



SANTHIRAM MEDICAL COLLEGE

NANDYAL-518501, A.P

ROLES AND RESPONSIBILITIES OF ADMINISTRATORS OF SANTHIRAM MEDICAL COLLEGE AND GENERAL HOSPITAL

Principal & Dean:

1. The Principal & Dean is the overall in charge of SRMC and GH.
2. He/she is the academic, administrative, and responsible for progress of the Institute.
3. He/she exercises all the powers delegated to him/her. However he/she will seek guidance from the Management as he/she considers appropriate.
4. He/she may delegate any of the powers to the HODs as he/she considers appropriate for smooth and harmonious functions of the organisation.
5. Setting up the high standard of Professional conduct.
6. Planning and administering rules and regulations to maintain efficient services as required
7. Implementing recommendations and regulations that are issued from time to time by the National Medical Commission, DR. Y.S.R UHS and other regulatory bodies.
8. Interpreting rules and regulations to the subordinate teaching and non-teaching staff.
9. Responsible for evolving strategies and action plans involving the concerned HOD for the development and quality improvement of the department.
10. Regular visit to various departments and maintenance of strict discipline.
11. Regular supervision of all the academic and administrative aspects of the organisation.
12. Procuring of equipments to various departments and attached SRMC .
13. Giving necessary reports to higher authorities.
14. He/she has to convene faculty meeting periodically and review the activities of the department as per the agenda. In this process he/she has to provide direction to all the stakeholders of each department under his/her control.
15. All circulars and notices which come from NMC and DR. Y.S.R UHS shall be circulated to Heads of groups and other departments and making arrangements for communicating them to the required and the demand.
16. Issuing instructions to the HODs for solving any departmental related issues and problems.
17. Promotion of good relation between all categories of staff.



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18. Organization of educational programmes, refresher courses, symposia, guest lecture and CME to staff members, postgraduates and undergraduates.
19. Attention to the complaints and welfare of medical students and investigation of complaints and maintaining of those records.
20. Counselling and guidance for individual staff members as and when necessary
21. Regular staff meeting for solving individual and group problems
22. Recruitment to Teaching/Non-Teaching staff as per the norms of NMC
23. Conducting of Department Promotion Committee (DPC) for promotion of teaching staff.
24. Preparation of Gradation list of Teaching Staff.
- 25 . Co-ordination of academic activities like, exams, curriculum with the Universities.
27. Conducting meetings of various committees as may be necessary.
28. Affiliation work with DR. Y.S.R UHS University, NMC and Government.
29. Implementation of National health programmes.
30. Conduct of U.G and P.G. exams in the capacity of Chief Superintendent
31. Maintenance of U.G/P.G. Hostels (To take proper action for maintenance of U.G/P.G. Hostels)
32. Purchase of Equipment, Drugs, Chemicals, Furniture, Hospital Necessities, Diet, Books and Journals to the library and all other such materials required by SRMC & GH .
33. Sanction of all kinds of leave to the staff and making in charge arrangements.
34. Depute members of the academic staff and other staff to any place outside the organisation but within India for the work of the organisation or for any other specified purpose.
35. Disciplinary proceedings in respect of both teaching and non-teaching staff as per the provisions of Service Rules.
36. Supervision and Maintenance of College Statistics.
37. Supervision and Maintenance of Service Registers of the Teaching and non-teaching staff.
38. Supervision and Maintenance of Building in co-ordination with Technical cell.
39. Financial responsibility of the organisation.



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40. Effective utility of money allotted by DR. Y.S.R UHS, UGC and other organisations in the form of Grants/project costs etc.
41. Any other work entrusted by the Management in the interest of the organisation.
42. Discharge Professor's/ HOD's work.
43. To attend the Ethical Committee as and when invited.
44. Preparation and periodic review of course curriculum.
45. Formulation of short term and long term plans for growth and development of the Organization.
46. Co-ordination with other institutions for networking.
47. The Principal & Dean shall present the Annual Report to the Management before 30th June every year on the working of the organisation along with the balance sheet of the accounts duly audited showing the income and expenditure of the organisation.
48. The Principal & Dean shall regulate and operate the budget of the organisation.
49. The drawal of funds allotted for College Development activities from the bank shall be on presentation of claims by the Principal & Dean and Managing Director of the College.
50. Act as a true Academic leader, motivate and train the newly recruited members of the faculty.
51. Expected to interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance, and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with HODS.

Vice Principal:

1. Setting up the high standards of professional conduct in the Campus.
2. Planning and administering rules and regulations to maintain efficient Medical services of the teaching hospital.
3. Implementation of recommendations and regulations that are issued from time to time by the NMC/DR. Y.S.R UHS/Govt. or other regulatory authorities.



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4. Regular supervisory rounds of all hospital wards and departments and premises and maintenance of clean atmosphere.
 5. Indenting for necessary equipment and purchase of Drugs, equipment
 6. Official correspondence for hospital administration.
 7. Arrangement of duty roster for casualty Medical Officers, nurse and group 'D' officials in consultation with CA/HODS/CMO/DHA/AHA/RMO/Nursing Superintendent and others concerned.
 8. Promotion of good relations between all categories of staff and public.
 9. Enforcing strict discipline in the subordinate teaching and non-teaching staff.
 10. Maintenance of attendance registers.
 11. Investigations of complaints and reports.
 12. Ensuring adequate supply of essential drugs by purchase within delegation of powers and sending indent of drugs to the Principal & Dean, SRMC.
 13. Supervision and Maintenance of service registers of non-teaching staff members.
 14. Supervision and Maintenance of building with the help of Technical Cell.
 15. Sanction of all types of leave to non-teaching staff members of the hospital and maintenance of their records.
 16. Supervising the Nursing staff in providing proper care.
 17. Arranging inter-departmental meetings to sort out any problems including coordination.
 18. Supervision and Maintenance of Statistics of the Hospital.
 19. Any other work entrusted by the Principal & Dean, SRMC and any other regulatory higher authorities.



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20. Discharge Professor's/ HOD's work.

21. Administration pertaining to maintenance and conduct of school of Nursing examination, Nursing students welfare and control and regulation of BSc, MSc, Nursing students postings to hospital in co-ordination with the Principal & Dean.

22. Responsible for hospital biomedical waste management as per the Government orders issued from time to time.

Medical Superintendent:

1. 1 The role of a Medical Superintendent in a medical college is critical in ensuring the smooth functioning of the healthcare and academic activities within the institution. The specific responsibilities may vary based on the size and structure of the medical college, but generally include the following:
2. Provide overall leadership and direction for the medical college's administrative functions.
3. Oversee and coordinate various departments to ensure effective collaboration and communication.
4. Develop and implement administrative policies and procedures.
5. Supervise and manage the day-to-day operations of the hospital attached to the medical college.
6. Ensure the provision of high-quality patient care services.
7. Oversee the hospital staff, including physicians, nurses, and support staff.
8. Manage the budget for the medical college and hospital, ensuring financial sustainability.
9. Allocate resources efficiently to meet the needs of various departments.
10. Ensure compliance with all relevant medical and healthcare regulations.
11. Stay updated on changes in healthcare policies and regulations.



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12. Implement and monitor quality assurance programs to maintain high standards of healthcare delivery.
13. Foster a culture of continuous improvement in patient care and safety.
14. Recruit, train, and supervise medical and administrative staff.
15. Address personnel issues and promote a positive work environment.
16. Collaborate with academic leaders to ensure the smooth functioning of medical education programs.
17. Coordinate with faculty to align academic and clinical activities.
18. Foster positive relationships with the local community and stakeholders.
19. Participate in community outreach programs and health education initiatives.
20. Oversee the maintenance and improvement of physical facilities within the medical college.
21. Ensure the availability of necessary equipment and infrastructure for medical and educational purposes.
22. Encourage and support research initiatives within the medical college.
23. Collaborate with researchers and facilitate access to resources for research activities.
24. Develop and implement emergency response plans for the medical college and hospital.
25. Coordinate with relevant authorities to ensure a rapid and effective response to emergencies.
26. Maintain effective communication with various stakeholders, including students, faculty, staff, and external partners.
27. Represent the medical college in professional and community forums.
28. A Medical Superintendent plays a pivotal role in balancing the clinical, educational, and administrative aspects of a medical college, contributing to the overall success and reputation of the institution.



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HR Manager:

The Human Resources (HR) Manager in a medical college plays a crucial role in managing and overseeing the personnel functions of the institution. The responsibilities are diverse, encompassing both administrative and strategic aspects. Here are the roles and responsibilities of an HR Manager in a medical college:

1. HR Manager will be under the control of Principal & Dean and look after the administrative work and will function under the guidance of Principal & Dean.
2. He/she will make arrangement for smooth conducting of various committees of the organisation.
3. He/she will be an entire charge of ministerial establishment including class IV employees attached to the organisation and he/she is responsible for proper working of the administration of the organisation.
4. He/she shall perform all such duties and powers delegated to him/her by the Principal and Dean as may be necessary for smooth and harmonious functions of the Institute.
5. He/she is responsible for looking after the conditions of service of all the employees currently on roll in SRMC.
6. He/she shall prepare and maintain a gradation list in respect of each of the categories and shall update the same continuously.
7. He/she is responsible for upkeep and proper maintenance of records of the organisation.
8. He/she responsible for proper maintenance of service register, leave accounts and annual performance report of all the staff coming under the control of the organisation.
9. Look into all publications and handouts brought out by the institution.
10. Coordinate the recruitment process for faculty, administrative staff, and other positions within the medical college.
11. Develop and implement effective recruitment strategies to attract qualified candidates.
12. Conduct interviews and participate in the selection process.
13. Handle employee relations matters, including conflict resolution and grievance procedures.



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14. Foster a positive work environment and promote a culture of collaboration and teamwork.
 15. Address employee concerns and ensure fair and consistent treatment.
 16. Implement and manage performance appraisal systems for faculty and staff.
 17. Provide guidance on performance improvement and professional development opportunities.
 18. Recognize and reward outstanding performance.
 19. Identify training needs and coordinate professional development programs for faculty and staff.
 20. Facilitate workshops and training sessions to enhance skills and knowledge.
 21. Support continuous learning within the medical college.
 22. Develop and update HR policies and procedures in compliance with relevant laws and regulations.
 23. Ensure that all HR practices align with institutional policies and standards.
 24. Administer employee benefit programs, including health insurance, retirement plans, and other perks.
 25. Communicate benefit information to employees and assist in addressing benefit-related queries.
 26. Collaborate with department heads to assess staffing needs and plan for future workforce requirements.
 27. Develop and implement strategies for succession planning and talent management.
 28. Implement initiatives to enhance employee engagement and satisfaction.
 29. Conduct surveys and gather feedback to assess the workplace climate.
 30. Ensure compliance with health and safety regulations within the medical college.
 31. Collaborate with relevant departments to address workplace safety concerns.



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32. Keep updated on employment laws and regulations relevant to the healthcare and education sectors.
33. Ensure compliance with labor laws, equal opportunity regulations, and other legal requirements.
34. Maintain accurate and confidential employee records.
35. Generate reports related to HR metrics and present findings to the leadership team.
36. Work closely with senior management to align HR strategies with overall institutional goals.
37. Provide HR expertise and advice to support decision-making processes.
38. In a medical college setting, the HR Manager plays a pivotal role in fostering a positive work environment, attracting and retaining qualified personnel, and ensuring compliance with applicable laws and regulations.
39. Effective HR management contributes to the overall success and well-being of both the staff and the institution.

Hospital Administrator:

1. The Chief Administrator of SRMC will be under the control of the Dean. He will be in exclusive charge of the entire staff of SRMC .
2. He/she will assist the Associate Dean of SRMC in all administrative, financial matter and any other activity of SRMC .
3. He/she will be in entire charge of all departments under SRMC and will be mainly responsible for proper working of the hospital.
4. He/she will be responsible for the maintenance of all the accounts, relating to cash transactions viz., cash books, permanent advance register, contingent register etc.,
5. He/she is drawing and disbursing officer and draws all the bills including establishment and pay bill of establishment, ministerial, nursing and group D officials.



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6. He/she is responsible for proper accounting and maintenance of registers relating to diet accounts. He/she is also responsible for preparation of indents of diets, placing indents on the contractors, proper drawl of articles and proper and correct distribution. He will be in complete control of kitchen section of the hospital.
7. He/she will exercise and check according to purchase and financial rules on all purchases made in SRMC and arrange payment of bills after the scrutiny and proper accounting in the stock registers.
8. He/she is responsible for upkeep and proper maintenance records of the hospital.
9. He/she is responsible for preparation of annual budgets pertaining to the hospital.
10. He is the drawing and disbursing officer for all the staff of the hospital. He is responsible for proper accounting of all sums drawn from the Bank.
11. He/she is charged with the duties of inviting tenders for annual supplies, diets etc., and its submission to the Head of the department for acceptance.
12. He/she will be responsible for all upkeep of all AMCs pertaining to the hospital.
13. He/she is responsible for getting the contract agreements executed by the contractors in favour of hospital.
14. Proper maintenance of service registers of all staff under his control.
15. Look into patients' feedback periodically and take necessary action.

Head of the Department:

In addition to duties of his/her post he has to do the following duties as HOD:

1. Setting up high standard of professional conduct in the department
2. Planning the teaching schedule in consultation with other staff in the department.
3. Responsible and accountable for the academic administration of the departments under his/her control.



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4. Have a thorough knowledge of the curriculum and syllabi. He/she should spearhead the introduction of innovative features in the curriculum and initiatives for the periodic revision of the curriculum befitting the current trends and demands of the industry and the employment market.
5. Planning practical training to U.G and P.G. along with ward assignment.
6. Planning clinical teaching programmes / with Intra and Inter departmental co-ordination.
7. Organization of Seminars, Panel Discussions, Symposia, debates, journal clubs and other learning activities.
8. Display of Circulars and Educational materials on Notice Boards.
9. Carrying out teaching work with assistance from members of staff. Conduct of Internal Assessment/Tests/Compilation of marks and dispatch to Principal & Dean / University.
10. Guidance to students in methods of study and use of reference books and library.
11. Guiding PGs and their Dissertation Work.
12. Taking part in college council meeting.
13. Conduct of U.G/P.G. Exams
14. Supervise Admission and discharge of patients.
15. Supervise Outpatient work.
16. Supervision of maintenance of ward cleanliness, patient's records. X-Ray and other documents.
17. Action for up keeping and timely repairs of equipment.
18. Action for Indent for drugs, surgical supplies and equipment necessary for the department.
19. Supervise and Maintenance of stock Registers and inventories.
20. Co-ordinating and facilitating work of their staff members.
21. Investigation of complaints and suitable remedial measures.
22. Formulation of short term and long term plans for growth and development of the



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department.

23. Any other work entrusted by Principal & Dean.
24. Supervise Compilation and maintenance of statistics of department.
25. Submission of APR of sub-ordinate teaching and non-teaching staff to the Principal & Dean.
26. Recommendation of all kinds of leave of sub-ordinate staff to the Principal & Dean.
27. All related correspondence.
28. Establishment and maintenance of departmental library/Museum and Seminar room.
29. Maintenance of Movement registers of the dept. staff.
30. In addition to the duties enumerated above he/she is responsible for assigning special work related to his/her department as he/she feels fit to his/her sub-ordinates.
31. Deputing Teaching Staff as per protocol during VIP and VVIP visits.
32. OPD Attendance management.
33. Duty to be assigned to his sub-ordinates to perform emergency interventions. In case Asst. Professor wants opinion of Chief, he should be available for 2nd opinion and also in case of difficult interventions if need arise to take over the procedure.
34. Act as a true Academic leader, motivate and train the newly recruited members of the faculty.
35. Responsible for effective conduct of soft skill development programs, career guidance and placement programs for the benefit of the students in coordination with training and placement cell.
36. Look into students' feedback periodically and take necessary action.
37. All the administrators shall uphold the interest of the institution above all in any activity or situation. They are expected to discharge their duties with utmost efficiency, objectivity and without any bias or prejudice.



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CODE OF CONDUCT FOR STUDENTS OF SANTHIRAM MEDICAL COLLEGE.

1. Introduction:

The objective of these rules is to inculcate discipline, prevent ragging, maintain ethics and commitment from medical graduates of Santhiram Medical College in order to be globally viable. First and foremost in the true tradition and spirit of the SHAFSA Education Society the students shall strive for good character and conduct rendering utmost respect and honour to the teachers. The students are expected to obey all laws, rules and regulations. Students shall be subjected to disciplinary actions for violation of these laws, rules and regulations. Students will at all times conduct themselves with proper decorum and cultivate correct manners and etiquette. The basic objective of the disciplinary proceedings is to get the student back to the right path, penalizing is the last resort.

2. Definitions:

For the purpose of these rules and regulations, the following words and terms are defined as follows:

- 2.1. "Student" shall mean all persons enrolled in any course pursuing any academic learning at SRMC in MBBS, MD, nursing, etc.
- 2.2. "College" means SRMC which shall include all the departments, office and examination halls auditoriums of the Medical College and hospitals (SRMC and SMC), all the hostels where the above-mentioned students stay within the premises of the Medical College, the library and the food court.
- 2.3. "Management" Include Chairman, Vice Chairman, Directors, Chief Executive, Principal and Dean, President-SMC, Associate Dean, and Chief Administrator of the Santhiram Medical College.
- 2.4. "College Premises" This would include the Medical College, SRMC , Hostels, Food Court, dining area and all the area within the campus bound by the walls on all four sides.
- 2.5. "Disciplinary Authority" means the Principal & Dean, Associate Dean, Registrars and HOD of the concerned Department.
- 2.6. "Disciplinary Committee" is constituted by the Principal & Dean depending on the issue and the situation.

3. MISCONDUCT:

This Code of Conduct as amended from time to time, is applicable to all medical students on the Rolls of the College. A Student who commits an act of indiscipline breaches the code of conduct as committing any breach of discipline as specified below will render himself /herself liable for disciplinary action. Students are expected to maintain the highest degree of discipline and moral values in their academic and personal fronts.



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For convenience, the misconduct shall be classified as:

Ragging

Academic dishonesty

Indiscipline or conduct not expected from a medical student.

3.1. Ragging:

3.1.1 The senior students shall not harass new entrants to the College in the name of ragging. There is a statutory provision to expel a student from the College and to institute criminal proceedings against such students for the offence of ragging. Ragging is a criminal offence and the institution views it seriously.

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

3.1.3 The Medical Council of India has made Regulations, which are duly published in the Official Gazette, namely Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/Institutions) Regulations, 2009 available at the website <http://www.NMCndia.org>. The same shall be treated as a part and parcel of this Code of Conduct, wherever, the word "Ragging" is referred. Hence, ragging shall be dealt with as per the above-mentioned Regulation. It is mandatory as per the Hon. Supreme Court orders & UGC/AICTE regulations that all students fill-in an Anti-ragging affidavit each year. To make the process easy MHRD has developed an ONLINE Facility Affidavits can be obtained from any of the two websites mentioned below: www.antiragging.in

3.1.4 An Anti-Ragging Committee constituted by the Institution regularly monitors the situation. The committee is constituted by the Registrars, representative faculty from various departments and student members. For any complaints the aggrieved students/ Parents may contact the Committee Members.

3.1.5 Ragging in any form is strictly prohibited in the campus and outside. The UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions, 2009" (as amended) and the NMC (Prevention and Prohibiting Ragging in Medical Colleges/ Institutions) Regulations 2009 shall be applicable to all students of the SRMC .



4. Academic dishonesty:

- 4.1. This term shall denote any act on the part of the student active or in a passive manner, in order to gain marks, rank or recognition by unfair means or gratification in the examination or elsewhere.
- 4.2. Securing admission in the Institution, to any undergraduate or post graduate programme or any other course by fabrication or suppression of facts or information.
- 4.3. Resorting to cheating, tampering, fabrication or hacking into the system or records confidentially maintained by the college authorities.
- 4.4. Resorting to copying from the answers from his/her neighbouring student/ text book/notes or any other means of illegally procuring the answer in the term/class/university examination.
- 4.5. Resorting to copying from or smuggling photocopies, text books, prewritten answer booklets or papers in the examination hall.
- 4.6. Receiving help from other students through phone, document, fax or any other unfair means in order to benefit in the marks/rank.
- 4.7. Any person/student who indulge in passing such information is also equally guilty.
- 4.8. Publishing wrong information or posters defaming the faculty or the college.
- 4.9. Reproducing others data or taking others data without proper consent or research work/plagiarism.
- 4.10. Coming late to the exam hall beyond the time as prescribed by the affiliating University.
- 4.11. Disturbing the peace by talking loudly/ disorder/ abnormal behaviour disturbing the other students during the examination or a class is in progress
- 4.12. Any attempt to subvert/disturb/create panic in the class room, examination hall or in the College.
- 4.13. Any student who uses unfair means to write exams/tests by taking the help of unauthorized books, pamphlets or papers, mobile phone, voice receiver, voice recorder, etc., in the examination hall or trying to gain information from fellow students while in the examination hall will render himself/herself liable for disciplinary action. Any form of cheating/forging/stating falsehood in any activity while at the College will be severely dealt with.
- 4.14. The Students shall not take into the examination hall text books, notes or manuscript of any kind. Mobile Phones are strictly prohibited and will be confiscated. Strict disciplinary action will be taken against the defaulters.
- 4.15. Any student found infringing the examination rules or having recourse to unfair means may be expelled from the examination and the matter shall be reported to the Principal, who may refer his / her case for action to the college disciplinary committee.



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5. Procedures for taking a disciplinary action by the Disciplinary Committee/Disciplinary Authority:

When an allegation of professional misconduct (ragging, dishonesty, unethical, or irresponsible behaviour) is made, the following procedures to be followed:

5.1 Preliminary Investigation. The first and the primary step is to hold a preliminary investigation in order to find out whether a prima facie case of misconduct exists.

5.2 Issue of a Notice: On the prima facie case of misconduct against a student, the College shall proceed to issue a Notice to the student in writing indicating the nature of misconduct. The student shall respond within three days of receiving such a communication in his defense. He/she should meet the undersigned immediately and shall give an explanation in writing to the management. The same shall be communicated to the parents through phone/email/postal address.

5.3 Suspension pending enquiry if needed: If the nature of the misconduct is grave and if it is in the interest of discipline and security of the College, the College may suspend the student even before the Notice is issued or it may be given along with the Notice.

5.4 Notice of enquiry: On the reply to the Notice, the following three situations arise:

5.4.1 The student may admit the charge or plead guilty. If so, The Management may go ahead in awarding the punishment without getting the matter enquired further.

5.4.2 The student may not admit the charge and the charge merits only minor penalty. The management can go ahead with awarding the punishment without getting the matter enquired further.

5.4.3 The student may not admit the charge and the nature of misconduct is serious and the management is not satisfied by the explanation offered by the student. Then, the Management shall hold an enquiry to investigate the matter.

5.5 Proper and sufficient advance notice shall be given to the student indicating the date, time and the venue of the enquiry and the details of Committee members.

5.6 Conduct of an enquiry: The committee shall give a reasonable opportunity to the student to defend himself or to submit his version. Either the written explanation can be taken or the statement of the student may be recorded. While recording the statement, student may be cross questioned either by the committee or by any other aggrieved persons.



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5.7 Recording the proceedings of the enquiry: The proceedings of the enquiry may be recorded chronologically.

5.8 Findings of the enquiry: The enquiry committee shall submit its findings in writing to the disciplinary authority. The findings of the enquiry may be shared by the disciplinary authority with the parents. Based on the Report and findings of the Disciplinary Committee, the punishment is awarded to the student alleged to have committed the misconduct.

6. Disciplinary action:

This should be done only after satisfying all the evidence adduced and on the basis of the enquiry committee report. This should be more in the form of reforming the erring student and should serve as a deterrent for the other students. While awarding the punishment, the track record of the student, performance in the class as well as the past record, finally the gravity of misconduct too shall be considered.

7. Types of disciplinary action:

Before imposing the punishment, it shall be seen that the following procedure has been followed:

7.1 A brief summary of the facts found.

7.2 A finding that the facts found demonstrates the student failing to meet the professional conduct standards of the College.

7.3 A statement of the action that the committee has decided to take and the effective date of the action. 7.4 A copy of this report will be delivered promptly to the student, personally or by certified mail, under acknowledgement.

7.5 The decision of the committee will be treated as conclusive and binding, without right of appeal, unless the committee decides that dismissal from the Medical College is warranted. In that instance, the student may appeal to the Dean of the Medical College in accordance with the standard appeals mechanism, wherein, the Principal & Dean shall have the final order in that regard.

7.6 The types of disciplinary action which may be awarded to the student who is guilty are listed below. Wherever the Ragging is proved, the same shall be dealt with as per the Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/Institutions) Regulations, 2009.



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7.7 Reprimands are made in writing and will become part of the student's academic file. A reprimand will include the statement that continuation or repetition of misconduct will normally result in a more serious disciplinary action.

7.8 Disciplinary Probation: is a formal action that established conditions upon a student's continued attendance in College after failure to comply with the Code of conduct. The student will be notified, in writing, of the probation and conditions thereof. Disciplinary probation warns the student that any further misconduct will automatically raise the possibility of dismissal. Probation may be imposed for a specified length of time or until graduation.

7.9 Suspension: is a formal action that defines a specific period of time during which the student may not attend any classes, consequent to a breach of the code of conduct. The student will accrue no academic credit for any coursework in progress when the suspension becomes effective. Students will be notified, in writing, of the suspension and conditions thereof.

7.10 Reinstatement where suspended A student must be automatically reinstated after the expiration of any period of suspension provided that the student has complied with any terms and conditions imposed as part of the suspension. No fees paid by a student relating to any period of suspension shall be refundable.

7.11 Rustication depending on the nature and gravity of the misconduct.

7.12 Dismissal: may result in a student's permanent separation from the Medical College.

8. Counselling:

8.1 Any punishment which would involve suspension for more than a week, expulsion from the hostel/rustication from the college/university should be communicated to the parents and they too will be involved in the final discussion. The ward would be handed over to the parents. 8.2 Both the ward and parents need to be counselled preferably by the Psychiatrist.

9. Payment of Tuition and Other Fees:

9.1 On admission of candidates to the first year of the course of study, all the fees mentioned in the letter of admission, viz., annual tuition fee, registration and eligibility fee, health insurance, caution deposit, hostel and mess fee, etc., as applicable, should be paid on or before the prescribed date without fail. Any delay will attract payment of penalty as specified. If any candidate fails to remit tuition fee and other fees within the last date as notified, he/she will forfeit his/her admission to the course concerned.



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9.2 In respect of subsequent year(s) of study, tuition fee and other specified fees shall be paid on or before the date as notified to the parents/students and on the Notice Board of the Institution/College concerned. Late payment, if any, will attract penalty as specified.

9.3 Similarly, examination fee, as prescribed and notified from time to time, shall be paid on or before the due date. If there is any delay, it will attract penalty as specified. If any student fails to remit the examination fee even after lapse of the period specified for payment with penalty, such student will not be issued Hall Ticket for the University examination(s)/debarred from appearing for the examination(s).

9.4 All fees once paid, will not be refunded or adjusted for any other purpose under any circumstance

10.Do's in the Medical School: Conduct expected from a Medical Student/General Rules for students:

10.1 All students shall attend classes in clean white apron. All students shall carry their identity card in the college.

10.2 It is the preeminent duty and obligation of the student to respect all their teachers and to deal with them always with high regards.

10.3 The student shall fulfil the minimum criteria of the university regarding attendance and internal marks as per guidelines before they are allowed to take the final university examination.

10.4The students will demonstrate respect in all interactions with patients, families and members of the healthcare team.

10.5The medical students will pay proper compliments to staff members.

10.6 The students are bound by the Rules and Regulations framed by the College from time to time. Any violation of rules or an act of indiscipline on the part of students shall result in disciplinary action.

10.7 The students are expected to read the notices put up on the notice board of the College. The College shall not accept any responsibility for loss due to student's failure to read the notice in time.



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10.8 Vehicle shall be parked & locked only in the area provided for the purpose. The College accepts no responsibility for their safe custody.

10.9 Students will be supervised in their interactions with patients. Student/patient interactions must be within the confines of teaching. Student should limit and qualify discussions of any findings with the patient.

10.10 Abstention from classes individually or in-group or in a mass without prior information is punishable offence. Guardians will be informed of such acts.

10.11 The students should have the prescribed books, dissection instruments and medical equipment of their own as per requirements.

10.12 Any loss or any damage of the college/hospital property is liable to be realized from the students found responsible for the loss or damage.

10.13 The College will function between 08:00 a.m. to 05:00 p.m. on all working days. The students should be present during these hours and sincerely devote themselves to studies.

10.14 The students shall not participate in strikes or resort to any violent form of demonstration, which will be detrimental to the cause of medical education.

10.15 The students who stay in the hostel shall strictly follow the rules and regulations of the hostels, failing which they will be evicted from the hostel. Students are strictly prohibited from permitting or conniving with any person/parent/guardian, who is not authorized to occupy hostel room, residential quarter, or any other accommodation or any part thereof of the Institution.

10.16 College will not be responsible for any mishap to an individual student outside the college campus.

11. Don'ts in the Medical School: Indiscipline or conduct not expected from a medical student:

11.1 All forms of gambling are forbidden.

11.2 Possession or consumption of any harmful and intoxicating drugs by students in any form is prohibited. Indulging in use of any such substances will result in disciplinary action.



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11.3 Pasting of posters on the walls of the college and the hospital premises are strictly prohibited. These are considered as acts of indiscipline and offenders are liable to be punished.

11.4 All types of demonstrations, processions, shouting in the college and hospital premises are prohibited and students involved are liable for disciplinary action.

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

11.6 Being absent for university exams other than for valid reasons like sickness/hospitalization etc.

11.7 Prolonged absence from college without permission/desertion from college.

11.8 Being absent from college/ for exams without valid reason

11.9 Moral turpitude or misbehaviour and misconduct of any kind with associates, staff, patients and outsiders.

11.10 Eve teasing of colleagues/creating nuisance in the class/campus/ during organized functions.

11.11 Unauthorized communication/association with press, Student unions, undesirable persons and political parties.

11.12 Entry into areas so declared as prohibited by college authorities in contravention of orders.

11.13 Failure to report unusual occurrence.

11.14 Collection of Funds for any purpose, unless authorized by college authorities.

11.15 Joint action by medical students e.g., combined petition, representation, agitation, strike etc.

11.16 Complaint/any adverse report of breach of discipline or an act contrary to good orderly conduct.

11.17 Forgery, alteration, misappropriation or theft, misuse of the college document, record, key, electronic device, or identification including forged signatures on official college forms.



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11.18 Assault, battery, violence or threat of violence, or any wilful misconduct which results in an injury or death of a student or any personnel or behaviour that threatens the health and safety of any member of the college.

11.19 Bodily harm to fellow students/faculty/staff which may be grievous or fatal may result in immediate suspension of the student with expulsion and rustication from the College if found guilty of the crime committed by the law of the land.

11.20 Possession, consumption, sale, distribution or delivery of any alcoholic beverages, drugs or contraband material in college premises.

11.21 Possession or use of explosives, dangerous chemicals, or deadly weapons are strictly prohibited and any violation will be dealt seriously.

11.22 Humiliates another student or otherwise interferes with the peaceful enjoyment of his/her privileges, benefits, rights or facilities in the University.

11.23 Sexual harassment racial, sexual assault, or any other kind of harassment of anyone.

11.24 Knowingly assisting (abetting) another person in the commission of a violation of the student code of conduct.

11.25 Wilful disruption of the orderly operation of the campus.

11.26 Unauthorized use of electronic or other devices to make an audio or video record of any person/event while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.

11.27 Impersonation of another person or use of the Academic records or material of another person or persons; or concealment, misrepresentation or stealing the whole or part of a student's Research & Innovation record or using forged, false, falsified or incomplete evidence of Academic performance, to secure an Academic or non-Academic advantage at the Institution or elsewhere incites or persuades any other person to engage in behaviour or conduct which amounts to general misconduct.

11.28 Misuse of computing and network facilities includes, but is not limited to, computers, computer systems, email and other communications networks and information facilities together with associated software, files and data storage and retrieval.



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12. Rules for Hostel Students:

12.1 The students who desire to avail hostel facility shall submit the application in the following format along with the foregoing declaration:



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SANTHIRAM HOSTELS

Application for admission

To,

The Chief Hostel Warden Room _____

SANTHIRAM HOSTEL

NANDYAL - 518501

PHOTO

Block _____

Sir,

I

.....ha

ve

joined this Institution for the Course of.....in the

year.....

I request that I may Kindly be provided hostel accommodation for a period
of.....year on payment basis.

Name of the student (in block letter)	
Mobile No:	
E-Mail ID:	
Fathers Name	
Mobile No: Postal address of the parents with	
Telephone No.	
Date of Birth/Age Nationality	
Language	
Passport No./Valid up to	
Year of admission	
Course and duration	



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Name, address and telephone No. of two Responsible persons who can vouch the Candidates character	1. 2.
Amount deposited	Rs.....CH No.....
Due date for vacation	

The Management will not allow any cooking gadgets inside the rooms and prohibit usage of Gas Cylinder, Electrical Stove, Kerosene Stove and any other heatable items inside the Hostel room.

1. I hereby declare that the particulars furnished above by me are correct.
2. I will vacate the Hostel on due date. In case I Wish to continue my stay beyond this date and if the management gives me the permission to continue my stay for further period of my course, I hereby assure to pay the hostel fee prevailing at that time for such further extension.
3. During my stay in the hostel if I am found guilty of any misconduct like ragging, misbehaving with others, possession of alcohol, drugs, etc., either on my person or in the hostel premises or under its influence, the management may terminate my stay in the hostel without giving any reasons and no refund of hostel fee will be made for the remaining portion of my stay. I shall not sublet the accommodation to any other person nor allow unauthorized person's in my room. The management is also at liberty to take any other action as it deems fit
4. agree that the accommodation charges once paid will not be refunded to me under any circumstances.
5. I will pay the electricity consumption charges as per the meter reading or as fixed on average basis per month or on advances at the time of admission.
6. I shall not cause any loss or damages to the hostel properties like electrical fittings etc., and that I shall bear the cost of repair/replacement thereof, if any such loss/damage is caused.
7. I will abide by the rules and regulations of the hostel at all times during my stay at the hostel. I have read and understood the hostel Rules displayed on Notice Boards.
8. I understand that the management reserves the right to deny hostel accommodation extension thereof or premature termination of stay without assigning any reason in the interest of disciplines decorum and reconstruction works.
9. Thereby declare that I will not be using any gadgets for cooking inside the hostel room, if we found the management has complete rights to ask me to vacate the hostel without giving any notice & refund of my hostel fee.



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10. The management reserves its prerogative to deal with any situation not covered above in an appropriate manner as it deems fit.

Signature of the Parent/Guardian/Guarantor

Signature of the Student

Date:

Recommendation by the college, Institution

Hostel room allotment is recommended to the above student. The student will be direct to obtain No-Due Certificate on final clearance/Vacation after authorized period/non-payment of dues if any, from hostel section/Chief Hostel Warden.

Principal/Authorised Sign



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HAND BOOK OF SERVICE RULES AND LEAVE RULES

This handbook is being prepared to serve as a guide to department heads and to employees who should familiarize themselves with rules and practices prevailing at Santhiram Medical College. It supersedes all or any previous rules or practices which may have been in operation on matters covered and applicable to all employees of Santhiram Medical College other than those appointed on a temporary, contract or casual basis. These rules and procedures may be amended from time to time as per decision of the Management.

Date:

**Principal & Dean
Santhiram Medical College**



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Santhiram Medical College

Santhiram Medical College Employees Service Rules

1.0 Short title and commencement.

1.2 These rules shall be called "The S.R.M.C" employees service rules.

1.3 These rules come into force immediately.

1.4 These rules super code all the previous rules, including conditions prescribed in letters of appointment already issued. They apply to all employees whether appointed in the past or to be appointed in the future.

1.5 The institute reserves the right to amend, add to, modify, delete or enlarge any rule, and all such amendments or modifications shall be binding on all concerned.

1.6 The interpretation of the management regarding any rule shall be final.

2.0 APPLICABILITY: - These rules shall apply to all the employees of SRMC working in the college and hospital.

3.0 DEFINITIONS:

3.1 College means Santhiram Medical College which includes all the departments & offices.

3.2 Management' includes Chairman, Vice-Chairman, Director or any other authorized Officer.

3.3 Disciplinary Authority' means in all case of complaint against employees, the Principal other authorized person.

3.4 College Premises' means the entire premises of Santhiram Medical College as defined in Rule '3.1' above and also includes the Quarters, Hostels, Canteen and such other areas and precincts attached to the College whether situated inside or outside the main College premises.

3.5 'Notice' means a Notice in writing required to be given or posted in Notice Board for the employee's service rules.

3.6 'Masculine' shall include 'Feminine' and 'Singular' shall imply "Plural" where ever relevant and vice versa.

3.7 A Year' means the year commencing on the first day of calendar year.

4. CLASSIFICATION OF EMPLOYEES:

Employees shall be classified as:

- a. Permanent
- b. Probationer
- c. Temporary
- d. on contract
- e. Casual
- f. Substitute
- g. Part time
- h. Trainee

4.1 Permanent Employee' is one who is appointed against a permanent post and has completed the period of probation or extended period of probation satisfactorily and has been confirmed in writing by the appointing Authority.



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4.2 Probationer is one who is provisionally employed to fill a permanent post but has not yet completed the prescribed period of probation/extension thereof and has not been confirmed in writing by Appointing Authority in the post in which he has been provisionally appointed.

4.3 Temporary Employee' is one who is appointed for a fixed or specific period of time

- (a) in work which is essentially temporary in nature
- (b) to fill a temporary vacancy in a permanent post, or
- (c) to cope with a temporary increase in work

4.4 A contract Employee' is one who is employed on a contract for a stipulated period of time on the lapse of which the contract may be renewed with oral consent either on the same or different term writing otherwise the contract is terminated automatically at the of the contract period.

NOTE: A Contract Employee' shall be entitled only to benefits specified in the contract of employment in writing.

4.5 Casual Employee' is one who is employed on a day to day basis for work of an occasional or casual nature.

4.6 Substitute' or 'Badli is one who is engaged in the post of permanent employee or a probationer who is temporarily absent.

4.7 Part time employee' is one who is employed to do work for less than normal period of working hours.

4.8 'Trainee' is one to whom facilities are extended for training or learning work in a designated field in the College with or without allowance or stipend and without and obligation of employment on the part of the Management.

5.0 EMPLOYMENT:

5.1 No person shall be deemed to be in the regular employment of the College unless and until he has received a letter of appointment from the appointing authority.

5.2 All Appointees shall be on probation for a period of one year except where otherwise specified. This period may be extended by a further period of six months or more. not exceeding one year, at the absolute discretion of the Management. The appointment of a probationer is liable to be terminated at any time during the period of probation or extended period of probation, at the end of the period of probation, or before confirmation in writing, without notice or compensation in lieu of notice and without assigning any reason whatsoever. No employee by reason alone of his having completed the probationary period until confirmation order is given in writing by the appointing authority.

5.2.1 A permanent employee appointed in a different post or promoted to a higher post shall be on probation for a period of one year which may be extended as decided by the management, and is liable at any time during this probationary period to be reverted to the original post at the discretion of the Management.



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6.0 FURNISHING of BIO-DATA:

It shall be incumbent upon every employee to furnish in writing his correct and complete bio-data to the appointing authority, as required by the Management for the purpose of record, and also thereafter promptly to notify in writing any subsequent changes in the particulars of his bio-data. Bio-data should be supported by requisite documents and certificates.

7.0 RECORD OF AGE:

The Management shall verify and record the age of every employee. Any one of the following documents shall be deemed to be satisfaction proof of the age of an employee

- a. School leaving certificate.
- b. Baptism Certificate.
- c. Birth Certificate from corporation, Municipality or Resgistration Births & Deaths.
- d. Birth Certificate issued by any other competent authority.
- e. Passport.
- f. Ration Card.

8.0 IDENTIFICATION CARD:

Every employee will be provided with an identification card and shall show it on demand to any person authorized by the Manager for inspection. When an employee ceases to be in the employment the College, he shall surrender his identification card to Management before his accounts are settled. If an employee loses damages his identification card during his services, he shall pay a fee prescribed by the Management from time to time to meet the cost replacement.

9.0 ENTRY AND EXIT:

No employee shall enter or leave the premises of the College, or department except by the gate or gates, door or doors provided purpose. Employee shall take prior written permission from competent authority, if required, to stay beyond working hours.

10.0 LIABILITY FOR SEARCH:

Employees are liable to be searched by any person authorized by the Management at any time and also while entering or leaving the premises of the College provided that the women employees shall be searched only by women. If, acting without malice, any member of the Management Suspects that an employee is in wrongful possession property not belonging to him, he can detain such an employee for search provided that the search not be made except in the presence of at least one other person where practicable, and than women employees shall not be searched by or in the presence of



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men except with their consent. Quarter's accommodation and such other facilities provided by the College are liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.

11.0 UNAUTHORISED POSSESSION OF GOODS ETC...

Any employee found in unauthorized possession of my goods, equipment, implements article, materials etc., which are in use in the College or kept in the College and are not normally carried on the person, will be deemed to have come into possession may attract disciplinary as well as any other action as deemed fit by the Management.

12 ATTENDANCE, ABSENCE FROM WORK ETC.

12.1 Every employee shall be at work at the assigned place of work and at the notified time for the commencement of his work. He shall report or record each day the time of reporting at and departure from the place of work in the manner specified by the Management. An employee failing to report or record the time as above is liable to be marked absent. An employee who is found absent from his proper place of work during the working hours without permission shall be liable to be treated as absent for the period he is away from his place of work and will not have earned salary and leave for the period of absence. In addition, he will be liable for disciplinary action.

12.2 Any employee who, after reporting for duty, leaves his place of work during his working hours without permission shall be liable to be treated as absent without leave or permission for the whole day in case his absence is before the rest interval. He will not be paid salary for the full day or half a day as the case may be.

12.3 LATE COMING:

If an employee reports late by less than one hour for duty either at the commencement of his working hours or after recess three times during any calendar month he shall forfeit one day's casual or earned leave or one day's salary in lieu thereof if he has no leave to his credit. If he reports late by an hour or more on any day, he shall forfeit half a day's casual or earned leave or half a day's salary in lieu thereof if he has no leave to his credit. The employee reporting late is nevertheless expected to work for the rest of the day failing which he shall forfeit the half day's salary in addition to forfeiture of leave.



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13 NO WORK NO PAY:

In all cases of absence from duty leave or permission or in all cases of absence from place of work. the principle of 'NO WORK NO PAY' shall apply without prejudice to the other provisions of these rules.

14.0 PENALTY FOR ABSENCE WITHOUT LEAVE OR PROPER CAUSE :

If employees acting individually or in concert and without reasonable cause absent themselves from work or being present at the work-spot refuse to work or go slow, each one of them shall be liable to a deduction from his salary an amount equal to his remuneration for eight days.

15.0 WORKING HOURS:

15.1 Working hours will vary in different departments and areas throughout the College. Because the College must operate from 9.00 am to 1.00 pm and 2.00 pm to 5.00 pm every day, between 1.30 pm to 2.15 pm will be lunch hour on a five days week basis, 9.30 am to 1.30 pm on all Saturdays. Employees may be required to work irregular hours, day and/ or work periods. Besides, an employee may be required to work beyond his working hours if the exigencies of work so demand, and such instructions shall be complied with.

15.2 All employees shall be required to attend to any emergency or other urgent duties outside their regular hours of work, including on Sundays and holidays, if required. They shall not be entitled to any extra remuneration for such work except to compensatory time off at the Management's discretion.

15.3 Subject to provisions of Rules 15(1) and 15(2) above, all employees will be required to work six days a week.

16.0 TRANSFER :

All employees are liable to be transferred from one department, section, branch etc., of the College to another department or to any sister concerns from one job to another as required provided such transfer does not adversely affect the salary and terms of employment of the individual concerned except in case of transfer requested by an employee for his personal reasons and granted by the management. In the event of refusal to accept a transfer, the employee shall be considered absent from work without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action.



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17.0 PROMOTION:

17.1 The College is under no obligation to promote anyone from one post to another when the minimum qualification of a new or higher post has been reached. When a higher post falls vacant and if the management decides to fill the post, the Management is free to consider all available candidates. The promotion of an employee from a lower post to a higher post or from a lower grade to a higher grade shall be at the discretion of the Management and will be determined on the basis of seniority, merit, quality of service, loyalty, conduct, efficiency, ability, health, nature of job and the individuals suitability for the job. This, however, does not restrict the Management's right to fill the post by an external applicant.

17.2 Temporary posting of an employee to a higher post for any reason shall by no means be considered as promotion, nor will it confer any right or claim for promotion to that post.

18.0 NATIONAL AND FESTIVAL HOLIDAYS:-

The national and Festival holidays will be declared in the institution as per the National Festival Holidays Act. These holidays includes Independence day, Republic day, Gandhi Jayanthi, .

19.0 ABANDONMENT OF SERVICE:-

19.1. If an employee remains absent for 8 days (eight only) without prior sanction of leave or permission, he shall be deemed to have abandoned the employment and his service shall stand terminated automatically with effect from the date on which the absence commenced.

19.2 If an employee remains absent beyond the period of leave originally granted or subsequently extended, he shall be deemed to have abandoned the employment and his service shall stand terminated automatically with effect from the date on which the absence commenced unless he (a) returns within 8 days (eight only) of expiry of the leave and (b) gives a satisfactory explanation for his inability to return on the expiry of leave.

20.0 EXCLUSIVE SERVICE:

No employee of the College at any time during his tenure of service in the College work for any other employer or engage himself directly or indirectly in any profession, occupation or avocation outside the college without the prior written permission of the management.



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21.0 DUTIES AND OBLIGATIONS OF EMPLOYEES :

21.1 Every employee shall at all times be courteous and considerate to the patients, visitors, the public, staff and students.

21.2 Every employee shall carry out the work assigned to him by his superiors conscientiously, faithfully and diligently in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplace or premises of the hospital. He shall also co-operate with his superiors and co-employees.

21.3 Employees shall always be neatly dressed in clean clothes while on duty and shall keep their workplaces clean at all times to maintain the cleanliness of the College.

21.4 Employees who have been provided with uniforms shall wear them while on duty. Those not wearing them are liable to be sent out and marked absent besides rendering themselves liable for disciplinary action. Uniform provided by the College are the property of the college and shall not be worn other than during duty time.

21.5 Employees shall take proper care of the machines, tools, materials, equipment, furniture and other properties of the college.

21.6 Employees shall promptly report any injury sustained in the course of their work to their superiors and to the medical officer on duty for attention.

21.7 Employees shall promptly report any accident or hazard noticed by them inside the college premises.

22.0 PROPERTIES OF THE COLLEGE:

22.1 Every employee shall take sufficient care of the property, stock of medicines, materials, instruments equipment, machines, furniture cash etc, of the college and shall take all reasonable precautions to safeguard them against accident, damage or loss. Where damage or loss is attributed to the negligence, mishandling or misuse on the part of an employee, such an employee shall be liable for disciplinary action and/ or any other action as may be deemed fit by the management and the management shall be entitled to recover the value of such breakage, damage or loss from the employee.

22.2 Employee shall promptly report any occurrence or defect which might endanger lives of persons in the property of the college or that of any others.



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22.3 Every employee shall be expected to take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management.

23.0 LOSS OF PERSONAL PROPERTY:

The management shall not in any way be responsible for any loss or damage to any personal property of employees brought into the college or in their possession in the accommodation provided by the college.

24.0 CODE OF CONDUCT FOR EMPLOYEES -

No employee shall -

24.1 Engage himself in any other work or business for himself or for any other person during working hours except that of the college.

24.2 Leave the place of work without permission from his superiors.

24.3 Interfere with other employees work, disturb them or cause annoyance to them at work.

24.4 Disturb the peaceful atmosphere in the college by demonstrating shouting, loud talk or horse- play.

24.5 Indulge in any act prejudicial to the interest of student or peaceful working of the college or indulge in quarrels, abuses, fight, violence or any other disorderly or indecent behaviour in the college premises.

24.6 Remove college property or properties from one place to another or outside the college without authorization.

24.7 Tamper with the college records or notices.

24.8 Disfigure or damage or write on walls and other college property.

24.9 Divulge to any unauthorized person any information pertaining to the Medical treatment of any patient of the hospital by the college employees.

24.10 Communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized to communicate such



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document or information except in accordance with any general or special order of the college in the performance of the duties assigned to him.

24.11 Give to the press, radio or any general news media any comment, talk, news or articles regarding the College without the prior written permission of the Management.

24.12 Stand for election for local bodies such as corporation, municipality, panchayat etc., or participate in any political activities without prior written permission of the Management.

25.0 UNAUTHORISED PRESENCE IN THE PREMISES:

An employee who has been granted leave, laid-off, suspended, discharged, dismissed or has resigned or is not working for any reason, shall leave the College premises forthwith unless required to stay back by the management. Employees suspended, discharged, dismissed or who have resigned shall not enter the college premises without permission from the appointing authority or any other person authorised by him in this regard.

26.0 PAYMENT OF SALARY AND ALLOWANCES:

An employees will be paid their salary on the fifth day, seventh day or tenth day of the following month, for teaching staff, NonTeaching staff and attenders/housekeeping staff and security respectively. If the salary day is a Sunday, or a College's holiday the salary will be paid on the following working day.

27.0 STOPPAGE OF WORK OR CLOSURE:

27.1 The management may at any time in the event of disturbances in the city, fire catastrophe, breakdown of machinery, epidemic, civil commotion, failure of power supply, water supply, or non- availability of equipment or machines, violent incidents or riotous activity by workmen, or other causes beyond their control, stop work in any department or departments wholly or partially for any period without notice or without compensation in lieu of notice.

27.2 In the event of any such stoppage, the employees affected will be notified on a notice board as soon as practicable as to when work will be resumed and whether they are to remain or leave the premises and all employees affected by such stoppage shall obey any instructions by the management in this regard.



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28.0 SERVICE OF NOTICE:

28.1 Any matter required to be notified under these rules and any notice by the management to the employees in the college shall be displayed on the notice board, such matter or notices shall be deemed to have been communicated to all employees.

28.2 Any notice or letter of communication intended for an employee may be delivered to him personally in the premises of the college and the employee is bound to receive and acknowledge the same. Refusal on the part of the employee to accept the letter or communication will absolve the management from the obligation to delivery the notice or communication a second time, provided a copy thereof is exhibited on the notice board. Such refusal will render the employee liable for disciplinary action.

28.3 In the case of an employee who is absent, any notice or letter or communication intended for such an employee sent to him by registered post with acknowledgement due to the last known address of the employee shall be deemed to have served to him. Where such is registered communication or letter or notice is returned undelivered for any reason, a copy thereof shall be displayed on the notice board, and such display shall be deemed to be adequate service of communication. Letter or notice on the employee.

28.4 Any matter required to be notified under the rules and any notice of communication by the management to employees will be in English.

28.5 Every employee shall furnish his correct residential address to the management and change thereof promptly.

29.0 MEDICAL FITNESS:

The management may whenever necessarily refer any employee to be examined for medical fitness by a doctor or a panel of doctors of the college.

29.1 Failure to submit himself for the medical examination as required by the management will render the employee liable to be deemed as permanently medically unfit and consequent discharge from service.

30. CESSATION OF SERVICE:

30.1 The appointing authority may terminate the service of any permanent or temporary employee on administrative grounds in the interest of the college by giving one month's notice or salary in lieu of such notice provided further that no such notice shall be necessary for termination arising out of misconduct.



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30.2 Any employee desirous of leaving the service of the college shall send a letter of resignation to the appointing authority through his respective Head of the department and the Administrative office giving one working month's notice or one month's salary and allowance in lieu of notice before leaving service. Leave standing to an employee's credit cannot be used against notice period.

30.3 Notwithstanding anything contained in this rule, no notice shall be necessary if the termination of service is under an agreement or contract of service that specified a date for such termination.

31.0 SETTLEMENT OF ACCOUNTS AND LOANS

An employee separating from the service of the college shall settle all his outstanding accounts

and loans due to the college and due to such organizations which have been submitted through the institution, if any, before final separation, and hand over any documents, cash, equipment and other properties of the college in his custody and obtain a clearance certificate to that effect. Should he fail to do so, the management shall be empowered to recover all such outstanding amounts, loans and value of the properties of the college from any amounts dues, or in any other manner as deemed expedient.

31.1 Entering or leaving the premises or departments of the College except by the gates provided for the purpose.

31.2 Late attendance or absence from duty without notice or permission or leave.

31.3 Leave the place of work during working hours without permission or absence without permission from the place of work.

31.4 Failure to wear uniforms or wearing unclean uniform or lack of personal cleanliness while on duty.

31.5 Smoking, drinking or eating in prohibited areas.

31.6 Expectorating or spitting or such unhygienic act or committing nuisance in the premises of the college.

31.7 Laziness, inefficiency or careless work.

31.8 Habitual late coming.

31.9 Obtaining leave or attempting to take leave on false pretences.



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31.10 Refusal to accept, receive or to take delivery of any notice, letter or communication from the management.

31.11 Borrowing or lending money within the college premises.

31.12 Loitering and wasting time during working hours or malingering.

31.13 Improper or discourteous behaviour towards patients, students or members of the public in the college premises, shouting, loud talking or making noise in the college premises.

31.14 Failure to report any disease an employee may have which may endanger any other person.

31.15 Entering any section or department other than his/her own except for the purposes of assigned duties.

31.16 Failure to observe safety instructions or make use of safety devices provided by the Management or failure to take preventive measures against diseases as provided by the Management.

31.17 Unauthorised handling of any machine, apparatus or equipment.

31.18 Misusing or mishandling of any machine, apparatus or giving false information or withholding any relevant or pertinent information at the time of appointment or at any other time.

31.19 Failure to report at once to superiors any accident or hazard noticed inside the college premises or to report promptly any occurrence or defect or mistake which endanger lives of patients or persons in the college or that of other persons or might result in any damage to the property of the college or that of any others.

31.20 Using college facilities unauthorisedly for personal gain.

31.21 Gambling.

31.22 Sleeping in any form while on duty.

31.23 Refusal to accept or obey an order of transfer from one job to another or from one department, centre or branch of the college to another.



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31.24 Insubordination or disobedience whether along or in combination with others of any lawful and reasonable order of a superior or instigating others to insubordination or disobedience.

31.25 Misusing the medicine for illegal purpose or selling the medicine of college patients/departments for unlawful gains. Misappropriation of college funds.

31.26 Delaying in performance of work or go slow in work or instigating other thereof.

31.27 Habitual absence or absence without leave.

31.28 Gross negligence or neglect of work.

31.29 Bring liquor or other intoxicants to college premises/consuming any intoxicants in the college premises or reporting for work in an unfit condition because of previous indulgence or under the influence of any intoxicants or drugs.

31.30 Riotous or disorderly behaviour or conduct inside the college premises. Fighting, abusing, threatening, intimidating or coercing with other employees or others or assaulting or threatening to assault co-employees or superiors and others.

31.31 Using indecent language or making false allegation against superiors or co-employees.

31.32 Carrying unauthorized persons in a college vehicle or allowing unauthorized persons to operate college vehicle or equipment's.

31.33 Participating in strike or stay in strike or abetting, inciting, instigating or acting in furtherance of a strike or stay in strike.

31.34 Holding a meeting without permission, staying or participating in a demonstration, shouting, coercing, others to join in group action or picketing within the college premises or within a radius of 50 meters from the boundary of the college premises.

31.35 Organising, holding, attending or taking any handbills, notices, leaflets, booklets, pamphlets or posters in the college premises without written permission of the management.

31.36 An act or conduct within the premises of the college which is likely to endanger the life or safety of any person..

31.37 Possession of firearms and other weapons or any other articles in the college premises detrimental to the security of the college persons or property.



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31.38 Gheraoing or surrounding or forcibly detaining superiors or other employees of the college or resorting to satyagraha, hunger strike or similar action in or outside the college premises.

31.39 Trespassing or forcible occupation of any portion of the college premises, unauthorized use or occupation of the college accommodation or refusal to vacate the same when called upon to do so by the Management.

31.40 Wilful damage to or loss of employer's goods or property.

31.41 Preaching or inciting dissatisfaction or violence in relation to matters and people concerning the college i.e., misrepresentation of facts.

31.42 Theft, attempt at theft, fraud or dishonesty in connection with college property or activity or property of other employees, patients or visitors of the college.

31.43 Tampering with records of the college, falsification defacement or destruction of any records of the college & hospital including those pertaining to employees and patients.

31.44 Soliciting, demanding, offering or accepting bribe or any illegal gratification.

31.45 Soliciting, demanding, canvassing, collection of any money from anyone or sale of any kind of tickets within the premises of the college for any purpose or reason without prior written permission of the Management.

31.46 Delay in commencement of work.

31.47 Engaging in private work in trade within the college premises. Engaging in other employment while in the services of the college or engaging in the same or similar profession outside the college without the written permission of the management.

31.48 Commission of any offence punishable under the Indian Penal Code whether committed inside or outside the college or conviction by a court of law for any criminal offence.

31.49 Any conduct prejudicial to the interest or reputation of the college or any act or conduct involving moral turpitude or immoral behaviour or act.

31.50 Carrying or canvassing political activity in the college premises.



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31.51 Unauthorised removal from or affixing of notice on the Notice Board's or any other place of the college.

31.52 Failure to attend work on overtime or other holidays when required to do so.

31.53 Any act subversive of discipline in the college premises or outside the premises.

31.54 Breach of service rules or any other rules or regulations in force in the College & hospital.

32.0 (a) PROCEDURE FOR DISCIPLINARY ACTION:

32. a. 1 Disciplinary proceedings may be initiated when there is a Complaint. As far as possible, all the complaints against any Employees should be submitted in writing to the disciplinary Authority.

32.a. 2 If the disciplinary authority is satisfied there is a prima facie Case for taking disciplinary action, he should issue to the delinquent Employee, a show cause notice without undue delay which:

- a) Shall be in writing
- b) Shall be specific, precise and not vague.
- c) Shall give a detailed description of the misconduct alleged (Particulars relating to date, time, place of misconduct etc)
- d) Shall mention the relevant service condition under the provisions of which the alleged action of the employee is considered as a misconduct.
- e) Shall prescribe a time limit of 3 days excluding the date of service of the Show cause notice on the employee for furnishing the explanation by the Delinquent and in case the last day for the submission of the explanation is a holiday off day, the holiday/ off day shall not be counted for this purpose, and.
- F) Shall be signed by him.

NOTE:

- i) If the employee requests for extension of time for submitting his Explanation, the office who issued show cause notice may allow Extension of time, as requested by the employee, if the request of Employee is considered reasonable by him. However, the decision on the period of extension shall be at the discretion of the disciplinary Authority.
- ii) On submission of the explanation, the disciplinary authority shall issue an Acknowledgement to the delinquent employee for having received the same. In case the same is required by the employee.



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- iii) The show cause notice shall be served on the delinquent employee in person Or by sending the same through registered post. acknowledgment due, to the known address of the employee available in the college.
- iv) If the delinquent employee refuses to accept the service of the show cause notice, The same should be recorded in writing before two witnesses and a copy the show cause notice shall be posted on the notice board of the department which shall be construed as due service.

33.0(b) CONSIDERATION OF THE EXPLANATION:

35. B.1 On receipt of the explanation within the time prescribed in the show cause notice or Within the extended period, as the case may be, the disciplinary authority shall consider the explanation and decide whether any enquiry is necessary. If the explanation is Considered satisfactory by the disciplinary authority no further action need to be taken In the matter. If the explanation furnished is considered not satisfactory, the disciplinary authority shall take steps to hold an enquiry.

NOTE:

- a) If in the explanation given by the delinquent employee he accepts unequivocally or Unambiguously the allegations made against him then the concerned disciplinary authority May without conducting any further enquiry, record the allegations made and the admission of the guilt by the employee. If the disciplinary authority considered the the misconduct, on the basis of gravity, deserves punishment which, by virtue of his powers. he himself can inflict; he may dispose of the matter accordingly.
- b) For misconduct except for dismissal or discharge, no enquiry need be held except in the delinquent employee insists for an enquiry, if the delinquent employee accepts the charges in his explanation.

34. b. 2 The disciplinary authority may appoint an enquiry officer or may delegate the powers to Appoint enquiry officer to any other departmental officers.

35.0 (c) CONDUCT OF THE ENQUIRY:

35. C. 1 If more than employee is involved in the act of the misconduct alleged, the Enquiry shall be conducted jointly against all the delinquent officers.

35.c.2 If an enquiry has to be conducted, notice must be given to the employee/s and duly served on him/them. The enquiry notice should specify the date, time and place of enquiry, the



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date of enquiry not being earlier than 2 days after the issue of the notice. If the delinquent employee's refuse/s the service of the enquiry notice, the procedure for the service of "SHOW CAUSE NOTICE" as prescribed under clause 35 a (2) may be adopted.

- a) The enquiry must be conducted and evidence of the witness shall be recorded in the presence of both the delinquent employee and the complaint.
- b) On behalf of the management evidence should be let in by an officer authorized by the management and such officer shall be competent to cross-examine on behalf of the management.

35. C. 3 The evidence shall be recorded in English. The complaint, the show cause notice and Explanation submitted by him shall be read out to the delinquent employee concerned and Recorded.

35.C.4 Even at this stage of enquiry, a delinquent employee may plead guilt of the charges, though in his explanation he had denied, the enquiry officer may record the same in the proceeding in the presence of a witness and close the enquiry and the findings.

35.C.5 The person who should be examined first is the complainant. When his statement has recorded, the delinquent employee should be asked to cross-examine him. Then the witnesses of complainant should be examined and cross-examined in the same manner. After every witness is examined the signature of the witness examined, the complainant and the delinquent employee should be obtained.

35.C.6 After the examination of the complainant and his witnesses, the complaint may be asked to cross-examine the delinquent. There upon the witnesses of the delinquent may be examined and cross-examined likewise.

35.C.7 The enquiry officer also may put any question to the complainant the delinquent and the witness to get clarifications.

35.C.8 When one witness is examined, on other should be present during enquiry

35.C.9 The ex-parted enquiry may be held recording the statement of witnesses produced on behalf of the management by the complainants, when the delinquent employee fails to attend the enquiry wilfully inspire of the service of notice on him twice, the enquiry officer shall, however, hold the ex- parted enquiry duly recording the reason thereof.

35. C.10 During the course of enquiry, at any stage but before the enquiry is held as ex-parted, the delinquent employee comes forward to attend the enquiry he may be permitted to participate from the stage where the enquiry is proceeding, at the discretion of the enquiry officer.



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35. C.11 The enquiry officer has discretion in the matter of granting or refusing to grant permission after recording reasons.

a) to examine any witness or

b) to put a particular question to a witness and in exercise of the discretion may refuse to examine a witness or may disallow question in cross-examination. Discretion should be exercised bonafide and reasonably.

35.c.12 When any document is filed in evidence by the complaints or delinquent, the other employee

concerned should be given a copy by the concerned complainant/delinquent.

35.c.13 Copies of the depositions shall be supplied to the complainant and delinquent employee. Whenever requested for, by the enquiry officer.

35(d) RECORDING OF FINDINGS:

1. Findings should be recording by the enquiry officer.

The finding should deal briefly with the following:

a) The facts of the case.

b) The points for determination

c) The substance of evidence led by either side.

d) The inference or conclusions of the enquiry officer with reasons

Findings should be based on the evidence recorded at the enquiry and not or any other matter.

35(e) PUNISHMENT:

35.E.1 The disciplinary authority should satisfy himself before deciding on the punishment to be inflicted for the misconduct, whether the charge has been proved on the evidence adduced and also on the basis of the findings of the enquiry officer. The disciplinary authority is not necessarily bound by the findings of the enquiry officer and he can differ from the findings of the enquiry officer for reasons to be recorded in writing.

35.e.2 The disciplinary authority shall decide the punishment keeping in view the gravity of the misconduct, mitigating or aggravating punishment proposed.

35.e.3 In awarding punishment under this service condition the disciplinary authority shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or order passed shall be supplied to the employee concerned.



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35.e.4 The disciplinary authority may at his discretion inflict any of the following punishment where the misconduct has been proved.

- i) A censure or warning.
- ii) Fine in accordance with the payment of wages act.
- lii) Suspension without pay for a period not exceeding fourteen days With-holding of increments.
- iv) Deduction or stoppage of increments Demotion to next lower grade
- vii) Discharge
- viii) Dismissal from service.

NOTE: An employee who is dismissed for misconduct shall not be entitled to any notice or pays in lieu of notice and thereupon shall not be entitled to any benefits or privileges under these service rules or any other benefits or privileges provided by the management.

35(F) COMMUNICATING THE PUNISHMENT:

35.F.1 The order of punishment shall be:-

- a) Communicated in writing and
- b) Sent expeditiously

35.f.2 The order of punishment shall take effect from the date specified in the memo.

35(g)1 An employee suspected of serious misconduct may be immediately suspended by the management at its discretion, pending further order to determine his innocence or guilt. The suspension order will take effect as soon as same is notified. However, a detailed charge sheet/show cause notice shall be given to the concerned employee within a period of 15 days from the effective date of suspension in case the same is required. However, the time limit may be extended if the matter requires further investigation.

35.g.2 During The period of suspension, an employee shall not enter the college without the previous permission of the management and shall not leave the head quarters without intimation to the departmental head concerned or any one authorized on this behalf.

35.g.3 Where disciplinary proceedings against an employee is contemplated or is pending or where original proceedings against him in respect of any offence are under investigation or trial and the management is satisfied that it is necessary or desirable to place the employee under suspension, the management may order for the same in writing with effect from such date as may be specified in the order. A statement setting out in detail the reason for such suspension shall be supplied to the employee within a week.



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35.g.4 An employee who is placed under suspension shall, during the period of such suspension be paid a subsistence allowance at the following rate :

Where the enquiry contemplated or pending is departmental, the subsistence allowance shall, for the first ninety days from the date of suspension equal to one half of the basic salary and dearness allowance as applicable to his category. If the departmental enquiry gets prolonged and employee continues to be under suspension for a period exceeding 90 days, subsistence allowance shall for such period be equal to three-fourth of such basic salary and three-fourth of the dearness allowance provided that where such enquiry is prolonged beyond a period of 90 days for reasons directly attributable to the workman, the subsistence allowance shall for the period exceeding 90 days be reduced to one-fourth of the dearness allowance.

35.g.5 In case any enquiry conducted by outside agency or outside authority the number of days substituted with 180 days in para 35.g(4) of the service rules.

35.g.6 If the employee on being found guilty of the conclusion enquiry or the criminal proceeding as the case may be the management ordered any other punishment such as fine, or stoppage of annual increment or reduction in the rank and discharge or dismissal from service, the employee shall be deemed to be absent from duty during the period of suspension pending investigation/enquiry or trial and shall not be entitled to any remuneration for such period and the subsistence allowance already paid to him shall not be recovered.

36.g.7 The workmen including the protected workman will not be entitled for any subsistence allowance or wages/compensation during the period of suspension pending for permission under sec 33(1) or 33(3) of ID Act.

36. CERTIFICATE OF SERVICE:

Every permanent employee shall be entitled to a service certificate at the time of leaving the service of the institution. Such a certificate shall be valid only if it is issued and signed by the appointing authority or any officer authorized by him

37. APPLICABILITY OF SERVICE, ADMINISTRATIVE AND OTHER RULES AND REGULATIONS:

All employees are subject to and are bound by the Rules, Regulations and procedures relating to conditions of appointment, emoluments, provident fund, retirement, leave etc., as they may be modified from time to time thereafter. When changes are made in the shall apply immediately to all employees superseding the Rules and Regulations in force at the time of appointment.



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38. AMENDMENTS AND MODIFICATIONS:

The management shall have the right to amend, alter, add or delete from these rules from time to time and such alterations shall be binding on all the employees from the date of publishing them on the notice Board.

39. DISPLAY OF SERVICE RULES:

Copies of these rules in English will be issued to the heads of the Departments and the same will be available for all the employees for information and compliance.