



# KMCT AYURVEDA MEDICAL COLLEGE

Approved by NCISM and Affiliated to Kerala University of Health Sciences.

## TO WHOM SO EVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge



*[Signature]*  
PRINCIPAL  
K.M.C.T. AYURVEDA  
MEDICAL COLLEGE





# KMCT AYURVEDA MEDICAL COLLEGE

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## CODE OF CONDUCT

Code of conduct defines an acceptable social behavior and norms that individuals associated with an organization should adopt on a day-to-day basis. The KMCT Ayurveda Medical College and Hospital's Code of Conduct seeks to project the organization's mission, ethical values and principles and to link these to attain highest standards of personal and professional conduct.

Code of Conduct have been set for

1. Principal
2. Students
3. Staff
4. Administrative staff
5. Visitors



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K.M.C.T. AYURVEDA  
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## Code of Conduct for Principal

Principal, the highest authority of an institute has to ensure that the college runs on set of guidelines according to management, university & NCISM. Principal should be responsible for monitoring the same and should be the bridge between management and staff of the Institute.

- To attain standards of highest quality for personal and professional conduct.
- The necessary actions as and when required to maintain discipline in the Institute.
- Formation and monitoring various committees necessary for the development of the Institute. Encourage faculty members to attend seminars/workshops/conferences.
- Encourage faculty members to author text books and publish research papers in reputed National and international Journals.
- Provide leadership, direction and co-ordination within the Institute.
- Convene meetings with teaching and non teaching staff and students to ensure smooth functioning of academic and non academic activities.
- Ensure implementation of institutional policies by staff and students.
- Maintain confidentiality of concerned reports
- Submission of an annual report on the progress achieved in different developmental and non developmental activities. Taking care of welfare of the students and staff Shall strictly adhere to and implement all university guidelines and regulations ,as well as NCISM directives.



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## CODE OF CONDUCT FOR TEACHERS

KMCT Ayurveda College has set high standards in teaching and patient care as well, and expects the staff to inculcate good qualities to attain this. The college has formulated a code of conduct for all staff to instill the values of mutual respect, professionalism, unity, empathy and diversity. The staff are instructed to follow the code of conduct and provide a conducive environment for academic, co- curricular and extracurricular activities.

### **Commitment under the Code:**

- We believe that employees are the backbone of our Institution and it is our duty to make their-working environment peaceful so that they can put their complete effort to make the working hours fruitful, We set code of conduct for all teachers of our institution mainly to make sure the values have been practiced by all the teachers.
- Mutual respect among teachers is a very essential part of a healthy college environment. When mutual respect combines with professionalism, it gives the best results.
- We look forward for the unity among all the teachers and hence the working environment will be so peaceful and effective.
- We are totally against the behaviour of discrimination, violence and disrespectful behaviour . from any teaching staff. A teacher must be a person who treat their students equally well. They must have a mentality to be out of certain internal politics and prejudice about students and their colleague,

### **RULES:**

- Strictly adhere to college timings
- Teaching staffs must wear a decent and neat attire while coming to college to uphold professional dignity
- Be regular, punctual and report for duty on time. Daily attendance will be monitored by verifying the biometric punch register and signature in the office attendance register.
- Leave of any nature must be informed to the principal and taken accordingly, and salary will be calculated accordingly.
- Utilize working time fruitfully for official purpose and curricular activities and to refrain from lengthy chit chats and gossiping.
- Provide a conducive environment for gender equality and must treat women staff with due respect professionally
- Avoid traveling outside for private needs during duty hours
- Have self-belief and positive attitude towards the academic activities
- Keep all teaching schedules and activity updated.
- All correspondence must be done through the principal
- Be impartial in decisions pertaining to the students and fellow staffs
- Strive for academic achievement of students and to mould them as better human being.
- Courteous towards fellow staffs, non-teaching staffs, students and patients,



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- Active involvement in academic, co-curricular and extracurricular activities.
- Performance of newly appointed staff will be monitored during the probation period (first 3 months from joining). Staff's who has satisfactorily completed their probation period shall be confirmed on a permanent basis by the employer.
- Initial salary of the staff is fixed and consequent revision also will be done accordingly after assessing the overall performance throughout.
- Monitoring of mentor system and appropriate care to be given to academically weak students
- Maintain patient details confidentially, so as to follow ethical practice.
- An employee desirous of leaving the service of the Institution shall give 3 month prior notice in writing to the management of his intention to resign or shall pay to the management 3 month's salary in lieu of notice period.
- Case of any breach in the code of conduct or discrimination by their fellow staff, to be reported to the management. The identity of the staff who reports will be kept confidential and strict action will be taken against the person who violates the rule.

## 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..



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## 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.

### 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

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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.



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## 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:-

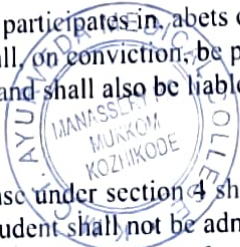
• According to Kerala Prohibition of Ragging Act (1998); "Ragging" means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes

- Teasing, abusing of, playing practical jokes on or causing hurt to such student
- 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 extend 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 4 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



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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 in to batches of 10 and monitored by the 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

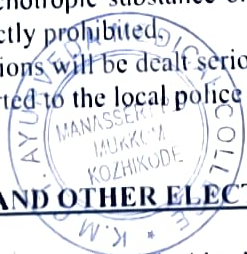
Mr Assain P ( SI Janamaitri police station,Mukkam)

### **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 the academic 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



*Abraham*

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## AYURVEDA MEDICAL COLLEGE

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### RESPONSIBLE USE OF SOCIAL MEDIA:

- 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.
- 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.
- 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 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
- Students are responsible for all their belongings and the College is not responsible for the loss of their personal 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, colour, 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.

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*Principals*

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## LIBRARY RULES

### WORKING HOURS

Monday - Saturday	9 to 5 pm
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.
- One Borrower's Card enables the member to borrow one book at a time for which he/she is held responsible and in case of 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 tc. 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.

*C. Anand*

## HOSTEL ACCOMMODATION:

- 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

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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.
- 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 9am
Lunch	1pm to 2pm
Tea	4pm to 5pm
Dinner	7.30pm to 9.00pm

*Asst. Warden*  
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## 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

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by ensuring that their wards are regular to their classes, 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 as 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 shall 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.

## Code of Conduct for Administrative staff

KMCT Ayurveda college has formulated code of conduct that provides guidelines on acceptable behaviour of for all administrative staff in his organization. The administrative staff are instructed to adhere to these rules on a day-to-day basis, so that the institution functions in a smooth and coordinated manner.

### Rules

- Strictly adhere to duty timings and maintenance of discipline in the institution.
- Devote 100% of time and resources for the benefit and upliftment of the institution.
- Every employee, regardless of their role, should be treated with dignity and respect.
- Conduct self with utmost professionalism and maintain a dignified dressing befitting the institute
- Taking care of welfare of the students and all staffs
- All employees of the Institution must uphold high standards of conduct at all times and must always act in a calm, courteous manner.
- They are not to engage in gossip, loud talking, or any other disruptive behavior which tends to create disharmony in society
- Employees who have been issued uniforms and supplies due to the existence of 8 their employment must only wear or use them while on duty.
- Employees must diligently carry out their regular duties under the guidance of their immediate superiors and must follow all written and oral orders and directives given to them from time to time.
- Serious misconduct is described as insubordination and/or deliberate defiance to superiors' orders,
- Employees must follow the directives posted on the bulletin boards or sent to them by their superiors or department heads from time to time.
- Employees are expected to accept any job, usually falling under the category of employment allocated to them by the Employer or Principal, the Head of the Department, or Superiors, in addition to the key routine work allotted to the specific post held by

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- Any unusual occurrence or emergency that occurs inside the Institution must be promptly notified to their respective superiors or the Management.
- Every employee is required to take proper care of the Institution's property, supplies, tools, and equipment.
- Employees who are asked to wear Personal Protective Safety Equipment (PPE) when on the job must do so without fail.
- Employees should follow official working hours and only take time off with prior approval.
- Women workers must be treated with dignity, decency, modesty, and professionalism.
- Employees must ensure the data security of the institution's infrastructure and proper internet use.
- To promote diversity and encouraging an appropriate mix of people from various ethnic, educational, social, and professional backgrounds to create a collaborative work environment. 20. Every employee has the duty to protect and preserve the absolute confidentiality of information that he or she learns or acquires while performing his or her job.
- Should take an active role in training programs.
- Shall strictly adhere to all university acts, laws, ordinances, guidelines, and regulations, as well as NCISM directives.

## CODE OF CONDUCT FOR VISITORS

Code of Conduct for visitors and guests is designed to promote and preserve a safe environment for all who visits the KMCT campus and to the staff and students in the campus. The college strictly urges all the visitors to adhere to the rules and reserves the right to take legal action against visitors and guests for misconduct

- Smoking, Alcohol consumption and substance abuse is strictly forbidden in and around campus.
- Do not litter in the college premises.
- Not to engage in activities that could disrupt the harmonious functioning of the institute
- All visitors must show up at reception upon arrival,
- The visitor card must be filled in immediately following the report at reception. Parents and guests are only approved to meet with the Chairman /Principal after making an appointment with the office.
- Permission has to be obtained from office for meeting Faculties.
- Anyone who damages property on the premises of the college is liable to penalties.



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