



Code of Conduct for Students

KMCT Ayurveda Medical College, with an intake of 60 students per academic year has set high standard for all curricular and extra-curricular activities. The College desires that students of KMCT Ayurveda College imbibe the quality of these refined services and excel in professional and personal life. The college is affiliated to Kerala University of Health Sciences. Thrissur and has the approval by NCISM.

The Rules and Regulations are applicable to all the students of the College and is displayed in the college website which is in a downloadable and printable format.

WORKING HOURS:

College working hours: 9:00 am-4:00 pm.

Students are not permitted to enter or leave the classroom without the permission of the faculty. In any case, late-comers are not entitled for attendance to the relevant session. No student shall leave the campus during class hours without the written permission from the HOD/Principal.

COLLEGE AUTHORITY:

The Principal is the ultimate Authority' regarding discipline or any other matter in the college and any decision/action taken by the said Authority shall be final and binding

IDENTITY CARD:

Immediately after joining, each student of the college is issued an identity card. It is mandatory that every student must carry the identity card with them.

RULES & REGULATIONS AT KMCT AYURVEDAL COLLEGE:

- Neatly ironed uniforms are compulsory for all students of this institution.
- All the students must wear a neat apron over the uniform and ID card during working hours.
- Male students must come with clean shaved face and their shirts tucked in. Formal shoes are compulsory. Slippers, sports shoes and sandals are not allowed during working hours.
- Female students should tie up their hair neatly.
- Students must take care of the college property and any damage to the property will be viewed seriously and damage cost will be taken from the students.
- Students shall not take part in any anti-social activities or any kind of ragging inside the campus, if noticed, strict action will be taken against them.
- No political or other movements are permitted inside the campus.
- Separate hostels for both boys and girls are provided inside the campus and those who stay in hostel must follow the hostel rules and regulations.



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ACADEMIC RULES AND REGULATION

All student shall always maintain good conduct Throughout. The conduct and academic performance of each student will be reviewed periodically by the authority and appropriate steps will be taken on the issue which may include detaining from appearing for the University Exam or expelling from the hostel or college depending on the severity of the offence. As per the NCISM regulations, total working days for each professional session shall not be less than three hundred and twenty days except to be there mandatory for both regular and additional batch to appear for the exam.

As per the Kerala University of Health Sciences, a minimum of 80% attendance for regular and 80% for supplementary batch is mandatory for students to appear in the university examination. The commencement of the academic year is on 1 June every year as per NCISM regulation.

Note

- KMCT Ayurveda Medical College strictly adhere to rules and regulations set by Kerala University of Health Sciences (KUHS) and by National Council for India System of Medicine (NCISM). The pre-requisites o quality for appearing in the University Examinations are as follows
- All students must have 80% attendance in each year to appear for the university exam of the consecutive year, and students who have attendance less than that will not be allowed to write exam strictly.
- If any candidate fails in an exam, then they will have to appear for the exam for the failed subjects by the end of next 6 months. The candidate shall have to pay the exam fee and other fees for the extended duration of course without fail.
- Tuition Fees once paid to the college will not be refunded, under any circumstance The course of B.A,M.S. has to be completed double the duration of date of admission.

PAYMENT OF COLLEGE FEES:

- The college fees have to be Paid as per the due date stipulated by the Management through appropriate notification, failure beyond the due-date will attract penalty quoted in the as notification.
- Tuition and other fees once paid will not be refunded, However, refund of caution deposit may be claimed after the completion of the course after submitting no due certificate from all the departments.
- Students must produce the original receipt for claiming refund of the caution deposit.



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ATTENDANCE AND INTERNAL ASSESSMENT:

- The attendance of each class will be marked in the academic monitoring software on a daily basis and the parent will be receiving a message if their ward is absent on the particular day, so that parents can keep a track on their ward.
- Every student must have minimum 80% attendance in every subject, which is a compulsory requirement as per Kerala University of Health Sciences regulations.
- Any student who misses the classes shall have to justify his/her absence to the concerned HOD.
- Under normal circumstances, participating in co-curricular or extra-curricular activities inside or outside the campus during working hours/days without consent from the Principal is considered as absence from classes. However, the said absence may be condoned only on production/submission of a copy of certificate of participation or a written note from the teacher/authority concerned.
- Any absence for more than 3 days because of health issues shall have to be substantiated by production of a medical certificate within two days of the students resuming attending regular classes.
- Internal assessment examination will be conducted thrice a year by the college and the internal marks will be sent to the university by evaluating the average of 3 internal examination marks and attendance percentage.
- It shall be the duty of the student to check their attendance and internal assessment marks displayed on the notice board. Any discrepancy in the attendance or marks shall be immediately brought to the notice of the concerned HOD. No change/modification of the attendance or marks will be made once the same are communicated to the University.

ANTI-RAGGING POLICY

KMCT Ayurveda Medical College has a zero-tolerance policy towards ragging and will be dealt with strict punishment. The college has constituted an Anti-ragging committee which includes staffs, students, administrator and parents. Any offence reported or noticed will be enquired by the anti-ragging committee and corrective measures will be instituted accordingly.

There will be surprise visit by the anti-ragging committee to the first-year hostel. Ragging in any manner like-physical or verbal abuse is strictly forbidden. Anyone found guilty from the college and will be liable for punishment by the court of law.

If unfortunately, any student faces any kind of ragging, it has to be drawn to the notice of the anti-ragging committee and strict action will be taken against the offender.



KERALA PROHIBITION OF RAGGING ACT 1998:-

• According to Kerala Prohibition of Ragging Act (1998); "Ragging" means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes

a) Teasing, abusing of, playing practical jokes on or causing hurt to such student
b) Asking the student to do any act or perform something which such student will not in the ordinary course willingly do.

- Ragging within or outside educational institution is prohibited.
- Whoever directly or indirectly commits, participates in, abets or propagates ragging within, or outside, any educational institution, shall, on conviction, be punished with imprisonment for a term which may extent to two years and shall also be liable to fine which may extend to ten thousand rupees.
- Any student convicted of an offense under section shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.
- Whenever any student or, as the case may be, the parent or guardian or teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and, if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action.
- Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.
- Copy of the prohibition of Ragging act 1998 will be available in the institution for reference.
- The applicants as well as his/her parent/guardian are required to furnish declaration on the awareness of the provisions of the act in the application form.

Frequency of raids	1 per week
Surprise raids	At any time
Other measures taken by the squad	Students divided into the batches of 10 and monitored by squads and committee.



ANTI-RAGGING MENTORS.

- Dr: Sarun Mohan (incharge)
- Dr Najeeb T K
- Dr Dinesh Kumar P M
- Dr Divya
- Dr Aswathi Sara Varghese
- Mr Jithin
- Mrs Deepa
- Mr Assain P (SI Janamaitri police station, Mukkam)

PROHIBITION OF SMOKING, USAGE OF DRUGS AND ALCOHOL:

a) Smoking, consuming alcohol, being in possession, using, imbibing or distribution of illegal narcotic drugs or any other psychotropic substance or alcohol in college premises or during the time of college activities strictly prohibited.

b) Any violation of the above actions will be dealt seriously. The student will be liable for serious disciplinary action, reported to the local police and later will be dealt by the court of law.

USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES:

- Use of mobile phones is prohibited inside the classrooms or within blocks and if found, strict disciplinary action will be taken against the respective student and mobile phone will be kept under the custody of college authority. The mobile phone will be returned once the student completes the course.
- Disciplinary squad will monitor mobile use of students in campus and will conduct surprise visit inside the classrooms at any time for inspection.
- If mobile phones or any electronic gadgets are found during examination time, immediate action will be taken against the student and enquiry will be done and the student may get debarred by the university



RESPONSIBLE USE OF SOCIAL MEDIA:

- a) Students in general are requested to use social media such as WhatsApp, Facebook and other social media platforms responsibly and avoid any abusive or provocative comments.
- b) Any vilification on the basis of race, caste, creed, religion, sex or gender identity posted on social media and the web in general will result in serious disciplinary action against those posting or forwarding such posts.
- c) Students shall not use the emblem/photos of the College in their posts/ communications over Social media-or elsewhere, without the permission of the College authorities.

STUDENTS' RESPONSIBILITIES:

- It is mandatory for the students to follow all safety regulations during laboratory practice.
- The Management shall not be responsible for any physical damage or issue that might occur due to the negligence of the student.
- If any damage to the lab equipment or college property is found due to negligence of the student by the authority, the student will have to take responsibility and replace the damaged item.
- Campus politics is not entertained as the college prioritizes professional learning in Ayurveda, so that students can concentrate more on their studies with their full effort.
- Parties or programs by external agencies are not entertained without prior approval.
- Students must not invite police or media persons to the campus on their own, if in need, must be informed and consent must be taken from the Principal and Management.
- Fundraising for official programs of the College, has to be carried out under proper supervision and done with complete transparency.
- All the students who possess vehicle and parks it in the campus, must inform



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the same to the college office and must register the vehicle details.

- Vehicles can be parked only at the allotted area and entry of the same to restricted area is prohibited.
- Students can make use of the Grievance Cell available in the College and the genuine issues will be rectified by the authority.
- Any outsiders who are friends or relatives of any student are required to take prior the loss of their personal belongings and the College is not responsible for belongings.
- Any act of disrespect towards any staff member which affects the discipline of the college will be seriously dealt and in extreme cases the student may get expelled from the college.
- The college strictly stands against discrimination on the basis of cast, creed, religion, class etc. Any act if noticed, will be dealt strictly and disciplinary action will be taken against the student who is responsible.
- Students who do not reside in the hostel provided inside the campus, must provide the College with the details of their place of residence.
- Students who wish to leave the College midstream for any reason will be given a TC (Transfer Certificate) and any other Certificates only on payment of, all fees payable for the remaining course duration and on clearing of any other dues to the college.

Library Rules

Working hours

Monday to Saturday	9 to 5
Sunday	Off

LIBRARY MEMBERSHIP AND BOOK BORROWING PROCEDURE:

- An application for membership along with passport size photographs must be submitted to the librarian.
- A non-transferable membership card and borrower's card will be issued to each student.



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- One Borrower's Card enables the member to borrow one book at a time for which he/she is held responsible and in case damage or loss, the student has to replace it.
- Loss of Borrower Card shall be intimated to the Librarian. Duplicate card will be issued in those situations after remittance of fine.
- There is a provision to issue one overnight reference book to be returned the next day morning before 9:15 a.m. Failure to do so will attract over charge for each day of delay.
- Strict silence must be maintained in the library, reading room and the courtyard leading to the library. Mobile phone usage is strictly prohibited in the library.
- Personal belongings like bags, books, aprons, mobile, umbrella etc. are not allowed inside the library.
- To obtain "No Dues Certificate" from the library, student must return all the books borrowed, pay overdue charges if any and surrender the Borrower's Card and membership card to the librarian.

Hostel Accomodation

- The Hostel provides accommodation for bonafide students only and room allocation will be done by the Chief Warden.
- The hostel shall be under the control of Principal and in the immediate charge of the Chief Warden, and the Residential Wardens.
- Separate hostels are available for men and women students.
- Hostel accommodation shall be deemed to be terminated at the end of each academic year and the students who wish to continue in the hostel must get re admitted every year.

RULES

- Only the respective students are allowed to stay inside the room, and if any violation comes to notice, will be dealt strictly.
- Caution deposit and room rent have to be paid in advance for admission in the hostel. The hostel administration is not responsible for the safety of the valuables in the rooms,
- If any inmate is leaving the hostel for personal reasons, prior permission from the staff in- charge for the same and letter must be submitted to the cottage office.
- After admission, no student shall vacate the hostel without prior permission from the Chief Warden.
- Hostel belongings must be maintained properly, and if any damage is noticed. the student will have to take complete responsibility and remedial action will be instituted.
- Students are not permitted to use any extra electrical gadgets in their rooms without prior permission from the Chief warden.
- If any student applies for vacating the hostel within six months of admission without any valid reason. he/she will forego the entire caution deposit.



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- Students must follow the hostel timings strictly and should be inside their warden to enter the hostel after the stipulated time.
- Students who want to avail library facility will be permitted till 8:00 pm and the librarian must vouch for the same.
- Visitors are not allowed inside the hostel rooms and should wait in the visitors area provided in the hostel.
- Food will not be served in the rooms and the students should not take food outside the dining hall.
- Guests, as a rule, are not allowed to dine in the hostel.
- The rules are made for the security reasons and all students are requested to follow the same for their benefit.

Hours of service in the mess will be

Breakfast	7.30 am to 9 am
Lunch	1 pm to 2 pm
Tea	4 pm to 5 pm
Dinner	7.30 pm to 9 pm

UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS

- It is to be understood that the above rules and regulations_ are in place for the smooth functioning of the College and to ensure that the students inculcate in themselves values that-would make them productive members of the Society. Therefore, Parents/guardians are requested to cooperate with the Management by ensuring that their wards are regular to their lasses, attentive to their studies, maintain discipline both within and outside the College. Parent/Guardians are expected to take a personal interest in their wards' progress.

AMENDMENTS APPLICABILITY AND INTERPRETATION

- The Management reserves the right to amend, retract, alter or modify any of the above rules and regulations.
- The Rules and Regulations defined by the individual Departments and other facilities/ Committees such S College Library. College Hostels, College Bus Facility. Central Computer Center, Examination Malpractice Prevention Committee, Cultural Committee. Physical Education Committee, etc, are binding and are applicable in the specific context.
- In addition to the Rules and Regulations defined by College authorities, the students further bound by the applicable rules and regulations published by University regulatory bodies of the Central State Government such as UGC, NCISM etc.
- The principal shares be the final authority to interpret the rules and regulations in the best interest of the institution and any interpretation given by them shall be binding.