4. A copy of this Code of Conduct is displayed on the College website (www.theacms.in).
5. When a Disciplinary Committee is convened, a copy of this Code of Conduct will be made available to the Committee.

FORMAT OF AFFIDAVIT TO BE NOTARIZED

AFFIDAVIT

I, (Name of Student) son
of / daughter of Shri hereby
state that I have read and understood the Code of Conduct for Students and Interns 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 for disciplinary action as per rules.

ACMS Delhi Cantt

Date:

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

ARMY COLLEGE OF MEDICAL SCIENCES CODE OF
CONDUCT FOR STUDENTS AND INTERNS

SECTION I INTRODUCTION.

AIM & SCOPE

Introduction

1. Discipline is the foundation on which the Armed Forces function. Army College of Medical Sciences Delhi Cantt has been created out of Regimental Funds and overseen by Army Welfare Education Society. It is the intellectual investment by senior officers of the Indian Army and financial investments and sacrifices by all ranks and files of the Indian Army that has resulted in the making of what is indisputably one of the best infrastructures boasted of by any medical college in the country. It is in this backdrop that the students who study in these hallowed portals have to view their participation and conduct while being residents and scholars in this College, and as interns.

2. Mission Statement. The mission statement of Army College of Medical Sciences Delhi Cantt is reproduced hereunder:-

“1. To establish, nurture and sustain an environment conducive to learning, seeking and imparting knowledge, conducting research and cultivating curiosity of mind in students and faculty members.

2. To build an ethos of compassionate and empathetic care and concern among students and faculty members for patients and their relatives.

3. To build an enduring edifice of character and empathy among students and faculty members.

4. To prepare young medical students for a glorious, prestigious and noble career with special knowledge of Armed Forces requirements and inculcate in them the spirit to serve the nation and to balance it in equal measure by skills of hand and heart.”

3. The study and living environment in Army College of Medical Sciences Delhi Cantt should be one where all members, including staff and students, have the right to the following:-

(a) Living and studying in an environment which is safe.

(b) Courteous treatment, free from acts of violence, harassment, intimidation and discrimination.

(c) Protection of their property.

(d) Have their complaints resolved fairly and acted upon promptly.

4. Aim of a Code of Conduct. Every community draws its members with different experiential learnings, and those members have different aspirations, values and motivations. The aim of a Code of Conduct is to lay down the common ground of behaviour,

and inculcate ideals and values that will help them to emerge as responsible professionals. This Code of Conduct is meant to lay down both the general as well as specific principles of behaviour of ACMS students and interns, both on as well as off campus, and to provide for, without bias or prejudice, consequences arising out of their failure to comply.

Scope

5. Infringements of serious nature and criminal activities (amplified in Section II below) will be dealt with by law enforcing agencies. Therefore, such cases will be handed over to the Police for necessary action.

6. This Code of Conduct contains the following:-

- (a) Section I : Introduction, Aim and Scope
- (b) Section II : Expected Behaviour, Behavioural Misconduct and codes of conduct
- (c) Section III : Disciplinary Committee, Rules Governing Constitution and Procedures.
- (d) Section IV : Disciplinary Awards
- (e) Section V : Right to Appeal
- (f) Section VI : Appendices
- (g) Section VII : Corrigenda
- (h) Section VIII : Addendums

7. Disciplinary Policy. A student / intern who behaves in such a manner that violates the expected standard of the College will undergo investigation and appropriate disciplinary action where necessary. All students and interns are expected to behave in an appropriate manner while on and off the College/ Hospital / Hostel premises. Students and interns will be disciplined for the following:-

- (a) Behavioural Misconduct
- (b) Unacceptable behaviour
- (c) Low attendance
- (d) Violations of this Code of Conduct

8. Where "student" appears in this Code of Conduct read "students & interns" except in section II Para 9 & 10 (Dress Code), which applies only to students.

SECTION IIEXPECTED BEHAVIOUR, BEHAVIOURAL MISCONDUCT & CODES OF CONDUCTExpected behaviour and behavioural misconduct

1. Expected Behaviour. Students are expected to take responsibility for their own behaviour, show respect to others and College property, have a fundamental respect for others' beliefs and feelings, and not come into disrepute. Consideration for others is expected at all times. Students will at all times, conduct themselves with proper decorum and cultivate correct manners and etiquette.
2. All students need to be aware that any undue pressure on, and harassment and disturbance of others and misbehaviour with them, whether those who belong to the student community, faculty, resident doctors, or outsiders will be viewed seriously. Students will work actively to strengthening the image of Army College of Medical Sciences Delhi Cantt.

Academics and Attendance

3. Place of Duty. Place of duty is any place where the medical students are required to be present for prescribed organized training/extracurricular functions and addresses by Dean/VIPs. Nobody will stay in the Hostel when classes (and clinics) are on. Only sick students who have been authorised rest by DMO BHDC are excused from place of duty. Any student advised such rest will have his/ her prescription forwarded to the Warden for information.
4. Students of ACMS are here to study and prepare to be leading practitioners of medicine. To this end, they will strive to attend all lectures, tutorials, clinics, and other learning programmes. 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.
5. Although a student must have a minimum of 75% attendance in order to be eligible for the University Examination as per Medical Council of India (MCI) Regulations, ACMS students are required to attend all classes except in case of the reasons detailed above.
6. It is hereby clarified that the University Rule regarding having a minimum of 75% attendance in each subject is merely one of the eligibility criteria to appear in University Examinations. This does not mean that students will strive to achieve a minimum of 75% attendance. Army College of Medical Sciences Delhi Cantt has been created as a special welfare measure providing for quality medical education for wards of serving and retired officers and soldiers of the Indian Army (IA), who are stakeholders in the education of the students. There is no concession offered by the College to students regarding attendance less than 100%, unless absence is due to sickness or leave on extreme compassionate grounds.

7. Defaulters with shortfall of attendance below 90% per subject, per term, will be eligible for disciplinary awards as laid down in para on Monetary Fines in Section III of this Code of Conduct. This disciplinary award is in addition to the MCI Regulations mentioned at para 5 above. As per Rule 328 of AWES Rule Book, unauthorised absence of a student for more than ten days continuously may result in striking off of his/ her name from the College Rolls. In case of unsatisfactory progress during training, and absence from college and /or failure to appear in University examinations for four years a student will be expelled.

8. Total Duration of Hostel Stay. The normal tenure of the MBBS course is 4½ years, followed by 1 year internship. Students who do their internship in Base Hospital Delhi Cantt will be accommodated in Army College of Medical Sciences Delhi Cantt Hostel, as per rules at present. Accordingly, a student may stay in the hostel for a maximum period of 5½ years.

In case a student fails and is not promoted to next term; he/she has to vacate the hostel; he/she can sit for University exams for which accommodation shall be given, provided he/she complies with the University attendance norms.

Dress Code

9. The wearing of a uniform by all students is intended to foster a sense of belonging, identity and commonality. It encourages pride and teamwork, equality and voluntary conformity to common goals. The students are more presentable as a group and can be efficiently distinguished and be recognised. The marked presentability promotes mutual growth and cohesion. The building of group identity is essential for the development of the feeling of a community. It also creates a brand and a brand image. Wearing of uniforms prevents unnecessary distractions, such as observers' judgments based on wardrobe choice or inappropriate clothing.

10. The dress code for ACMS students is as tabulated overleaf. The College uniform as specified in (a) and (b) below will be worn on Monday, Wednesday and Friday and on special occasions, as and when directed to do so. Dress for other days during working hours is as specified in (c) and (d) below. Violation of dress code is punishable. (Refer Section IV, para 16 (b))

Ser	Dress	Boys	Girls	Remarks
(a)	Summer uniform	White* shirt tucked in black trousers, black tie, black socks, leather shoes	White* shirt & black trousers with black cravat and leather shoes	1. * Plain white (un striped), cotton 2. 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, in BHDC, and during field trips. 3. Jeans, T-shirts with round neck, skirts, sports shoes, sandals, slippers, hooded jerseys, baseball caps are not permitted.
(b)	Winter uniform	Same as above with blue blazer/ grey jersey/ pullover	Same as above with blue blazer/ grey jersey/ pullover	
(c)	Summer dress	Shirt & trousers with leather shoes	Salwar kameez by or shirt & trousers	
(d)	Winter dress	Same as above with coat/ jersey/pullover	Same as above with coat/ jersey/pullover	
(e)	Sports dress	T-shirt (maroon colour) & shorts/ track suit/ sports suit with sports shoes	Track suit/ sports suit with sports shoes	

11. Hair Cut, Shaving and Personal Hygiene. Students will ensure that hair is not long and that it is kept well trimmed and kempt. Boys may keep a moustache. All boys other than Sikhs will shave every day and be clean shaven. Remaining unshaven and growing a beard (viz stubble / goatee/ French cut/ mutton chops/ full beard) is not allowed. Sikh students will maintain their beards properly and will wear turbans during college hours. Both boys and girls will ensure that their personal hygiene is immaculate. Keeping long hair and remaining unshaven will bring disrepute to the College and is punishable. (Refer Section IV, para 16 (b))

12. Possession of Identity Card. Students will always be in possession of their identity cards. Failure to produce identity cards and loss of identity cards will render one liable for punishment. (Refer Section IV, para 16 (c))

13. Leave. Students may apply to Registrar for leave on extreme compassionate grounds through the Director Academics & Training. They are responsible for ensuring that their attendance does not fall below 90% in any subject. Absenting oneself from College without leave is a punishable offence. (Refer para 7 above & Section IV, para 16 (d))

14. Absence from Hostel. Students will be in Hostel by 2200 hours. They will mark their attendance in Hostel Office by registering their presence on the biometric fingerprint device every night. They are not permitted to leave the Hostel thereafter. Absence from Hostel beyond 2200 hours without leave or out pass is prohibited. (Refer Section IV, para 16 (e))

15. Outpass. Students will apply to respective Wardens for out-pass from Hostel. Out-pass may be given only for non-training days within National Capital Region. Providing false information for the purpose of getting an out pass is punishable. (Refer Section IV, para 16 (e))

16. Observance of Rules. Extant rules pertaining to various areas viz Hostel, Hostel Mess, Reading Rooms, TV Rooms, Gymnasiums, Library and Cyber Cafe will be followed. Violations of those rules are punishable.

Academic Dishonesty

17. All forms of academic dishonesty including (but not limited to) cheating in examinations, plagiarism, and facilitating these are punishable.

18. Any student who is found guilty of using unfair means, ie, 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 student who is found helping in academic dishonesty is also culpable, and liable for similar disciplinary action.

19. Behavioural Misconduct. Acts which will be construed to mean Behavioural Misconduct are too exhaustive to list. By and large, any activity that is not in the spirit of "good order" is Behavioural Misconduct, and includes (but is not limited to) the following:-

- (a) Abuse, threats of violence or intimidation, coercion, deceit or other conduct by physical gestures (not including assault), by speech, or by electronic means that threatens or endangers the health, freedom or safety of any person or obstructs another resident or faculty member in performance of their duties.
- (b) Intemperate behaviour, speech or gesture, threat to strike or strike any member of faculty, or attempt any form of rudeness or sexual innuendoes in a conversation with a lady faculty/ student/ non-teaching staff member.
- (c) Disorderly or indecent conduct, breach of peace, anti-social behaviour, or aiding or abetting other persons to breach the peace on College or Hostel premises or outside.
- (d) Disruptive behaviour like sloganeering, agitating, striking, mass bunking of classes or clinics or events where attendance is mandatory and signature campaigns, combined petitions and representations.
- (e) Obstruction of college activities such as teaching, administration and disciplinary procedures.
- (f) Failure or refusal to comply with the directions of teaching or admin staff pertaining to academic or administrative matters.
- (g) Influencing or attempting to influence another person to commit an act of Behavioural Misconduct.

Criminal Activity

20. Students shall never use insulting, inciting, or threatening language when interacting with anyone and shall not participate in acts of violence towards persons or property of any kind, both on and off campus. Criminal activity involving acts or intimidation and threats of violence, assault, affray, battery, harassment, sexual assault, rioting or any form of criminal activity not involving violence like impersonation, forgery, bribery or attempt to bribe, alteration or misuse of any college document, record or identification, and theft of property or possession of stolen property by students will be viewed with the greatest seriousness. Cases constituting criminal behaviour whether cognisable offences or non-cognisable offences under The Code of Criminal Procedure 1973, will be referred to the police for investigation. During the process of the investigations, the Dean may order the temporary expulsion of involved offenders from the Hostel in order to provide safety and to limit involvement of others in the alleged case and to provide natural justice for both parties.

21. In the event of police actions like arrests/ detentions/ interrogations initiated against any student or judicial proceedings like court hearings, students who remain absent from classes will not be eligible for any special consideration while deciding for eligibility to appear in university examinations, irrespective of whether such investigations or judicial proceedings exonerated such students.

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

23. In the event of any criminal activity like assault or manhandling of any student of staff by student(s) and subsequent arrival at a compromise between the parties concerned, the matter will nevertheless be investigated by Disciplinary Committee for Students and disciplinary awards given for bringing the College to disrepute.

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

25. Any student who is found guilty of stealing or in possession of stolen private or public property will be liable for appropriate disciplinary/legal action.

26. The possession of firearms or dangerous weapons including knives, inflammables and explosives is prohibited.

Ragging

27. The College will take necessary administrative steps to achieve the objective of eliminating ragging, within the institution or outside. In the event that an incidence of ragging comes to the notice of College authorities, the College will act as per the Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/Institutions) Regulations, 2009 available on the website www.mciindia.org.)

28. Ragging is completely prohibited in Army College of Medical Sciences Delhi Cantt. One or more of any of the following acts constitutes ragging:-

- (a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness, or abusing, harassing, ill-treating, manhandling, bullying or awarding undignified or unauthorized punishment to a student by any other student a fresher or any other student.
 - (b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
 - (c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
 - (d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
 - (e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
 - (f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
 - (g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
 - (h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
 - (j) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.
29. The application form for admission/ enrolment has a printed undertaking, to be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately. Every student shall have to submit additional undertaking in the form of Annexure I to the above Regulations (both Parts) along with his/ her application for hostel accommodation.
30. On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Dean shall immediately file a First Information Report (FIR), within twenty four hours of receipt of such information or

recommendation, with the police and local authorities. The College will continue with its own enquiry and other measures without waiting for action on the part of the police/ local authorities.

31. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of ACMS, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

- (a) Suspension from attending classes and academic privileges.
- (b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- (c) Debarring from appearing in any test/ examination or other evaluation process.
- (d) Withholding results.
- (e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (f) Suspension/ expulsion from the hostel.
- (g) Cancellation of admission.
- (h) Rustication from the institution for period ranging from one to four semesters.
- (j) Expulsion from ACMS and consequent debarring from admission to any other institution for a specific period.
- (k) Fine of Rs. 25,000/- to Rs. 1 lakh

32. **Collective Punishment.** If the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.

33. Students will apprise themselves of the Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/Institutions) Regulations, 2009 available on the website www.mciindia.org. The National Anti-Ragging Helpline (UGC Crisis Hotline) may be contacted through a 24 x 7 toll free number 1800-180-5522, and/ or an e-mail may be sent to helpline@antiragging.in.

34. **Harassment.** Any form of behaviour which is unwelcome, intimidating or humiliating for the person who is the target of that behaviour is harassment. Some examples are making inappropriate comments, questions and insinuations about another person's private life, making intimidating comments or behaving so, offensive phone calls or messages sent by electronic means, attempts to coerce others into unchosen behaviour, etc.

35. **Sexual Harassment.** All students of ACMS are prohibited from causing any sexual harassment to women including female employees and girl students. Sexual harassment would mean unwelcome sexually determined behaviour (whether directly or by implication) and includes the following:-

- (a) A demand or request for sexual favours
- (b) Eve-teasing, whistling, cat-calls, winking, staring, blocking the path, following
- (c) Molestation
- (d) Saying sexual jokes, jokes causing or likely to cause awkwardness or embarrassment
- (e) Text messages/ missed phone calls

- (f) Gender-based insults or sexist remarks, lewd remarks
- (g) Innuendoes, unsavoury remarks and taunts
- (h) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- (j) Physical contact, touching or brushing against any part of the body and other advances
- (k) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- (l) Physical confinement against one's will and any other act likely to invade one's privacy
- (m) Repeatedly asking out someone who is not interested
- (n) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

36. Disrepute to Institution. Students will ensure that their behaviour does not cast a “bad light” upon the College by indulging in incidents of assault/ affray with each other or outsiders, disrespecting the right of the neighbourhood to courtesy, peace and quiet and being involved in illegal activities of any kind. Academic dishonesty, criminal activity, ragging, harassment, sexual harassment etc will invite the award of various forms of punishments under the law of the land. As the award of such punishments to a student of ACMS will bring disrepute to the institution, it will invite disciplinary actions as deemed appropriate. Further, they should not talk or act in any manner outside the College that would bring disrepute to ACMS.

37. Cybercrime. Cybercrime is defined as “Offences that are committed against individuals or groups of individuals with a criminal motive to intentionally harm the reputation of the victim or cause physical or mental harm to the victim directly or indirectly, using modern telecommunication networks such as Internet (Chat rooms, emails, notice boards and groups) and mobile phones (SMS/MMS)”. Information Technology (Amendment) Act 2008 is applicable on all cases of hate mail, publishing or transmitting obscene material in electronic form, making communications that are distasteful, obscene or offensive, illegal.

38. Use of social networking media sites. The use of social networking media sites by any student to use insulting and derogatory remarks, or make insinuations about any person or group of persons including staff and faculty is prohibited. The communication of obscenities and derogatory or offensive comments at specific individuals focusing for example on gender, race, religion, nationality, sexual orientation, etc are punishable by law. Any student found to have committed any act of a cybercrime would be handed over to the Cyber Crime Cell of Delhi Police. In addition, for bringing the College into disrepute, the student would receive the harshest punishment.

39. Computer Facilities. Computer facilities and MEDLAR must be used in a manner that is ethical and lawful. The hardware and software provided by the College must be used in a responsible manner, and hardware and software problems must be reported immediately. Inappropriate websites that may cause offence to others must not be accessed. Food or beverages are not permitted to be consumed in MEDLAR and inside the cyber cafe.

40. Payment of Bills. All students will pay College and Hostel fees as well as messing charges by the stipulated time, ie, by the 5th of every month. As per AWES Rule 207 of Rules & Regulations for Colleges, if a defaulter fails to pay College fees and fine on the due date, the Dean will send a written warning to the parent after 15 days of the due date. If the fees are not paid till the next month, the name of the student will be struck from the College Rolls. Disciplinary action will be initiated if any resident deposits a cheque which is not honoured by the bank.

41. Fines. When monetary fines are imposed, the same must be paid along with Hostel Fees by the due date.

Drugs

42. The consumption of any harmful, intoxicating, performance-enhancing and recreational drugs of any kind in the college is prohibited.

43. The possession of any drug other than those prescribed by a medical practitioner, or available over the counter without prescription, is a serious violation of the law and any student found to be in possession of recreational drugs will be expeditiously reported to the Police by the College. In addition, the student will be liable for disciplinary action for bringing disrepute to the College.

Alcohol

44. Students of ACMS are neither permitted to possess/consume alcohol in the College and Hostel premises nor enter the premises after consumption of alcohol outside the premises.

45. Possession of alcohol in the room will be considered a grave violation of the College Code of Conduct even though a student may not have consumed the same, and would result in expulsion from the hostel.

46. Smoking. The college and hospital campuses are no smoking zones. Smoking is prohibited in all College and Hostel buildings.

47. Debt. 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. Parents will be informed in case a student is in debt and cannot clear the same, warning that the student may be punished for bringing the College into disrepute.

48. Gambling. All forms of gambling are forbidden.

Campus Decorum

49. Paying Compliments. 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. Students will always use courteous and polite language when talking with faculty and staff.

50. Students are expected to express regard to senior students. Senior students are expected to provide guidance to junior students if requested.

51. Unsafe Activities. Students will not jeopardise their own safety or that of others by indulging in dangerous activities like climbing onto roofs, ledges, water tanks etc, or participate in other activities that may result in injuries, such as riding two-wheelers without helmets, or attempting to rectify electrical defects.

52. Possession of Cars and Two-Wheelers. Students and interns staying in ACMS Hostel are not permitted to possess cars and motorized two-wheelers. Resident doctors including those on ACMS faculty will collect car/ bike stickers from Hostel Office in order to permit entry of the vehicle into Hostel campus.

53. Social Functions. All social functions held in Hostel and College must have the prior approval of The Dean and will be held at the approved and designated place. Alcohol will not be consumed during such social events. The noise from such functions must not disturb other residents in their rooms and such functions must finish by 2200 hours. Violations of the rule are punishable.

Noise Levels

54. Students are permitted to keep/use music system with output not more than 50W PMPO in their rooms. A noise level that disturbs others, irrespective of the time, is considered inappropriate. Failure to comply with the request of any student or Staff to lower noise is a breach of this Code.

55. On occasions when the College as a whole celebrates, higher than normal levels of noise may be tolerated upto 2200 hours.

Protection of College Property and Vandalism

56. Students will use facilities, furniture and fitments appropriately and with due care. They will not cause damage to or soil any College property, or exchange or change the location of any College furniture or fixtures. Damages to property by wilful or negligent actions would be recovered from the defaulters.

57. In case of vandalism, where the guilty persons are known, the College will bring the offenders before the Disciplinary Committee.

58. Where the guilty persons are not known, costs of repair, replacement, cleaning or other associated costs will be charged to all the students. Necessary repair works will be carried out as per specifications by the Class representatives.

59. Damages caused by the guest of a Resident will be charged to the Resident.

60. Students will not bring in any unauthorised furniture, such as chairs, tables, almirahs, cabinets, beds, sofas etc into the Hostel.

Damage to Property

61. Protection of Room. Each student is free to decorate their room. However students will not deface, mutilate or damage any building or property belonging to the College or

62. Students will not cut or otherwise deface desks, tables, seats or any other furniture within the institution.
63. Residents are not permitted to paint or paste wallpaper on their rooms. Doors, walls and furniture are not to be written on. Graffiti of any kind must not be written. The cost of defacing portion of a wall or a door would be the cost of painting the entire wall or door, as the case may be. Offensive posters are not acceptable on Hostel Premises and will be removed by College Staff.
64. Students will not cut/ uproot plants or trees in the college or hostel premises.
65. Barrack Damages. Any student guilty of damaging College property will pay Barrack Damage charges based on the extent of damage caused, which will be assessed at each term end.
66. Use of Personal Electrical Appliances. As safety measures, students will not use any personal electrical appliances in their rooms without permission. When permitted to do so, they may use only water coolers in summers. Electrical heaters may not be used. Water heating immersion rods may be used in winters. These electrical appliances must be ISI marked. Students may cook if they wish to, only in the pantries in the Hostel.
67. Wastage of Electricity & Water. Careless and negligent wastage of electricity is a sign of socially irresponsible behaviour, and is prohibited. One must be conscious always that while huge amounts of natural resources are wasted, every citizen can and should contribute to conserving these. Students who are noticed to be careless can be placed under disciplinary probation as a corrective measure.
68. Use of College Name. The good name of the College is a vital part of the College's standing in the medical fraternity and the country. The name of the College cannot be used without prior approval of the Dean. College students wearing College jerseys and the name of the College on their clothes must behave at all times in a manner that reflects well on the College. The unauthorised use of any College equipment, property, name or insignia are prohibited.

Channel of Communication

69. Students will neither correspond directly with higher formation Headquarters nor will they approach the Dean directly.
70. 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 training matters, through Director Academics & Training.
 - (b) For Students' Hostel (Boys') matters, through the Resident Warden.
 - (c) For Students' Hostel (Girls') matters through the Lady Warden.
 - (d) For Mess matters through Students Mess Committee and Warden.
 - (e) For any personal problems of distressing and confidential nature the Students may directly approach the College Counsellor or any faculty member at any time and seek help.
 - (f) Girl Students may telephone HOD in charge of Women's Grievance Cell at any time.

Out of Bounds

71. The following places will be “Out of Bounds” for students:-
- (a) Officer's quarters unless invited.
 - (b) Officers Mess unless permitted or invited on special occasions.
 - (c) Offices except the Hostel Office, Warden's Office, Trg office, Accounts office & Admission Section, unless specifically called.
 - (d) Girls' Hostel for male students and male visitors, and vice versa for Boys' Hostel.
 - (e) Students Mess Kitchen (except for mess committee members) and area behind the counter of Student's Cafeteria.
 - (f) Hostel roofs

Visitors/Guests

72. Place for meeting guests. Under no circumstances will a boy student take any guest, even a relative, to any room in the Hostel. The designated places for meeting guests are as under:-

- (a) Girl students can meet with guests only in the Cafeteria and Visitors Room in the Girls' Hostel.
- (b) Boy students can meet with their guests only in the Cafeteria.

73. Time for visit of guests. Students may receive visitors only during the timings given below:-

- | | | | |
|-----|---------------------|---|----------------------|
| (a) | Working day timings | - | 1630 hrs to 1930 hrs |
| (b) | Sunday and Holiday | - | 1000 hrs to 1930 hrs |

74. Guest Rooms.

(a) There are sixteen guest rooms in Boys' Hostel and two in Girls' Hostel. The rooms will be allotted as per Standing Instructions on the subject. The salient points applicable are that rooms will be allotted only for parents & real brother/sister of a student, on first-come, first-serve basis, for a maximum of three days, on a requisition signed by the student on payment of full advance of guest room rent. Guest rooms will not be allotted to other relatives or to friends.

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

75. Keeping unauthorised occupants including friends, relatives, rusticated and expelled students in the Hostel is prohibited.

76. College Socials. Guests are prohibited from attending college Socials.

77. Student Festivals. Inviting outside students or organising of student festivals without The Dean's approval is prohibited.

78. Employment/Business. 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.

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

80. Use of Mess or Hostel Staff and Mistreatment of Staff. Mess/ hostel civilian attendants will not be used by students for private errands. Under no circumstances will any student mistreat them.

Intimation of Change of Address/ Contact Telephone Numbers/ Nearest Railway Station (NRS)

81. It is the responsibility and duty of students to inform the Registrar, Director Academics & Training and respective Wardens about changes in respect of the following, on their occurrence, so that the student dossier/hostel records always maintain updated information :-

- (a) Change of address of Parents or Guardians (in case parents are not alive).
- (b) Phone/mobile phone numbers of self, parents and guardians.

82. NRS will not be changed unless documentary proof is provided along with a written application by the student countersigned by the parent/guardian.

83. Persistent disregard for authority. Students who persist in disregard for this Code of Conduct and for authority will be counselled in writing, and in case the behaviour persists, will be referred to the Psychological Counsellor, placed under disciplinary probation and thereafter to a Psychiatrist. In case of unsatisfactory disciplinary conduct despite repeated disciplinary awards, he/ she may be expelled from the Hostel for a certain period. In case the student continues to violate one or more rules given in this Code of Conduct, he may be expelled.

84. Refusal to Obey. In case a student refuses to pay/ expresses inability to pay a fine, or refuses to receive letters of Counselling, recordable censure or letter of admonition, or does not meet the requirements of additional academic assignments awarded, or does not participate in Educative (Community) Service programme awarded, or ignores loss of privileges and exclusion from activities, or does not observe disciplinary probation awarded to him/her, he/she will be brought before the Disciplinary Committee. In such cases, additional charge of Persistent Disregard for authority under Para 83 of Section II of this Code of Conduct will be made against the student. If proven that there is a willful disregard for authority, disciplinary award as provided for at para 22 (t) of Section IV of this Code will be attracted.

85. ACMS Alumni Association. ACMS will facilitate the formation of the ACMS Alumni Association, for meetings and activities of alumni. A governing body of the Association will be made by the alumni, which will manage all aspects of the Alumni's functioning including funding the same.

86. Blank

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SECTION III

DISCIPLINARY COMMITTEE FOR ACMS STUDENTS & INTERNS IN BHDC AND RULES GOVERNING ITS COMPOSITION, FUNCTIONS AND PROCEDURES

1. Overall in-charge of Disciplinary Matters. Registrar of ACMS deals with all matters pertaining to discipline of students. He will be assisted by Director Academics & Training, who will maintain updated records of Conduct Sheets in students' dossiers, and the Wardens.

Composition of Disciplinary Committee for Students

2. The Disciplinary Committee for Students & Interns comprises the following:-
- (a) Registrar/ Professor nominated by The Dean as Presiding Officer
 - (b) Two members of teaching faculty
 - (c) Any other member from the College nominated by The Dean
 - (d) Two students nominated Class Representatives (Boy & Girl) from the senior Batch.
3. The student representatives will be in attendance and participate in arriving at findings of the Disciplinary Committee. They will not be included in the process of making recommendations of disciplinary actions to be taken, if any.

Functions

4. The functions of the Disciplinary Committee are as under:-
- (a) Minor indiscipline cases. Hear evidence and submit report including recommendations for punishment if required.
 - (b) Serious indiscipline cases. Record evidence and submit report including recommendations for punishment as deemed fit.
5. The Disciplinary Committee will submit report and recommendations about a case to The Dean within 72 hours of the case formally being referred to it.
6. Reporting of a Violation. In the event of violations of this Code of Conduct, information about the violation will be addressed to The Dean in writing, through the Registrar.
7. Summary Disciplinary Awards. If The Dean is satisfied that the facts of an infraction speak for themselves, he may award summary disciplinary awards. The Dean may delegate power to certain appointments to impose fines on students.
8. Convening the Disciplinary Committee. The Dean, at his discretion, will order the Disciplinary Committee to conduct proceedings. Parents of the involved students will be informed about the alleged case and they will be informed that the investigation is in progress.

9. Assembling of the Disciplinary Committee. The Disciplinary Committee will assemble forthwith upon promulgation of orders to do so.

Principles of Natural Justice

10. Administrative actions which will follow hearings may be challenged in Courts of law subsequently. Members of the Disciplinary Committee are academics and may not be familiar with certain nuances of law. Keeping this in mind, notes on Principles of Natural Justice will be provided to members of Disciplinary Committee for Students.

11. Salient points of the note are that the following issues have to be taken cognisance of during the proceedings of the Disciplinary Committee:-

(a) Rule against Bias. Rule against bias means that no one should be made a judge in his own cause. (Nemo judex in causa sua). Rule against bias flows from following two principles: -

- (i) No one should be a judge in his own cause and
- (ii) Justice should not only be done but manifestly and undoubtedly be seen to be done.

(b) Hear the Other Person. Rule mandating hearing the person. Hear the other party or the rule of fair hearing or the rule that no one should be condemned unheard. (Audi alteram partem)

(a) The Right to Fair Hearing includes:-

- (i) Right to notice
- (ii) Right to present case and evidence
- (iii) Disclosure of evidence and Right to rebut adverse evidence
- (iv) Right to cross examination

(v) Report of enquiry to be shown to the other party. (In 1987, full bench of CAT held that failure to supply a copy of the enquiry report to the delinquent before recording a finding against him is obligatory and failure to do so would vitiate the enquiry)

(d) Right to legal representation is not allowed since:-

- (i) Lawyers tend to complicate matters, prolong hearings and destroy the essential informality of the hearings.
- (ii) It gives an edge to the rich over the poor who cannot afford a good lawyer.

Procedure for Hearings by The Disciplinary Committee for Students

12. Registrar of the College will promulgate notice to all concerned by means of an Order. Such an order will include the following:-

- (a) Date and time of offence or infraction
- (b) Name of students or others involved
- (c) Composition of Disciplinary Committee
- (d) Time frame for completion of proceedings (Findings, ie Facts of the Case, and recommendations) by Disciplinary Committee. The time frame would normally be 72 hours.

13. Disciplinary Committee will convene under aegis of Presiding Officer. The Presiding Officer of Disciplinary Committee will publish a notice directing student(s) named in an act of violation of Code of Conduct. The proceedings will commence with a minimum wastage of time.

14. The Disciplinary Committee will not be provided with a student's prior conduct record, to obviate the possibility of bias.

15. Recording of statements. During hearings, the statements of all concerned who will be referred to as "Witnesses", will be recorded by hand before the Disciplinary Committee. The following are to be recorded in respect of the witnesses:-

- (a) Statement of the witness
- (b) Questions put by the Disciplinary Committee and the witness's answers.
- (c) In case the witness cross-examines any other witness, those questions and their answers.

16. Statements of Witnesses will be made known to each witness named in the statement.

17. It will be recorded on the statement of each witness that he/ she has been made aware of the statements of other witnesses before him, and that he/ she was given the opportunity to cross-examine any other witness, and that he/ she accepted or declined. In case a witness wishes to cross-examine other witness(es) the questions and answers will be recorded.

18. On-site visits and reconstruction of events will be done in cases where it is possible. This fact should be included in Findings of the Disciplinary Committee.

19. The Disciplinary Committee will make recommendations of disciplinary awards if attracted.

20. Standard of Proof. The Disciplinary Committee bears the burden of proving allegations unless the concerned students admit their complicity and involvement in a

violation of the Code of Conduct. The standard of proof for all hearings is a preponderance of evidence. A preponderance of evidence is defined as “greater than 50%” or alternatively “more likely than not.”

21. **Format.** The format of Proceedings will be as under:-

(a) Section 1.

(i) Page 1 : Enfacing page (in lieu of IAFD-931)

(ii) Page 2 : List of names of witnesses

(iii) Page 3 : List of exhibits if any

(b) Section 2: Recording of hearings duly signed by all witnesses.

(c) Section 3: Receipts of statements (not including findings and recommendations) from witnesses against whom there are sufficient findings to warrant disciplinary action.

(d) Section 4: Findings, which should be cross-referenced with statements of witnesses. The Disciplinary Committee is to resolve the following two issues in its findings:-

(i) Whether the conduct of which the student(s) is/ are accused is a violation of ACMS Code of Conduct for students, and

(ii) Whether there is a preponderance of evidence that the student(s) committed the violation in question.

(e) Section 5: Recommendations, which should be cross-referenced with Findings. The recommendations should include the disciplinary action that should be taken/ sanctions that should be imposed. In order to standardise and reduce subjectivity, to the extent possible, of the members of Disciplinary Committee, four Levels of disciplinary violations have been made from I to IV, with recommended disciplinary actions that may be taken. Appx “B” to this Code is to be referred.

22. The Disciplinary Committee will submit one typed copy of the Proceedings along with the manuscript copy to The Dean within 72 hours through The Registrar who will peruse it for correctness.

23. **Prior Conduct Record.** Director Academics & Training (who maintains students' dossiers) will provide a summary of Prior Conduct Record in respect of each student to Registrar, who will make the records available to The Dean along with the Proceedings. The same may be required for purpose of determining an appropriate disciplinary award.

24. Taking Action. If The Dean approves the recommendations of the Proceedings of the Disciplinary Committee, the following actions will be taken:-

(a) Show Cause Notice. Student(s) will be issued Show Cause Notice asking why action should not be taken against the student(s). They may desire to receive a copy of the Proceedings of the Disciplinary Committee. Normally, a copy of the Proceedings (less the findings and recommendations) is to be given to those students against whom disciplinary action is planned.

(b) Informing the Parents. Parents of the concerned students will be informed about the disposal of the case.

(c) Dean's Reasoned Decision or Speaking Orders. The Dean may record his reasoned decisions or speaking orders.

(d) Execution of Action. Actions will be taken against the student(s) if her/his/their reply to the show cause notice are not borne out by facts as brought out by the Disciplinary Committee. (For exceptions, see paras 25 & 26 below)

25. Change in severity of disciplinary award. The Dean may, at his discretion, reduce or increase the degree of severity of a disciplinary award.

26. Grant of stay in implementation of disciplinary award. The Dean may, at his discretion, award a stay in implementation of disciplinary award under the following circumstances, during which period the student will be on disciplinary probation:-

(a) In cases where examinations are going to be held in the near future, and an immediate execution of the order will disproportionately affect the student's academic future,

or

(b) Where he believes that the order may be held in abeyance pending future conduct.

SECTION-IV

DISCIPLINARY AWARDS

General

1. The types of disciplinary actions to be taken to address violations of this Code of Conduct are as under:-
 - (a) Deterrence. Deterrence of repetition of violations by others and guide students away from aberrant behaviour by imposition of monetary fines, censures, letters of admonition, loss of privileges and restitution.
 - (b) Reformation, by award of additional academic assignments, educative (community) service, placement on disciplinary probation and counselling.
 - (c) Segregation, by expulsion from Hostel, rustication from College and expulsion from College.
2. Categories of Violations. Violations have been categorized into four levels, viz, I, II, III and IV, as mentioned at Appx "B" (pages 33 to 35)
3. Any disciplinary award or sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation. Disciplinary awards will never involve any form of physical activity or humiliation in any form.
4. Disciplinary Record Certificate. A Disciplinary Record Certificate ("DRC", as per format at Appx "K") will be printed on the reverse of Character Certificate, which will be issued to students at the time of leaving ACMS. Disciplinary awards for Level I & II violations and those set out at paras 8 (a) to (e) below will not normally be reflected in DRC. Mention of all other disciplinary awards, and Levels III & IV violations will be made in DRC.
5. Publication of Punishment and Penalties. Major/ Serious punishments and penalties will be published in the College Weekly Orders.
6. All disciplinary awards will be reflected in the student's dossiers.
7. Parents of the students will be informed whenever a student is being brought before a Disciplinary Committee. They will also be informed when disciplinary action is taken.
8. List of Disciplinary Awards. When a student is found in violation of this Code of Conduct, any of the following disciplinary awards or their combinations may be awarded.
 - (a) Counselling, oral or written.
 - (b) Recordable Censure or Letter of Admonition
 - (c) Additional Academic Assignments
 - (d) Educative (Community) Service
 - (e) Loss of Privileges and Exclusion from Activities
 - (f) Disciplinary Probation
 - (g) Restitution
 - (h) Monetary fines
 - (j) Expulsion from Hostel
 - (k) Recordable Psychological counseling

- (l) Rustication from College
- (m) Expulsion
- (n) Revocation of Awarding of Degree
- (o) Withholding of Degree
- (p) Costs

9. Counselling. Counselling of a student may be carried out by any member of faculty in the presence of the HOD, or administration staff (Registrar, Director Academics & Training and Wardens) on minor infractions of the Code of Conduct or misdemeanours, and insufficient attendance. The counselling may be oral or written. When a written counselling is issued, it will invariably mention that the student will be kept under observation, and that he/ she may be issued a recordable censure or a letter of admonition in case improvement in the specific or overall conduct does not improve. Record of oral counselling and a copy of the counselling letters will be kept in the student's dossier.

10. Recordable Censure or Letter of Admonition. A recordable censure or letter of admonition is a written communication which will be addressed to a student found in the second instance of violation of this Code of Conduct or misdemeanour, and a signed copy of the same will be kept in his/ her Dossier maintained by Director Academics & Training. A recordable censure or letter of admonition shall include the following:-

- (a) Violation of which Section of this Code of Conduct
- (b) A quantum of monetary fine as specified at para 16 below, and
- (c) That continued or repeated violations may be cause for further disciplinary action.

11. Additional Academic Assignments. In case of violations pertaining to campus decorum, academic dishonesty in routine tests, misuse of college name, etc, students may be awarded additional academic assignments on the recommendation of faculty members and administration staff, on approval by Registrar. The award will be recorded in the student's dossier, and may be reflected in the DRCat the time of leaving the College.

12. Educative (Community) Service. A student may be given a disciplinary award of being placed on duties for not more than 2 hours per day in patients' wards in BHDC, for learning and service, for a period of upto 20 days at a stretch. This may be done when there is sufficient reason to believe that the experience will be gainful for the student as well as serve as a reminder of the seriousness and humility with which the study of medical sciences needs to be approached, and thereby arrest a progressive decline in a student's aptitude and attitude to the profession. The disciplinary award may be given where a student's attendance is insufficient, where he has been found visiting an out of bound area, for misbehaviour with seniors/ juniors or hostel staff etc, on the recommendation of faculty members and administration staff, on approval by Registrar.

13. Loss of Privileges and Exclusion from Activities. A student may loses privileges and be excluded from participation in activities such as organised extra-curricular activities and representing the batch or College for a specified period of time. Conditions restricting the student's privileges or eligibility for activities may be imposed for upto one month, on the recommendation of faculty members and administration staff, on approval by Registrar.

14. Disciplinary Probation

(a) Disciplinary Probation is a status imposed on the student(s) for a specified period of time during which he/ they must demonstrate conduct that conforms to Code of Conduct.

(b) This may be awarded in the following cases:-

(i) Where there is reasonable doubt in the minds of the Disciplinary Committee of a student's involvement in a violation, but insufficient evidence against him/ her exists. (In such cases, mention will not be made on the student's Character Certificate.)

(ii) Where the student makes a plea of "guilty" of certain violations and conveys sufficient contriteness.

(iii) In respect of violations stating falsehood (of minor seriousness), bringing disrepute to institution, misuse of computer facilities, habitual wastage of electricity and water, offences with regard to social functions, organising student festivals without permission, unsafe activities, violations of channel of communication, misbehaviour with seniors or juniors, persistent disregard for authority etc. It may be awarded on the recommendation of faculty members and administration staff, on approval by Dean.

(c) During the period of probation, a student will be required to report to an appropriate faculty staff during College working hours and the Warden after working hours at given times of the day.

(d) Misconduct during the probationary period or violation of any conditions of the probation would result in further disciplinary action.

(e) Record of Disciplinary Probation will be maintained in a student's dossier.

15. Restitution. In case of vandalism, or damage to accommodation allotted to occupant, restitution in the form of reimbursement may be imposed for expenses incurred on repairs. Such reimbursement will be shared by offenders if known. In case the offenders in a case of vandalism of College and Hostel property has been done by unknown persons, a fine of Rs 500.00 will be imposed on all students.

16. Monetary fines. Monetary fines will be imposed as under:-

Ser	(Section I, para) & Nature of violation/ infraction	First offence	Second offence	Third offence	Thereafter
(a)	(7) Falling short of attendance	Rs 500 per 1% per subject below 90% per term	Rs 1000 per 1% per subject below 90% per term	Rs 2000 per 1% per subject below 90% per term	Expulsion from Hostel in addition to Rs 2000 per 1% per subject below 90% per term
(b)	(10) Incorrect dress and (11) Not being clean shaven	Rs 100*	Rs 200*	Rs 500*	Expulsion from Hostel for 7 days in addition to Rs 500
(c)	(12) Identity Card (i) Non production when demanded (ii) Loss	Rs 100* Rs 200*	Rs 200* Rs 300*	Rs 300* Rs 500*	Rs 500 Rs 500 per occurrence
(d)	(13) Absence without leave (AWL)	Rs 1000 per day	Rs 1000 per day	Rs 1000 per day	Rs 1000 per day Expulsion from Hostel for 5 times the period of being AWL
(e)	(14) Absence from hostel without leave or outpass (15) Providing false info for getting outpass	Rs 100*	Rs 200*	Rs 500*	Expulsion from Hostel for 7 days in addition to Rs 500
(f)	(23) Criminal Activity followed by arriving at a "compromise" before the Police	Rs 5000	Expulsion from Hostel for 7 days in addition to Rs 5000	Expulsion from Hostel for 15 days in addition to Rs 5000	Expulsion from Hostel for 30 days in addition to Rs 5000
(g)	(37) Cybercrime	Rs 5000 for bringing disrepute to College. Also see paras 22, 27 & 30			

* On-spot fines

Ser	(Section I, para) & Nature of violation/ infraction	First offence	Second offence	Third offence	Thereafter
(h)	(38) Use of social networking media sites for making derogatory remarks	Expulsion, plus Rs 5000 for bringing disrepute to college	-	-	-
(j)	(39) Misuse of Computer Facilities	Rs 200	Rs 500	Rs 1000	Expulsion from Hostel for one month
(k)	(51) Unsafe activities	Rs 200*	Rs 400*	Rs 500*	Expulsion from Hostel for 7 days in addition to Rs 500
(l)	(66) Using unauthorised electrical appliances, (67) Wastage of electricity & water	Rs 500*	Rs 1000	Rs 1500	Rs 2000
(m)	(75) Keeping unauthorised occupants in room allotted for residence or by breaking into one	Rs 1000	Rs 1500	Rs 2000	Expulsion from Hostel for 7 days in addition to Rs 2000
(n)	(80) Use of mess or hostel staff and mistreatment of staff	Rs 1000	Rs 1500	Rs 2000	Expulsion from Hostel for 7 days in addition to Rs 2000
(o)	(82) Not updating contact records of self/ parents	Rs 500 per failure to update information*	Rs 500 per failure to update information*	Rs 500 per failure to update information*	Expulsion from Hostel for 7 days in addition to Rs 1500

* On-spot fines

17. Refusal to obey. In case a student refuses to pay/ expresses inability to pay a fine, or refuses to receive letters of Counselling, recordable censure or letter of admonition, or does not meet the requirements of additional academic assignments awarded, or does not participate in Educative (Community) Service programme awarded, or ignores loss of privileges and exclusion from activities, or does not observe disciplinary probation awarded to him, he/she will be brought before the Disciplinary Committee. In such cases, additional charge of Persistent Disregard for authority under Para 83 of Section II of this Code of Conduct will be made against the student. If proven that there is a wilful disregard for authority, disciplinary award as provided for at para 22 (w) below will be attracted.

Recordable Psychological counselling

18. In case of repetitive infractions by a student, he/she may be referred for appropriate counselling or professional assistance, including, but not limited to, counselling, by the Counsellor.
19. In case the student refuses to follow the Code of Conduct and persists in irrational disregard of authority he/ she may be referred to Psychiatrist of BHDC for counselling.
20. A record of every counselling will be maintained in a students' dossier.

Expulsion from Hostel

21. A student may be expelled from the Hostel for a period of upto 6 months.
22. A student may be expelled from the Hostel for violations under but not limited to the following paras of Section I of this Code of Conduct:-
- | | | |
|-----|-------|--|
| (a) | 17,18 | Academic dishonesty |
| (b) | 19 | Behavioural misconduct |
| (c) | 20 | Criminal activity |
| (d) | 21 | During the period of police investigation for alleged illegal activity |
| (e) | 23 | Criminal Activity followed by arriving at a "compromise" before the Police |
| (f) | 27-33 | Ragging |
| (g) | 34 | Harassment |
| (h) | 35 | Sexual harassment |
| (j) | 36 | Bringing Disrepute to College |
| (k) | 37 | Cybercrime |
| (l) | 38 | Misuse of social networking media sites to make insulting and derogatory remarks |
| (m) | 42,43 | Possession or use of recreational drugs |
| (n) | 44,45 | Possession or consumption of alcohol |
| (o) | 47 | Debt |
| (p) | 48 | Gambling |
| (q) | 51 | Unsafe activities |
| (r) | 52 | Possession of cars and 2 wheelers |
| (s) | 56-60 | Vandalism |
| (t) | 68 | Unauthorised use or misuse of College name |
| (u) | 72 | Visitor of opposite gender in room |
| (v) | 78 | Being employed or doing business |
| (w) | 83 | Persistent disregard for authority |

Rustication from College

23. A student may be rusticated for a term or more on academic grounds as recommended decided by Disciplinary Committee.
24. On rustication, the student 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 student proceeds elsewhere.

25. A student will lose all student privileges and cannot enter the Hostel or College premises during the period of rustication.

26. Violation of the Code of Conduct during the period of rustication may be cause for further disciplinary action, normally in the form of expulsion.

27. A Student may be rusticated on disciplinary or administrative reasons grounds, for violations under but not limited to the following paras of Section I of this Code of Conduct:-

- (a) 17, 18 Academic Dishonesty
- (b) 19 Behavioural Misconduct
- (c) 20 Criminal Activity
- (d) 25 Stealing or being in possession of stolen private or public property
- (e) 26 Possession of Firearms and Dangerous Weapons
- (f) 31 Ragging
- (g) 34 Harassment
- (h) 35 Sexual harassment
- (j) 36 Bringing disrepute to the College
- (k) 37 Cybercrime
- (l) 38 Misuse of social networking media sites to make insulting and derogatory remarks
- (m) 42,43 Possession or use of recreational drugs
- (n) 56-58 Vandalism
- (o) 68 Misuse of College name with criminal intent
- (p) 83 Persistent disregard for authority

28. An order of rustication will be ratified by The Chairman and Co-Chairman of the Institute Management Committee.

29. Reinstatement to student status after the specified period of time has elapsed may be ordered,

- (a) Provided that the student has complied with all conditions imposed as part of the rustication,
- (b) And provided that the student is otherwise qualified for reinstatement.
- (c) And provided that the student is accompanied by his parent/ legal guardian if the parents are deceased at the time of reinstatement
- (d) And provided that the student expresses sufficient contriteness by means of a letter of apology and undertakes to mend his ways.

Expulsion

30. A student may be expelled from the rolls of ACMS for serious violations including but not limited to the following:-

- (a) 7 Unsatisfactory progress during training
- (b) 7 Absence from college and /or failure to appear in University examinations for four years.
- (c) 19 (b) Disrespect towards a faculty or staff
- (d) 20-21 Criminal activities
- (e) 22 Cheating/forging including knowingly furnishing false particulars for admission to the college, or failing to give correct medical history as required at the time of pre-admission Medical Board.
- (f) 27 Possession of firearms & dangerous weapons
- (g) 31 Ragging
- (h) 36 Sexual harassment
- (j) 37 Cybercrime
- (k) 39 Misuse of social networking media sites to make insulting and derogatory remarks
- (l) 45 & 59 Vandalism
- (m) 83 Unsatisfactory disciplinary conduct despite repeated disciplinary Awards

31. Expulsion is of permanent nature and is non-revocable.

32. An order of expulsion will be ratified by The Chairman and Co-Chairman of the Institute Management Committee, and GGSIP University will be informed of the expulsion.

33. Revocation of Awarding of Degree. In case an admission has been secured by fraud or proven academic dishonesty, or examination passed by proven academic dishonesty or other criminal activity, Army College of Medical Sciences Delhi Cantt may communicate to the GGIPSU and MCI to revoke the award of the MB,BS degree awarded to the student. Such revocation is subject to review on appeal by the Vice Chancellor of GGSIP University.

34. Withholding of Degree. An academic degree may be deferred when disciplinary proceedings are pending or when a student's full compliance with disciplinary sanctions is pending, or withheld when academic dishonesty or fraud affected the acquisition of the student's degree.

35. Costs. The Dean may order students, whether exonerated by Disciplinary Committee or not, to pay costs for man-days lost by members of Disciplinary Committee for completing the proceedings, as fines.

SECTION V RIGHTTO APPEAL

1. A student has the right to appeal against any disciplinary award by representing within ten working days to The Chairman and The Co-Chairman of the Institute Management Committee, by writing to them through proper channel, ie The Dean Army College of Medical Sciences Delhi Cantt.
2. The decision of The Chairman will be final and binding.

SECTION VIAPPENDICES

Ser	Appendix	Description	No of pages
1	A	* Notes on Principles of Natural Justice	4
2	B	Levels of Violations and recommended scales of disciplinary awards	3
3	C	*Record of Verbal Counselling	1
4	D	*Letter of counselling	2
5	E	*Letter of Admonition	2
6	F	*Additional Academic Assignment, along with Performance Report	2
7	G	*Educative (Community) Service along with Programme Card and Performance Report	3
8	H	*Recommendation for Disciplinary Probation, Award of Disciplinary Probation, and Performance Report	4
9	J	Character Certificate	1
10	K	Disciplinary Record Certificate & Record of Significant Contributions Meriting Mention	1

(* Formats not included in Students' copy. Available on the Code of Conduct for Students on ACMS website.)

LEVELS OF VIOLATIONS AND RECOMMENDED SCALES OF DISCIPLINARY AWARDS

Appx "B"

LEVEL	CODE PARA	VIOLATION	DISCIPLINARY AWARD TYPE*							
			A	B	C	D	E	F	G	H
		<u>LEVEL</u>	I	I	II	II	II	III	IV	IV
I	12	Failure to produce identity card	Yes	Yes						
	14	Providing false information for the purpose of getting an out pass	Yes	Yes						
	15,	Absence from Hostel after 2200 hours without leave or out pass	Yes	Yes						
	46	Students smoking in College and Hostel buildings	Yes	Yes						
	54	Noise pollution	Yes	Yes						
	60	Bringing any unauthorised furniture into the Hostel	Yes	Yes						
	66	Use of unauthorised Personal Electrical Appliances	Yes	Yes						
	67	Wastage of Electricity & Water	Yes	Yes		Yes	Yes			
	69	Violation of Channel of Communication	Yes	Yes						
	73	Meeting with guests outside the approved timings	Yes	Yes						
	76	Bringing guests to College social functions	Yes	Yes						
	79	Employing a private servant	Yes	Yes						
	80	Using of Mess/ hostel civilian attendants/ other staff	Yes	Yes						
81	Non intimation of change of contact information	Yes	Yes							
II	9, 10	Violation of dress Code or Remaining unshaved	Yes	Yes	Yes	Yes	Yes			
	11	Loss of identity card	Yes	Yes						
	12	Absenting oneself without leave (upto 10 days)	Yes	Yes	Yes	Yes	Yes			
	23	Arrival at a compromise after a Police case has been reported, whether filed or not in the PS	Yes				Yes	Yes		
	40	Non Payment of Bills	Yes	Yes			Yes			
	71	Being found in an Out of Bounds area	Yes	Yes		Yes	Yes			
	77	Inviting outside students or organising of student festivals without The Dean's approval	Yes	Yes			Yes			
	49,50	Discourteous behaviour to faculty, staff, other students	Yes		Yes					
	61-65	Damage to Property in one's charge	Yes	Yes			Yes			
III	47	Debt						Yes		
	52	Possession of Cars and Two-Wheelers						Yes		
	72	Unauthorised guests (any member of opposite sex) in the room	Yes	Yes			Yes	Yes		
	74	Misuse of Guest Rooms	Yes	Yes			Yes	Yes	Yes	

LEVELS OF VIOLATIONS AND RECOMMENDED SCALES OF DISCIPLINARY AWARDS (CONTD)

LEVEL	CODE PARA	VIOLATION	DISCIPLINARY AWARD TYPE*							
			A	B	C	D	E	F	G	H
		<u>LEVEL</u>	I	I	II	II	II	III	IV	IV
III	75	Keeping unauthorised occupants in room allotted for residence or by breaking into one	Yes	Yes			Yes	Yes	Yes	
	80	Mistreatment of hostel staff/ NTS	Yes	Yes		Yes	Yes	Yes		
IV	7	Absenting oneself without leave (10 days or more)								Yes
	17,18	Academic dishonesty	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
		Any form of academic dishonesty including (but not limited to) cheating in examinations, plagiarism, and facilitating the same	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	19	Behavioural or criminal misconduct						Yes	Yes	Yes
	19 (b)	Disrespect towards a faculty or staff							Yes	Yes
	20, 25	Criminal activity of any kind including the threat or use of violence, stealing							Yes	Yes
	22	Cheating/forging including knowingly furnishing false particulars for admission to the college, or failing to give correct medically history as required at the time of admission								Yes
	22	Any form of cheating/forging/stating falsehood in any activity						Yes	Yes	Yes
	25	Stealing or being in possession of stolen private or public property							Yes	Yes
	26	Possession of firearms or dangerous weapons including knives, inflammables and explosives							Yes	Yes
	27 - 32	Ragging	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	34	Harrassment						Yes	Yes	
	35	Sexual Harassment				Yes	Yes	Yes	Yes	Yes
	37	Cybercrime						Yes	Yes	Yes
	42-45	Possession & consumption of drugs & alcohol						Yes	Yes	Yes
	48	Gambling						Yes	Yes	
	51	Unsafe activities, participation in						Yes	Yes	
	56-58	Vandalism inside or outside college & hostel campus							Yes	Yes
	68	Misuse of college name with criminal intent							Yes	Yes
	78	Taking up any type of full time/ part time employment or indulge in any kind of business expelled from the Hostel	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

LEVELS OF VIOLATIONS AND RECOMMENDED SCALES OF DISCIPLINARY AWARDS (CONTD)

<u>LEVEL</u>	<u>CODE</u> <u>PARA</u>	<u>VIOLATION</u>	<u>DISCIPLINARY AWARD TYPE*</u>							
			<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
		<u>LEVEL</u>	I	I	II	II	II	III	IV	IV
I to III	16	Violations of rules pertaining to Hostel & Central Facilities, depending upon their seriousness	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	68	Unauthorised use of college name	Yes	Yes			Yes	Yes		
	53	Organising and participating in social functions which do not have prior approval	Yes	Yes	Yes	Yes	Yes	Yes		
	7	Low attendance	Yes	Yes	Yes	Yes	Yes	Yes		
I to IV	36	Bringing disrepute to Institution	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	38	Misuse of social networking media sites	Yes	Yes			Yes	Yes	Yes	
	39	Misuse of Computer Facilities	Yes	Yes			Yes	Yes	Yes	
	83	Disregard or Persistent disregard for authority	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

*with or without Loss of Privileges & Exclusion from Activities. Level of offence rises progressively if repeated

Award Type	Disciplinary award
A	Counseling/ admonition/ recordable censure
B	Fine
C	Additional academic assignment
D	Community Service
E	Disciplinary Probation
F	Expulsion from Hostel
G	Rustication
H	Expulsion

FORMAT: CHARACTER CERTIFICATE

1. Certified that as per records, University Enrolment Number
 Drson/daughter
 of Shri has been a
 student of Army College of Medical Sciences, Delhi Cantt affiliated to Guru Govind Singh
 Indraprastha University New Delhi in the Batch, with effect from
 to To the best of my knowledge and belief he/she bears
 a/an character.

2. Dr is not related to me. I wish him
 success in future endeavours.

3.* He/She has/ has not been punished for the offence of committing or abetting ragging.
 He/ she has/ has not displayed persistent violent or aggressive behaviour or any inclination
 to harm others.

Dated:
 Seal:

The Dean ACMS
 Stamp:

(Please turn sheet over)

* (Reqd as per para 6.5.12 of Medical Council Of India Notification No. MCI-
 34(1)/2009-Med./25453 dated 03 Aug 2009)

.....
Guidelines:-

1. DRC (Appx "K" will be printed overleaf)
2. In cases with a history of Level III & IV violations at any time during stay in College and Level II violations in the last 2.5 years of stay in College, the certificate may be worded appropriately. In such cases, Disciplinary Record Certificate as per Appx "K" will be referred to.

FORMAT: DISCIPLINARY RECORD CERTIFICATE*
(LEVEL III & IV VIOLATIONS ONLY)

IN RESPECT OF UNIVERSITY ENROLMENT NO
NAME.....
SON/ DAUGHTER OF OF BATCH

<u>Ser</u>	<u>Date/ Period</u>	<u>Violation</u>	<u>Disciplinary award</u>	<u>Remarks</u> incl any subsequent litigation by student
1				
2				
3				
4				
5				

* To be completed in case of very serious violations and criminal activity by a student and for the information of future employers/ colleges/ universities should those bodies desire the specific information after the student leaves the College.
.....

RECORD OF SIGNIFICANT CONTRIBUTIONS/ACHIEVEMENTS ** MERITING MENTION

<u>Ser</u>	<u>Date/ Period</u>	<u>Contributions</u>
1		
2		
3		
4		
5		
6		

** Academic performance/ research/ social awareness/ sports/ completion of one year mentorship programme

SECTION VII

CORRIGENDA

SECTION VIII

ADDENDUMS