



GOVERNMENT INSTITUTE OF MEDICAL SCIENCES GREATER NOIDA



STUDENTS HANDBOOK

(CODE OF CONDUCT FOR STUDENTS)

NOTIFICATION

1. GIMS students and interns in GIMS 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 the policies and rules of Atal Bihari Vajpayee Medical University, Lucknow, Uttar Pradesh.
2. All students will read this Code of Conduct and submit a notarized affidavit to OIC Academic & Training, to the effect that they have read and understood the contents of this Code of conduct and shall comply by it.
3. All students of GIMS, Greater Noida will be aware that a Disciplinary Record Certificate (DRC) will be maintained for the information of future employers/Institutes/universities should those bodies desire the specific information after the student leaves the Institute.
4. A Copy of this Code of Conduct is displayed on the Institute website (www.gims.ac.in).
5. When a Disciplinary Committee is convened, a copy of this Code of Conduct will be made available to the Committee.

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PROCTORIAL BOARD

Dr. Satendra Kumar	Chief Proctor	9911433771
Dr. Bharti Bhandari Rathore	Member	8003996865
Dr. Pragatisheel Mittal	Member	8433041494
Dr. Manisha Singh	Member	8853437201
Dr. Sandeep Kumar Pandey	Member	98186038221
Dr. Kiran Jakhar	Member Secratery	8860997164
Dr. Bhuvan Adhlakha	Member	9611200217
Dr. Deepshikha Verma	Member	7905637367

ANTI-RAGGING COMMITTEE

Sr. No.	Name	Designation	Contact
1.	Dr. Saurabh Srivastava	Officiating Director & CMS	9654233158
2.	Dr. Rambha Pathak	Dean	8826843180
3.	Dr. Satendra Kumar	Chief Proctor	9911433771
4.	Dr. Ranjana Verma	Controller of Examination Member	7701807013
5.	Dr. Manisha Singh	Member	8853437201
6.	Dr. Bharti Bhandari Rathore	Member	8003996865
7.	Dr. Ijen Bhattacharya	Academic Incharge/ Member Secretary	9953993987
8.	Dr. Manabendra Baidya	Chief Warden, Member	8874798762
9.	Dr. Kiran Jakhar	Warden (Girls), Member	8860997164
10.	Dr. Pulimi Vineel	Warden (Boys), Member	710083149
11.	Dr. Sonu	Warden (Girls Nursing), Member	9560580484
12.	Dr. Bhuvan Adhlakha	Warden (Boys Nursing), Member	9611200217
13.	Mr. Manoj	AMC, Member	9654233158

GENDER HARASSMENT COMMITTEE

Dr. Ranjana Verma	Prof & Head, Anatomy	Chairperson	7701807013
Dr. Bharti Bhandari Rathore	Prof & Head, Physiology	Member Secretary	8003996865
Dr. Hukam Singh	Prof & Head, ENT	Member	9899926253
Dr. Ijen Bhattacharya	Professor, Biochemistry	Member	9953993987
Dr. Anju Rani	Associate Professor, FMT	Member	9871334770
Dr. Priyanka	Associate Professor, Community Medicine	Member	9582052646
Mr. Vibhav Mishra	Legal Advisor	Member	9473565666

CASTE- BASED DISCRIMINATION COMMITTEE

Dr. Satendra Kumar	Prof & Head, General Surgery	Chairperson
Dr. Ranjana Verma	Prof & Head, Anatomy	Member
Dr. Priyanka	Associate Professor, Community Medicine	Member
Dr. Ruchi Verma	Associate Professor, OBG	Member

RIGHT TO INFORMATION & INTEGRATED GRIEVANCE REDRESSAL CELL

Dr. Saurabh Srivastava	Officiating Director & CMS	Chairperson
Dr. Amit Sharma	Prof. & Head, FMT	Member Secretary
Dr. Pragatisheel Mittal	Professor, Anatomy	Member
Dr. Hukam Singh	Professor, ENT	Member
Dr. Ruchika Bhatnagar	Asso. Prof., Paediatrics	Member

COLLEGE COUNCIL

Dr. Saurabh Srivastava	Officiating Director & CMS	Chairperson
Dr. Rambha Pathak	Dean	Member
Dr. Satendra Kumar	Prof. & Head, General Surgery	President
Dr. Ranjana Verma	Prof. & Head, Anatomy	Member
Dr. Shivani Kalhan	Prof. & Head, Pathology	Member
Dr. Vikas Saxena	Prof. & Head, Orthopaedics	Member
Dr. Ajay Kumar Sahni	Prof. & Head, Microbiology	Member
Dr. Manisha Singh	Prof. & Head, Biochemistry	Member
Dr. Bharti Bhandari Rathore	Prof. & Head, Physiology	Member
Dr. Chakra Dhar Tripathi	Prof. & Head, Pharmacology	Member
Dr. Ritu Sharma	Prof. & Head, Biochemistry	Member
Dr. Nazia Nazir	Prof. & Head, Anaesthesia	Member
Dr. Amit Sharma	Prof. & Head, Forensic Medicine	Member
Dr. Hukam Singh	Prof. & Head, ENT	Member
Dr. Anita Kumari	Prof. & Head, Paediatrics	Member
Dr. Krishna Kuldeep	Prof. & Head, Ophthalmology	Member
Dr. Aprajita Panwar	Asso. Prof. , Biochemistry	Member Secretary
Dr. Sandeep Kumar Pandey	Asso. Prof. & Head, Dentistry	Member
Dr. Kiran Jakhar	Asso. Prof. & Head, Psychiatry	Member
Dr. Rashmi Upadhyay	Asso. Prof. & Head, Respiratory Medicine	Member
Dr. Pihu Sethi	Asst. Prof. & Head, Dermatology	Member
Dr. Sonal Singh	Asst. Prof. & Head, Emergency Medicine	Member

SECTION - I

INTRODUCTION, AIM & SCOPE

Introduction

1. Discipline is the foundation on which an institute functions. Government Institute of Medical Sciences, Greater Noida is indisputably one of the best infrastructures boasted of by any medical institute in the country.
2. **Mission Statement:** The mission statement of the Government Institute of Medical Sciences, Greater Noida is reproduced hereunder:
 - (a) “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.
 - (b) To build an ethos of compassionate and empathetic care and concern among students and faculty members for patients and their relatives.
 - (c) To build an enduring edifice of character and empathy among students and faculty members.
 - (d) To prepare young medical students for a glorious, prestigious and noble career 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 the Government Institute of Medical Sciences, Greater Noida 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 GIMS 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.
5. **SCOPE:** 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. **Disciplinary policy:** A Student/intern who behaves in such a manner that violates the expected standard of the Institute 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 Institute/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

7. Where “student” appears in this Code of Conduct read “students & interns”.

SECTION - II

CODE OF CONDUCT

Academics and Attendance

Place of Duty

1. 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 GIMS are excused from place of duty. Any student advised such rest will have his/her prescription forwarded to the Warden for information.
2. Students of GIMS 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/duty sanctioned leave. All students will ensure that they are punctual at their places of duty.
3. Although a student must have a minimum of 75% attendance in theory and 80% in clinical/ practical classes in order to be eligible for the University Examination as per National Medical Commission Regulations. GIMS students are required to attend all classes except in case of the reasons detailed above.
4. It is hereby clarified that the University Rule regarding having a minimum of 75% attendance in theory and 80% in clinical / practical classes is merely one of the eligibility criteria to appear in University Examinations. No special considerations will be given to absence due to medical reasons or attending events or extracurricular activities outside the institute.

Dress code

5. 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 present ability promotes mutual growth and cohesion. The building of group identity is essential for the development of the feeling of a commonality. 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.

6. The dress code for GIMS students is as tabulated below. The Institute uniform as specified in (a) and (b) below will be worn on **Monday to Friday**, and as and when directed to do so. Violation of dress code is punishable.

S.N.	Dress	Boys & Girls	Remarks
a)	Summer Uniform	Plain white (un-striped), cotton shirt tucked in Grey trousers, Institute /black tie, black socks, leather shoes	White apron with name plate (white in colour with name in black) will be worn by all students over dress compulsorily while in Institute Complex and during field trips.
b)	Winter uniform	Same as above with blue blazer/grey jersey/pullover	
c)	Saturday /declared Non-Uniform Days	Formal dress	

7. **Haircut, shaving and personal Hygiene.** Students will ensure that hair is not long and kept well-trimmed. Boys may keep a moustache/well-maintained beard (beard to be grown in vacation period). Sikh students will maintain their beards properly and will wear turbans during Institute hours. Both boys and girls will ensure that their personal hygiene is immaculate. Keeping long hair and remaining unshaven will bring disrepute to the Institute and is punishable.

8. **Leave:** No leave will be granted on examination days except under extreme compassionate grounds.

(a) Planned leave up to 2 days on teaching days will be sanctioned by the Dean.

(b) Emergency leave: students should inform warden/chief warden/OIC Academics & Training/Dean by calling or SMS before proceeding on leave and subsequent regularization of leave application form.

(c) Planned leave for more than 2 days on teaching days will be sanctioned by OIC Academics & Training and Dean on extreme compassionate grounds.

(d) No special considerations will be given to absence due to medical reasons or attending events or extracurricular activities outside the institute

9. **Observance of rules:** Extant rules pertaining to various areas viz. hostel, hostel mess, reading room, TV room gymnasiums, library and cyber cafe will be followed. Violations of these rules are punishable.

SOP FOR RESIDENTS OF HOSTELS OF GIMS

1. **Total Duration of Hostel Stay:** The normal tenure of the MBBS course is 4½ years followed by 1-year internship. A student may stay in the hostel for a maximum period of 5½ years including internship. In case a student fails twice and is not promoted to next term and have poor discipline 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. Ex-students are not allowed to stay overnight in the hostel.

2. GIMS provides double occupancy basis hostel accommodation to students (both boys and girls) admitted in the M.B.B.S. in the separately built Boys and Girls Hostels in GBU campus. **Ismat Chuktai Hostel for Girls & Munshi Prem Chand Hostel for Boys.**
3. Students desirous of having hostel accommodation should submit applications along with proof of present residence on the prescribed form to the **Dean's Office**. Rooms will be allotted on priority basis.
4. Every student is responsible for the care of room allotted to him/her and the furniture provided therein (**Table, Chair, Bed, Almirah and mattress**). No furniture item is allowed to be removed from or additional furniture brought in the hostel without the prior permission of the Warden in writing. In case of damage, the resident student is supposed to inform the Warden, in writing. A resident student will be charged for damage and loss of any such item.
5. No student is permitted to shift from the room allotted to any other room in the Hostel without the prior permission of the **Warden** in writing.
6. No resident student shall be allowed to keep a guest in their room, if anybody from outside the institute is found in their rooms, the student will be rusticated from hostel
7. In order to safeguard against thefts, residents are required to use good locks. Resident student should not keep costly items, like jewelry, electronic items (**DVD player, music system, camera and television, etc.**) in their rooms.
8. Students are permitted to keep/use music system with output not more than 50WPMPO 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.
9. Residents shall not be allowed to engage any person for service of any kind, personal or otherwise.
10. No mess worker or any other Hostel/Mess employee should be asked to do personal work by any resident student.
11. Students should pay all their dues and submit the **Hostel Leaving Form** in the Hostel Office before getting a **Clearance Certificate** at the time of leaving the Hostel.
12. Parents are allowed only up to the **Guest Room** (near Main Gate) of hostel if they want to meet their child with the permission of the Warden. The resident student shall be held responsible for the conduct of his/her guest (parents). No resident student shall be allowed to keep a guest in guest room unless he/she himself/herself is present in the hostel.
13. **Time for visit of guests:** Students may receive visitors only during the timings given below:

Working day timings -	1630 hrs to 1930 hrs
Sunday and Holiday -	1000 hrs to 1930 hrs

14. Daily attendance in the Morning (08:00 am) & Evening (09:00 pm) is mandatory in the Hostels.
15. Every student must inform in writing to the **Warden** about his/her absence from the hostel if he/she stays out for more than 12 hours. One should also leave the address at which he/she could be contacted if necessary. This rule should also be followed when resident student leaves the hostel during vacation. For providing information about leaving the hostel, a register will be available with the Security Staff and accordingly entries should be made.
16. All the students are expected to be back in the Hostel latest by 09:00 p.m.in Munshi

Prem Chand Hostel and 08.00 pm in **Ismat Chuktai Hostel**

17. The use of **smoking, alcoholic drinks or intoxicating materials** is strictly prohibited in the hostel. Strict disciplinary action amounting to even expulsion from the hostel/college shall be taken against those violating the rule.
18. No student will be allowed to use electrical appliances of more than 100 Watts. Students should not tamper with electrical installation provided in rooms or in the premises of the hostel. On detection of misuse of electrical installation & **unauthorized use (of Air-conditioner/Washing Machine)** in the room or in the hostel, disciplinary action will be taken against the resident.
19. No student will be allowed to use/keep any type of **motorized vehicle** in GBU premises.
20. Any case of illness should immediately be reported to the **Warden/Assistant Warden**.
21. No student is allowed to **collect any kind of fund** from other hostel inmates.
22. **Wastage of Electricity & Water:** All lights and fans to be switched off when not in use and before leaving for Institute or other activity. Fine will be levied on defaulters
23. Students of the hostel are not permitted to hold any kind of **meetings/celebrations** in the hostel premises. However, for such activities in academic block, prior permission may be obtained from the **Warden/Dean** in writing.
24. The resident student will be under the disciplinary jurisdiction of the **Dean** and such other authorities who may be vested with the authority to exercise discipline under the Act, the Statutes, the Ordinances and the Rules framed by the Institute.
25. A resident student, who violates any of these rules (existing in the hostel) or creates disturbances in the hostel, is liable to disciplinary action by the **Warden/ Chief Warden/Proctor/ Dean**.
26. Students are responsible to the **Dean** for their conduct and are prohibited from doing anything either inside or outside the academics which may amount to breach of discipline or interference with the discipline and normal working of academics.
27. At the time of admission, every student shall be required to sign a declaration that on admission, he/she submits himself/herself to the disciplinary jurisdiction of the **Dean** and other authorities of the academics who may be vested with the authority to exercise discipline under the Act.
28. A student shall be liable to the disciplinary action for **violation of any of the rules of discipline** and disciplinary action may invoke warning and/or fine and suspension from classes, from examination, from use of Library or even expelled from the academics and hostel
29. **Ragging** in any form is strictly prohibited within the premises of the academics /hostel and any part as well as on public transport. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under ordinance.
30. The students can be punished any amount as penalty is decided by **Dean** for indiscipline and damage to the property of **GIMS**.
31. The GIMS authorities reserve the right to alter or revise any of the hostel rules at any time.
32. **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.
33. **Intimation of Change of Address/Contact Telephone Numbers:** It is the responsibility and duty of students to inform the OIC 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. Any wrong information will attract suspension from Hostel:

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

34. Channel of Communication: Students will neither correspond directly nor will they approach the Dean directly. 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 OIC 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 any faculty member / MENTOR at any time and seek help.

35. A complaint box has been placed in the **Academics reception** for the students where they can incognito place their complaints regarding any aspect of GIMS.

36. GIMS Alumni Association: GIMS will facilitate the formation of the GIMS 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.

37. 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.

38. Out of Bounds:

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

- a. GBU Campus unless invited.
- b. Offices except the Hostel Office, Warden's Office, Accounts office & Admission Section, unless specifically called.
- c. **Girls' Hostel for male students and male visitors and vice versa for Boys' Hostel.**
- d. Terraces of Student's Hostel and academic block or hospital.

39. Use of Institute Name: The good name of the Institute is a vital part of the Institute's standing in the medical fraternity and the country. The name of the Institute cannot be used without prior approval of the Dean. Institute students wearing Institute jerseys and the name of the Institute on their clothes must behave at all times in a manner that reflects well on the Institute. The unauthorised use of any Institute equipment, property, name or insignia are prohibited.

40. Campus Decorum: Students are expected to express regard to senior students. Senior students are expected to provide guidance to junior students, if requested.

SECTION - III

ANTI-RAGGING CODE

Ragging

The Institute 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 Institute authorities, the Institute 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.nmc.org.in & as per UGC regulations, available at <https://www.antiragging.in/>, and <https://www.antiragging.in/>

Ragging is completely prohibited in the Government Institute of Medical Sciences, Greater Noida. 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 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.

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.

ANTI-RAGGING CELL

Ragging is banned in the Institute and anyone found guilty of ragging and/or abetting ragging is liable to be punished as it is a criminal offence.

- **Call Toll Free: - 9999384468/ 9999384498**
- **National Anti-Ragging Programme Monitoring Agency Centre for Youth (C4Y)**
24x7 Toll Free Number 1800-180-5522 & helpline@antiragging.in
- For any other information, the college officials may be contacted at the following telephonenumber:

College administration - 9999384434 and 8851286005
Administrative Officer - 0120-2341738

Anti-ragging committee:

Sr. No.	Name	Designation	Contact
1	Dr. Saurabh Srivastava	Officiating Director & CMS	0120-2341736
2	Dr Rambha Pathak	Dean	8826843180
3	Dr. Satendra Kumar	Chief Proctor	9911433771
4	Dr. Ranjana Verma	Controller of Examination, Member	7701807013
5	Dr. Sonu	Academic In-charge/ Member Secretary	9560580484
6	Dr. Pragati Sheel Mittal	Chief Warden, Member	8433041494
7	Dr. Manisha Singh	Member	7011435560
8	Dr. Bharti Bhandari Rathore	Member	8003996865
9	Dr. Kiran Jakhar	Warden (Girls), Member	8860997164
10	Dr. Manabendra Baidya	Warden (Boys), Member	8874798762

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 or 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 Institute 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 Institute 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.

ANTI- RAGGING CODE:

The application form for admission/enrolment has a printed undertaking to be made 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 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 to the above Regulations (both Parts) in the prescribed format

On receipt of the recommendations 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 Institute will continue with its own enquiry and other measures without waiting for action on the part of the police/local authorities.

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of GIMS, 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.
- (i) Expulsion from GIMS and consequent debarring from admission to any other institution for a specific period.
- (j) Fine of Rs. 25,000/- to Rs. 1 lakh.

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

Students will apprise themselves of the National Medical Commission (Prevention and Prohibition of Ragging in Medical Colleges/Institutions) Regulations, 2009 available on the website www.nmc.org.in The National Anti-Ragging Helpline (UGC Crisis Hotline) may be contacted through a 24x7 toll free number 1800-180-5522, and or an e-mail may be sent to antiragging@nmc.org.in

SECTION - IV

DISCIPLINARY ACTIVITIES AND AWARDS

Sexual Harassment:

All students of GIMS 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) Unwanted 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
- (i) Physical contact, touching or brushing against any part of the body and other advance.
- (j) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- (k) Physical confinement against one's will and any other act likely to invade one's privacy
- (l) Repeatedly asking out someone who is not interested
- (m) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Criminal Activity:

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 Institute 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.

In the event of police actions like arrests/detentions/interrogations initiated against any student or judicial proceeding 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.

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

In the event of any criminal activity like assault or manhandling of any student or 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 Institute to disrepute.

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

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.

The possession of firearms or dangerous weapons including knives, restricted inflammables etc is strictly prohibited.

Protection of Institute Property and Vandalism

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

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

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.

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

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

Disrepute to Institution: Students will ensure that their behaviour does not cast a “bad light” upon the Institute by indulging in incidents of assaults/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 GIMS 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 Institute that would bring disrepute to GIMS.

Use of social networking media sites: The use of social networking media sites by any student to use insulting and derogatory remarks, or make insinuation 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 District Cyber Crime Cell. In addition, for bringing the Institute into disrepute, the student would receive the harshest punishment.

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

Any student who is found guilty of using unfair means, i.e., cheating or endeavouring to cheat by taking books, pamphlets or papers, mobile phone, voice receiver, voice recorder, etc in to the examination hall or trying to gain information from fellow students while in examination hall will render himself/herself liable to rusticated from the institution. Any student who is found helping in academic dishonesty is also culpable, and liable for similar disciplinary action.

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 from the Institute.

Proctorial Board:

Dean of GIMS deals with all matters pertaining to discipline of students. She will be assisted by OIC Academics & Training, who will maintain updated records of Conduct Sheets in students' dossiers, and the Wardens. Parents of the involved students will be informed about the alleged case and they will be informed that the investigation is in progress.

The **Proctorial Board** will submit report and recommendations about a case to the Dean within 72 hours of the case formally being referred to it.

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 OIC Academics & Training/Hostel's warden. If violation attracts disciplinary action, Dean may suspend such students from hostel pending Disciplinary proceedings.

Procedure for Hearings by the Proctorial board for Students:

- (a) OIC Academics & Training of the Institute will promulgate notice to all concerned by means of an Order. Such an order will include the following: -
- I. Date and time of offence or infraction
 - II. Name of students or others involved
 - III. Time frame for completion of proceedings (Findings, i.e. Facts of the Case, and recommendations) by Disciplinary Committee. The time frame would normally be 72 hours.

Taking Action: If the Dean approves the recommendations of the Proceedings of the Proctorial Board, 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.

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

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.

DISCIPLINARY AWARDS

1. 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.
2. **Disciplinary Record Certificate.** A Disciplinary Record Certificate ("") will be printed on the reverse of Character Certificate, which will be issued to students at the time of leaving GIMS. Any Disciplinary violations will be mentioned in DRC.
3. All disciplinary awards will be reflected in the student's dossiers.
4. 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.
5. **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) Loss of Privileges and Exclusion from Activities
 - (c) Disciplinary Probation
 - (d) Monetary fines
 - (e) Expulsion from Hostel

a) Counselling: Counselling of a student may be carried out by any member of faculty in the presence of the HOD, or administration staff (Registrar, OIC 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.

b) Loss of Privileges and Exclusion from Activities: A student may lose privileges and be excluded from participation in activities such as organised extra-curricular activities and representing the batch or Institute for a specified period of time. Conditions restricting the student's privileges or eligibility for activities may be imposed for up to one month, on the recommendations of faculty members and administration staff, on approval by Registrar.

c) Disciplinary Probation

- i. 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.
- ii. This may be awarded in the following cases: -
- iii. During the period of probation, a student will be required to report to an appropriate faculty staff during Institute working hours and the Warden after working hours at given times of the day.
- iv. Misconduct during the probationary period or violation of any conditions of the probation would result in further disciplinary action.
- v. Record of Disciplinary Probation will be maintained in a student's dossier.

d) Monetary Fines: Monetary fines will be imposed as under: -

S. No.	(Section I, para) & Nature of violation/infraction	First offence	Second offence	Third offence	Thereafter
a.	Incorrect dress and Not being clean shaven	Counselling/Warning letter	Rs. 50 fine.	Letter to parents & Rs. 100 fine.	Expulsion from Hostel for 7 days in addition to Rs. 100/- fine
b.	Identity Card Non production when demanded	Rs. 100*	Rs. 200*	Rs. 500*	Rs. 500*
	Loss	Rs. 200*	Rs. 500*	Rs. 500*	Rs. 500* per occurrence
c.	Absence from hostel without leave or out pass Providing false info for getting out pass	Rs. 100*	Rs. 200*	Rs. 500*	Expulsion from Hostel for 7 days in addition to Rs. 200

(* On-spot fines)

S. No.	(Section I, para) & Nature of violation/infraction	First offence	Second offence	Third offence	Thereafter
d.	use of social networking media sites for making derogatory remarks	FIR Expulsion, plus Rs. 5000 for bringing disrepute to Institute.			
e.	Misuse of Computer Facilities	Rs. 100	Rs. 200	Rs. 500	Expulsion from Hostel for one month
f.	Unsafe activities	Rs. 100*	Rs. 200*	Rs. 500*	Expulsion from Hostel for 7 days in addition to Rs. 500
g.	Using unauthorised electrical appliances, (67) Wastage of electricity & water	Rs. 100*	Rs. 200	Rs. 500	Rs. 500
h.	Keeping unauthorised occupants in room allotted for residence or by breaking into one	Rs. 1000	Rs. 2000	Rs. 4000	Expulsion from Hostel
i.	Use of mess or hostel staff and mistreatment of staff	Rs. 100	Rs. 200	Rs. 500	Expulsion from Hostel for 7 days in addition to Rs. 200

(* On-spot fines)

e) Expulsion

6. A student may be expelled from the rolls of GIMS for serious violations including but not limited to the following: -
 - (a) Unsatisfactory progress during training
 - (b) Absence from Institute and/or failure to appear in University examinations for four years.
 - (c) Disrespect towards a faculty or staff
 - (d) Criminal activities
 - (e) Cheating/forging including knowingly furnishing false particulars for admission to the Institute, or failing to give correct medical history as required at the time of pre-admission Medical Board.
 - (f) Possession of firearms & dangerous weapons
 - (g) Ragging
 - (h) Sexual harassment
 - (i) Cybercrime
 - (j) Misuse of social networking media sites to make insulting and derogatory remarks
 - (k) Vandalism
 - (l) Unsatisfactory disciplinary conduct despite 3 disciplinary Awards
7. The Atal Bihari Vajpayee Medical university will be informed the seriousness of the disciplinary offence and the final decision regarding expulsion from the course or withholding the degree of the student will be taken by the university

SECTION – V

ACCOUNTS

Payment of Bills:

All students will pay Institute and Hostel fees as well as messing charges at the time of admission or at the beginning of academic session. If fee is not paid despite warning and reminder by the last date specified by the institute , a fine of Rs. 100/- per day will be charged and disciplinary action will also be initiated against the students. Non-payment of bills may attract withholding of admit card. Admit card will only be issued on production of no-dues certificate from hostel and academic section.

Fines:

When monetary fine is imposed, the same must be paid along with Hostel Fees by the due date.

FORMAT OF CHARACTER CERTIFICATE

1. Certified that as per records, University Enrolment Number.....
Dr.....son/daughter of Shri.....
..... has been a student of Government Institute of Medical Sciences,
Greater Noida affiliated to King George's Medical University, Lucknow (U.P.) 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 GIMS

Stamp:

(Please turn sheet over)

*(Reqd. as per para 6.5.12 of Medical Council of India Notification No.MCI-34(1)/2009-
Med./25453dated03Aug2009)

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Guidelines: -

1. DRC (will be printed overleaf)

FORMAT: DISCIPLINARY RECORD CERTIFICATE*

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

Ser	Date/Period	Violation	Disciplinary award	Remarks
				Incl any subsequent litigation by student
1.				
2.				

(*to be complete in case of very serious violations and criminal activity by a student and for
the information of future employers/Institutes/universities should those bodies desire the
specific information after the student leaves the Institute.)

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