



The Rules, Regulations & Code of Conduct for
the UG & PG Students (PG JRs), JRs & SRs.



Shri Guru Ram Rai Institute of Medical & Health Sciences

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**Shri Mahant Indresh Hospital,
Patel Nagar, Dehradun, Uttarakhand.**



Shri Guru Ram Rai Institute of Medical & Health Sciences, Patel Nagar, Dehradun

1. Shri Guru Ram Rai Institute of Medical & Health Sciences (SGRRIM&HS), Patel Nagar, Dehradun, Uttarakhand, was established in the year 2006 at Dehradun, Uttarakhand. SGRRIM&HS, Patel Nagar, Dehradun, Uttarakhand, has been approved by the MCI/NMC under section 10 A for intake of 100 students for the MBBS course from the session 2006-07 and increase of seats, from 100 to 150 students for MBBS course from the academic session 2015-16 onwards, affiliated to HNB Garhwal (Central) University and from the Session 2017 onwards affiliated to Shri Guru Ram University, Dehradun has been granted. The SGRRIM&HS, Dehradun has the necessary approval of the Medical Council of India (MCI/NMC), Ministry of Health & Family Welfare Govt. of India (Dept. of Health & Govt. of Uttarakhand) along with Statutory Bodies of State Govt. for UG and PG Courses. MD/MS-3year PG Degree Courses in various Departments as per MCI approval have started from 2011.
2. The SGRRIM&HS, Dehradun, Uttarakhand is affiliated to the Shri Guru Ram Rai, University of Dehradun, Uttarakhand conducting course for MBBS/MD/MS/MCH courses at the Shri Guru Ram Rai Institute of Medical & Health Sciences, Dehradun.
3. The SGRRIM&HS, Dehradun, Uttarakhand has all the required pre & para clinical & clinical departments, Laboratories. Museums & Library with a long range of reference books, Journals & periodicals. All the facilities like hostels for boys & girls, messes, cafeteria, and bus for transport to and from the city are available.
4. SGRRIM&HS, Dehradun, Uttarakhand has 1500 beds presently for hospital services like ICU, ICCU, Neurosurgery, Cardiac Surgery, Ortho Surgery, NICU, PICU and SICU etc, casualty/emergency beds, pre & post operation beds. Shri Mahant Indresh Hospital (SMIH) hospital is located in the campus and provides exhaustive facilities to the students & residents for learning & training. Infrastructure like Gymnasium, 24 hrs water & electricity supply, sports grounds, with recreation facilities etc. are available.



5. UG and PG students are medical students (a) UG students also referred to as MBBS students and (b) PG students also referred to as PG JRs (Post Graduate Junior Resident). Wherever word student is used in subsequent paras it automatically refers to both UG & PG students.

PREAMBLE

1. Discipline is the foundation on which the Shri Guru Ram Rai Institute of Medical & Health Sciences (SGRRIM&HS), Patel Nagar, Dehradun, Uttarakhand functions. As students of this prestigious Medical College, it is incumbent on all to develop self-discipline of the highest degree. It should, therefore, be the endeavor of every UG & PG Medical student to observe all the Rules & Regulations as a matter of habit rather than because of fear of the consequences. UG & PG students will at all times conduct them with proper decorum and cultivate correct manners and etiquette.
2. The objective of SGRRIM&HS, Patel Nagar, Dehradun, Uttarakhand is to impart state of the art knowledge of Medical Science, develop skills through Practical & Clinical exposure in accordance with the syllabus, and courses decided by the statutory and affiliating bodies and also develop right attitudes with the overall aim of facilitating & building up of character and inculcation of the high values in the UG& PG students at a young age.
3. Towards this end, smooth and efficient functioning of the SGRRIM&HS, necessary discipline has to be observed by all the UG & PG students, with the parents and guardians ensuring compliance of the Rules, Regulations and Code of Conduct framed by the SGRRIM&HS, Dehradun, Uttarakhand, MCI/NMC & University.
4. The students and Parents/ Guardians are advised to go through the rules & regulations thoroughly as many of them are mandatory and confirm their acceptance for compliance on the undertaking enclosed herewith.

Principal & C.M.S
SGRRIM&HS



GENERAL RULES & REGULATIONS CODE OF CONDUCT

As a UG / PG student of SGRIM&HS, It is incumbent on all, to develop self- discipline and every student is expected to observe all the Rules & Regulations as a matter of habit & requirement mandatory rather than because of fear.

Principal & C.M.S.

The Principal & C.M.S. SGRIM&HS, Patel Nagar, Dehradun is the head of the institution, and it will be incumbent upon every student to comply with his/her oral/written instructions. The decision taken by the Principal & C.M.S. against any student shall be final.

Admission: -

The Principal & CM.S of the college is vested with the Powers to admit UG/PG students to the institutions as per the rules and regulations laid down by the Governing Body.

The Rules, Regulations & Provision relating to the admission to the institution will be as per the guidelines of: -

1. The concerned statutory Body – MCI/ NMC,
2. Govt. of India, Ministry of Health & Family welfare, New Delhi.
3. Govt. of Uttarakhand,
4. The Affiliating – body – Shri Guru Ram Rai University,
5. Rules, Regulations and orders of the SGRIM&HS, Dehradun.

The Guideline currently applicable relating to rules, regulations, and provision for admission to the institution can be ascertained from the competent authority of the institution.

Fee Structure: -

The tuition fees and other fees will be notified from time to time by the Management as per the guidelines of the competent authorities.

- a) Payment of tuition fee, other fees and charges including enrollment fee & examination fee, and other university fees etc shall be paid on or before the due date notified. Payment shall be made by account payee bank draft favoring the institution payable at Dehradun, Uttarakhand as notified from time to time at the designated office counter or by RTGS/NEFT in the College Account.



- b) Late payment of tuition fees will be accepted on payment of late fee as notified from time to time by the SGRIM&HS, Patel Nagar, Dehradun, Uttarakhand.
- c) In certain special circumstances, students shall be permitted to deposit post – dated cheques. If the cheques are not honoured by the banks, the students have to pay penalty for the bounced cheques, in addition to penalty for late payment.
- d) Failure to deposit fee will make you non-eligible to give corresponding professional / university examination

Attendance: -

Attendance at all organized academic & extracurricular activities is compulsory except for valid reasons, like hospitalization, etc. All students will ensure that they are punctual at their places of duty/class/practical's etc. For sitting in university examination, a student must have minimum of **75% attendance (separately in Theory & Practical for MBBS students)**. Those who fail to secure the minimum required attendance will not be permitted to appear in the University Examination & will not be allowed to move on to the next level of the course.

Dress:

Dress code for students will be as under: -

For men- Prescribed shirt, trouser, sweater, blazer, necktie, socks, black leather shoes, White Apron with hospital logo and nameplate, and for women prescribed salwar kameez, sweater, blazer, dupatta, socks, black leather shoes, White Apron with hospital logo and nameplate. Prescribed dress by the institute, will be worn by all students while in the college/ & hospital complex or place of duty. Students will not be in bathroom slippers or chappals, in T-shirts without collars & Jeans.

Place of Duty:

Place of duty will be any place where the medical UG/ PG students are required to be present, for prescribed training, teaching, functions, and address by Principal & C.M.S./ M.S/VIPs.

Theft/Stealing/Dacoity

UG/PG students are responsible for the safe custody of their personal belongings. While joining the SGRIM&HS the students will not bring any items of jewelry, and other fancy or valuable items with them.



Any student who is found guilty of stealing or in possession of stolen private or public or SGRIM&HS property will be liable to be withdrawn from the institution in addition to appropriate disciplinary/ legal action & for making good of all losses.

Cheating/Forgery/Copying:

Any UG / PG student who is found guilty of using any kind/type of unfair means- cheating or endeavoring to cheat by taking unauthorized books, pamphlets or papers, mobile phone, voice receiver, voice recorder etc. into the examination hall or trying to gain information from anyone while in the examination hall or outside hall /in toilet will render himself/herself liable to be rusticated from the institution. Any form of cheating/forging/ stating false hood in any activity or from or application while at the institution will be severely dealt with which may lead to rustication or fine or both as the case may be.

Prohibition of Ragging:

Any form of ragging is strictly prohibited in SGRIM&HS/SMIH 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 UG/PG student indulging in ragging and may be expelled from SGRIM&HS as per guidelines of the MCI/NMC& Hon'ble supreme court of India.

Liquor & Cigarettes:

The college and hospital campuses are "NO SMOKING ZONES". UG / PG Students are forbidden to consume alcoholic beverages and smoke within the institution premises and strict disciplinary action including rustication /expulsion with or without fine will follow if found intoxicated by alcohol &cigarettes.

Gambling:

All forms of gambling are forbidden. UG/PG students& those found guilty may be rusticated/expelled with or without fine.

Medical Condition: - Students to submit a form declaring medical illness, if any.

**Drugs:**

Possession or consumption of any harmful and intoxicating drug by UG / PG students in any form is prohibited. All performance – enhancing drugs are also prohibited. Indulging in use of any such substances will result in disciplinary action which may include rustication/expulsion.

Wearing of Sunglasses:

UG &PG Medical students are not permitted to wear sunglasses during classes, practical, clinics and outdoor training or any other organized activity unless specifically advised to do so on medical grounds.

Hair cut / Maintenance and personal Discipline:

Medical UG / PG students, both boy & girls will ensure proper hair discipline. All boys other than sikh medical students will shave daily. Sikh medical students will maintain their beards properly and will wear turbans during college hours.

Damage:

UG/PG students will not deface, mutilate, or damage any building or property belonging to the SGRRIM&HS/SMIH or individual or cut/ uproot plants or trees anywhere in the college or hospital premises.

UG/PG Students will not cut or otherwise deface walls, desks, tables, seats or any furniture within the SGRRIM&HS, hospital, hostels, canteens, cafeteria & mess.

Servants:

NO UG/PG students will employ a private servant/ maid servant during his/ her stay at the SGRRIM&HS/SMIH.

Mark of Respect:

The medical UG/PG students will pay proper compliments to staff member as per service customs while meeting them/coming across them within and outside the SGRRIM&HS campus.

While addressing officers, Faculties, Seniors & VIPs, UG/PG medical students will use the word “Sir/Madam” and in a manner which will show proper respect.

UG/PG Students are not expected to visit residential quarters of staff / faculty members unless it is for unavoidable / urgent work and prior consent has been obtained personally or on phone of concerned Faculty/ staff.

The UG/PG students are expected to behave courteously with the non- teaching staff and follow the Rules & Regulations as laid down by the SGRRIM&HS at all times.



UG/PG Students are required to treat members of the opposite sex with respect & due courtesy.

Institutional Library:

Every UG/PG student admitted to the SGRRIM&HS will be entitled to have the benefits of the library as also its computer section subjects to following: -

Timings:

- a) Library will remain open on all the working days or as per the provision notified by the SGRRIM&HS on the notice board.
- b) On Sunday and holiday, it shall be opened for notified given periods.
- c) UG/PG students are discouraged to use the library during college hours, Clinical /academic hours. In case, they so require, they must obtain a written permission from the competent authority/ HOD.
- d) UG/PG students utilizing library must enter their name, time, of entry, class studying and put signatures in the attendance register before entering the library. They shall also mark the time of leaving the library and put their signature in the register. Books are not permitted to be taken out of Library, except in Library Card.
- e) If the books are damaged and lost, UG / PG students will have to pay the cost and the penalty decided by the competent authority.
- f) Silence in the library is to be strictly maintained, group discussion, chatting or sleeping is not permitted in the library.
- g) Eatables / Beverages are not allowed to be taken in the library.
- h) Library furniture is to be kept clean and carving or writing graffiti will be considered as acts of indiscipline.
- i) Instructions of the librarian/ staff will have to be strictly followed.
- j) Smoking or consuming alcohol are strictly prohibited in Library.
- k) Entry to library is restricted to the bonafide students only.
- l) UG/PG Students will produce library cards & also identity cards as required.
- m) Personal texts books will not be permitted for reading within the library & only notebooks are allowed.
- n) Aprons/ bags/purses etc. are to be deposited at the property counter at the entrance to library.



Hostel & Mess:

The UG/PG students may avail the facility of the hostel, provided by the SGRRIM&HS. The relevant provisions are as under: -

1. Accommodation in the boys/girls' hostels is provided to the students on availability (first come first serve) and not as a matter of right.
2. The policy for allotment of rooms will be decided by the Management and may be changed to cater to the unforeseen cases/ circumstances. Allotment of rooms made by the Principal, Warden & C.M.S. or any authorized staff will be strictly adhered to. Changes shall not be made on their own on mutual consent or other basis among students themselves.
3. Students are expected to adhere to mess timings. No food will be served in the rooms. No students (UG/PG) will enter Mess Kitchen at any time.
4. The main gates of hostels will be closed at 09:00 PM in the night and be opened at 5:00 AM in the morning. Any students coming after 9:00 PM will have to deposit his/ her identity card to the security at the main gate. Hostel timings can change from time to time.
5. These identity cards will be sent by security to the Principal & C.M.S. next morning from where the student can collect them back after proper written explanations.
6. No personal music system, television and electric or gas cooking appliances are allowed in the hostel. Any loud music which disturbs others is prohibited.
7. The laptops will be allowed with prior permission of the Principal & C.M.S.
8. No Arms / Weapons or item which can be used as an arm should be brought, kept in the institute premises

Payment of Hostel Fee: -

No UG/PG student is permitted to stay in the hostel without paying the hostel fee in full in advance and obtaining an allotment order from the Principal & C.M.S.

Visitors/ Guest: -

UG/PG Students may receive visitors only during the timings given below. No single lady other than mother and sister will be allowed to meet a male student. No male will be allowed to meet a



female student unless it is mentioned in the visitor's register and can meet in the visitor's room at prescribed timings only (subject to Change).

1. Visiting hour -5.00 PM to 6:00 PM
2. Sunday and holiday -9.00 AM to 5:00 PM

UG/ PG Students are allowed to take their guest only to the cafeteria and visitors room. Guest room will be allotted for 3 days at a time by the Principal & C.M.S& in exceptional circumstances after written permission of the Principal & C.M.S allotment can be extended for maximum 3 more days.

In case it is discovered that UG / PG student has misused the facility in contravention to above orders, 4 times the room rent, and dining charges will levy in addition to disciplinary action.

Disciplinary Code of Conduct: -

This code of conduct is applicable to all UG / PG medical students on roll of the SGRRIM&HS& SMIH. A student committing any breach of discipline as specified below will render himself/herself liable for disciplinary actions & fines or both: -

- a) Found indulging in ragging of juniors.
- b) Absence from lectures/ clinics/practical/ training programmes without any valid reason/ permission.
- c) Absenting from hostel, without leave / permission.
- d) Overstay of sanctioned leave / vacation.
- e) Absenting from University Exam without any valid reason like sickness/ hospitalization etc.
- f) Prolonged absence (More than 7 days) from SGRRIM&HS/Hospital without permission / desertion from SGRRIM&HS & Hospital.
- g) Absenting from college exams without valid reason.
- h) Using any type of unfair means in tests/ examinations practical like in periodical/ monthly/ semester/ final exams.
- i) Absenting from hospital during hospitalization without valid out pass.
- j) Absenting himself from other place/activity officially requiring the presence of the students at SGRRIM&HS & Hospital.



- k) Improper turnout such as wearing unauthorized items, not shaving, improper haircut, improper dress etc.
- l) Moral turpitude or misbehavior and misconduct of any kind with associates, staff, patients, fellow-students, and outsiders.
- m) Use of criminal force on fellow students/ staff/ patients/ relatives of patients/ faculty/ doctors.
- n) Neglect of studies and unsatisfactory progress in academics.
- o) Disobedience of order and insubordination to staff and Faculty.
- p) Loss/ damage to SGRIM&HS/Hospital property. Identity card is deemed to be SGRIM&HS property & not to be lost/ damaged. Lost card will be replaced on payment of Rs. 150/-only.
- q) Drug abuse, i.e., possession/ consumption of wines, spirits or any habit forming drugs.
- r) Violation of standing orders or any other orders published in Principal & C.M.S.'s weekly orders or displayed on notice boards from time to time.
- s) Eve teasing of colleagues/ creating nuisance in the class or during organized functions.
- t) Failing to pay compliments to seniors.
- u) Keeping unauthorized occupants including friends and relatives in the hostel/ guest rooms
- v) Failure to report an unusual occurrence.
- w) Found smoking in SGRIM&HS/Hospital premises.
- x) Collection of Funds for any purpose, unless authorized by college authorities.
- y) Violation of laid down channel of communication & meetings with Principal & Management at SGRIM&HS/Hospital, Patel Nagar, Dehradun.
- z) Refusal to accept any duty allotted by any superior or senior staff.
- aa) Joint action by UG/PG medical students e.g., combined petition, representation, agitation strike, mutiny, mass bunking& classes hooting in classes etc.
- ab) Complaint / any adverse report of breach of discipline or an act contrary to good conduct received from any college or hospital officer or other unit/ agency.
- ac) Visiting out of bound places in contravention of orders.



ad) Negligence or an act of omission or commission in the duties of student's assignments/ exams.

ae) Failure to pay college /mess dues/Fees by stipulated time.

af) Unbecoming conduct on the part of a UG/PG student of SGRRIM&HS/Hospital.

ag) Any other breach of discipline not mentioned above but contrary to any provision of the Code of Conduct and Rules & Regulations of SGRRIM&HS, University Rules & MCI/ NMC Rules.

ah) No arms / weapons or item which can be used as a weapon is permitted inside the college, hospital, and hostel premises.

Penalties and Punishment: -The competent authorities to award penalties/ punishment as approved by the Principal & C.M.S. as are under.

S. No.	Penalties / punishment	Competent authority
(a)	Recordable Warning	Principal & C.M.S.
(b)	Recovery of loss to college property up to Rs. 250 /-	Principal & C.M.S.
(c)	Recovery of loss to college property up to Rs. 1000 /-	Principal & C.M.S.
(d)	Fine up to Rs. 10,000 /-	Principal & C.M.S.
(e)	Fine up to Rs. 20,000 /-	Principal & C.M.S.
(f)	Fine up to Rs. 30,000 /-	Principal & C.M.S.
(g)	Rustication from college rolls for a period up to 6 months	Principal & C.M.S.
(h)	Rustication from college for 6 to 12 months	Principal & C.M.S.
(i)	Rustication from college roll for a period more than 12 months	Principal & C.M.S.
(j)	Expulsion from Examination	Principal & C.M.S./University
(k)	Removal from college roll	Principal & C.M.S./University
(i)	Any other as deemed fit	Principal & C.M.S.

Removal from College Rolls: -

A UG/PG student will be removed from the rolls of the college by appropriate authority on the ground of:

a) Unsatisfactory disciplinary conduct.



- b) Knowingly or unknowingly furnishing false information /particulars for admission to the SGRRIM&HS/Hospital.
- c) Absence from college for long period without information as prescribed by NMC or failure to appear in university examination as per NMC norms.
- d) Any other activity deemed to be against SGRRIM&HS/Hospital or detrimental to image of SGRRIM&HS and Hospital.

Rustication from College: -

A UG/PG student may be rusticated for a term or more on academic or disciplinary grounds as decided by the disciplinary committee of the college. A UG/PG student may be rusticated for a term or more by the college authority on disciplinary or administrative reasons. On rustication or being struck off SGRRIM&HS rolls the UG/PG student will vacate the hostel within 24 hours. The college has no liability, whatsoever if the student proceeds elsewhere.

Change of address/ nearest Railway station: -

It is the responsibility and duty of UG/PG student to inform the warden, administrative officer, UG/ PG Section in case of changes of address of parents or guardian. Phone/Mobile numbers of parents/ guardians will be updated in the office/hostel records by the students. NRI status will not be changed unless documentary proof is provided along with a written application by the UG/PG student, countersigned by the parents/ guardians.

Hostel

Mess/ Dining Hall: -

UG/PG student shall have breakfast, lunch, evening tea & dinner within stipulated hours. Late comers will not be entitled for these services.

UG/PG students shall have food in the dining hall only. Food is not permitted to be carried outside the dining hall or to the hostel rooms. Students shall not waste food. They must take care in serving themselves the required quantity. UG/PG students shall not enter into the kitchen and storage areas.



In cases of problems relating to the quantity, quality of food, sanitation, behavior, by the mess/ hostel staff or any other such problem, the inmates will not attempt to settle the problem directly. The matter is to be addressed to the warden/ Chief Warden/ Principal & C.M.S. who will arrange to redress the same?

Care of Hostels Assets/ Property: -

Room Inventory: -

Before vacating the hostel, each resident must hand over to the caretaker the complete charge of his room with all furniture and fixtures intact and clear all hostel and mess dues. The resident

Students while vacating or on being evicted from the hostel rooms will have to pay total cost of article(s) found either missing or damaged, allotted in his name. Failure to vacate the hostel room by the due date will render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.

UG/PG students are prohibited from interchanging any furniture/fixture from one point /location in the Hostel to another. Such acts will be TANTAMOUNT to willful act of indiscipline & this will attract disciplinary action also.

Economy in Consumption of Water & Electricity at SGRRIM&HS:

It will be incumbent upon a student to exercise restraint in the use of water & electricity, lights/fans/cooler/ ACs, water taps not in use must be switched off whenever a UG/PG student leaves his/her room.

Visit to Local Guardian:

The inmate of the hostel is required to fill up a prescribed application form to stay out of hostel and get it duly approved by the warden before leaving (not more than two days) SGRRIM&HS premises.

Girl UG/PG student when returning from such leave is required to have her out pass endorsed by the guardian in confirmation that she stayed with the guardian. (Telephone No. of Local guardian should be mentioned)



Channel of Communication:

UG/PG students will neither correspond directly with any VIP, higher authorities nor will they approach the Principal Cum CMS directly & channel of communication for UG/PG students will be as given below: -

- a) For UG/PG students of boy's hostel matter-through the block monitors, Warden to Principal Cum CMS.
- b) For UG/PG students of girl's hostel matters- through the Lady Warden to Principal & CMS.
- c) For mess matters through President Mess Committee, Warden, Chief Warden to Principal Cum CMS.
- d) For any personal problems of distressing and confidential nature the UG/PG student may directly approach guardians appointed from amongst the staff members at any time & seek help.
- e) UG/ PG students will meet Principal & CMS when called or in any emergency between 2 to 3 PM.

Scholarship Rewards: -

The Institution will consider all cases of outstanding and meritorious performance deserving UG/PG students will be considered for scholarship, rewards, and reorganization on outstanding performance and for bringing honors to the institution.

General Rules: -

- The UG/PG students will comply with the Rules, Regulations and the provision of the Code of Conduct incorporated in this book & will comply with University Rules, MCI/ NMC Rules, Uttarakhand State Govt. Rules & MOH GOI Rules as applicable & to be applied.
- The UG/PG student will conduct himself/herself in a civilized and cultured way, whether in the campus, classroom, hospital, hostel, mess, auditorium, gatherings, programmes, and transport bus.
- The UG/PG student will carry his/her identity card all the time and will show it, if asked for, to the Principal & C.M.S. / other authorities of the institution/Security.



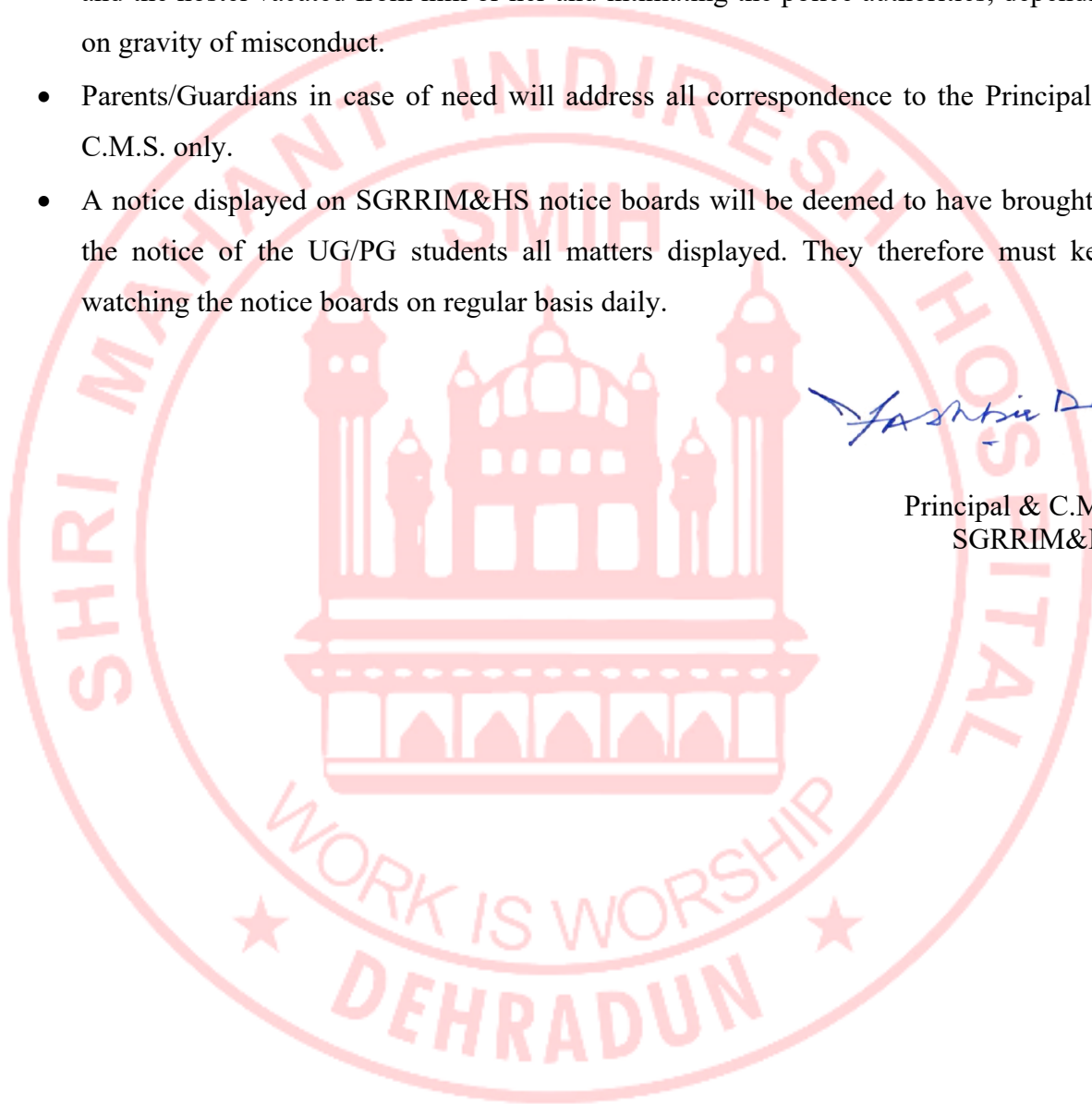
- The UG/PG student will not resort to or indulge in any acts of violence or use unparliamentary language in any part of the SGRIM&HS/SMIH Campus with anyone & even amongst themselves.
- No slogans will be raised or written by them in any part of the SGRIM&HS/Hospital Campus by UG/PG students.
- The UG/PG student will facilitate in keeping the premises clean and beautiful, conducive to desired academic environment.
- The UG/PG student will not indulge in any criminal activities or moral turpitude alone or jointly with others or by way of abetting them with or outside the campus.
- No political activity of any kind is permitted within the SGRIM&HS/Hospital Campus to UG/PG students.
- Any anti-social activities or illegal acts or sheltering anti-social elements are also strictly prohibited in the SGRIM&HS/Hospital campus.
- No Arms or weapons will be used or brought inside or kept in possession by any UG/PG students at SGRIM&HS and Hospital.
- UG/PG student will not make any direct complaint /representation individual or collective, to anybody, office, or authority for any grievance without prior approval of the Principal& C.M.S.
- Use of Vehicles by will be governed by the Campus Vehicle Policy
- Rash or careless driving within the SGRIM&HS/Hospital campus is prohibited. The PG student driving the vehicle must possess proper license. Necessary documents to prove the ownership of the vehicle are must, wear helmet & possess proper license. Necessary documents to prove the ownership of the vehicle and the insurance policy must be available with the student & not to be kept at home.
- PG student having a vehicle in her/his possession and within the campus, whether owned or not, will record necessary particulars with the security department to enable their due identification.
- The vehicle must be parked at the parking zone and in the manner prescribed at own risk.



- No student will drive a two-wheeler inside or outside the SGRRIM&HS campus without wearing a helmet.
- The SGRRIM&HS reserves its right to have the UG/PG student suspended, restricted and the hostel vacated from him or her and intimating the police authorities, depending on gravity of misconduct.
- Parents/Guardians in case of need will address all correspondence to the Principal & C.M.S. only.
- A notice displayed on SGRRIM&HS notice boards will be deemed to have brought to the notice of the UG/PG students all matters displayed. They therefore must keep watching the notice boards on regular basis daily.



Principal & C.M.S
SGRRIM&HS





GENERAL GUIDELINES AND INTRUCTIONS FOR INTERNSHIP

1. Internship completion will be governed by the prescribed NMC guidelines as per Gazette notification No. UGMEB/NMC/Rules & Regulations/2021 dated 18th November 2021.
2. Compulsory rotating medical internship is an integral part of undergraduate medical education degree.
3. No medical graduate shall be eligible to permanent registration to practice medicine in India unless he undergoes the compulsory rotating medical internship in India.
4. The overall duration of compulsory rotating medical internship shall not be less than twelve months and shall be completed within a period of two years from the date of qualifying credentials to pursue compulsory rotating medical internship.
5. No medical graduate shall be considered to have undergone compulsory rotating medical internship unless.
 - a) All the essential (practical) aspects of medicine in the areas specified in the Schedule III and IV are completed during the internship.
 - b) The entire course of internship is done under active supervision of the mentor duly qualified in that respect, and the mentor has duly issued certificate in that respect, as per the proforma provided in Schedule IV
6. Every candidate shall be required to undergo a compulsory rotating medical internship (CRMI) for a minimum period of twelve months, to the satisfaction of the college authorities and the University concerned after passing the final Bachelor of Medicine and Bachelor of Surgery (MBBS) examination/ National Exit Exam for MBBS (Next), so as to be eligible for the award of the MBBS degree by the respective Universities.
7. The Internship shall be completed within two years of passing the final MBBS.
8. The minimum duration of compulsory rotating medical internship may be extended appropriately by a reasonable period on recommendation by the College or University for reasons including but not limited to:
 - a) Insufficient period of attendance.
 - b) Any exigency such as disasters or unforeseen circumstances in the country as notified by the Government of India or any competent authority duly authorized to do so.
 - c) The duration of internship may be curtailed or temporarily suspended or even withdrawn or cancelled at any time by the institution or University according to the prevailing rules or regulations of the relevant authority.
9. Interns shall be permitted a maximum of fifteen days leave with prior permission, during the entire period of internship.
10. The entire period of fifteen days cannot be availed during any of the one week or two weeks postings applicable to a single department or specialty.



11. **Maternity Leave:** Lady Interns may be permitted Maternity Leave according to prevailing rules and regulations of the Central Government or State Government, as may be applicable.
12. Paternity Leave: Male interns may be permitted paternity leave for two weeks either in continuation or in intervals of one week each within one year of internship.
13. **Medical Leave:** Medical Leave shall be included within the fifteen days of normal leave. Any medical leave beyond this period shall be recommended only by a duly constituted Medical Board.
14. The internship shall be extended if the leave of absence of any kind exceeds beyond this period.
15. The period of extension shall be equivalent to the period beyond permissible fifteen days of leave.
16. The internship shall be repeated only in the department or specialty wherein the above extension is necessary.
17. Intern postings are issued by the College Office, the Intern must report to the concerned Head of the Department first, who will allot the unit postings and followed by which the intern must also report to the Unit Head.
18. On the first day of posting itself the Intern must obtain the Unit Heads/ Staff I/C Signature at the appropriate place in the Logbook.
19. Internship shall not start without Logbook. The Logbook contains the record of work done by the Interns and must be signed by appropriate authority.
20. The Intern must sign the attendance register in the assigned department daily at the proper time in the department office.
21. Internship duty routine working timing is 08:30 AM to 05:00 PM.
22. No Compensatory off will be given to interns on Sunday or public Holidays or for camps.
23. Only OPD holiday declared by the hospital will be applicable to all Interns except in emergency unit on such days.
24. All Interns who are in emergency unit on Sunday will have to attend as per the instructions of unit of emergency In-Charge.
25. The Interns have no authority to issue a Death Certificate or sign a Medico Legal Document.
26. On completion of all the postings, the Logbook should be completed in all respects including the Certificate of Completion (printed in the Logbook itself) from each department duly signed by the HOD. It must be submitted to the SGRRIM&HS College Office for issue of Internship Completion Certificate at the end of Internship.
27. No dues Certificate from SGRRIM&HS College Office, account section and library is mandatory before obtaining the final Completion Certificate.



28. Repeat postings will be decided and given, by respective HODs at the end of the Internship period.
29. For any major extension of postings, fresh posting orders must be obtained from the SGRIM&HS College Office.



Principal & C.M.S
SGRIM&HS



**SHRI GURU RAM RAI INSITUTE OF MEDICAL & HEALTH SCIENCES,
PATEL NAGAR, DERHADUN, UTTARAKHAND**

OFFICE OF THE PRINCIPAL

Rules, Regulations, Code of Conduct & Duties for Senior Residents (SRs), Post Graduate Junior Residents (PG JRs/PG students) & Junior Residents (JRs) Working at SGRRIM&HS& Hospital, Patel Nagar, Dehradun, Uttarakhand.

General, Rules & Regulations & General Code of Conduct: -

- a) All SRs, PGJRs & JRs will be strictly governed by Hippocratic Oath & by all applicable & to be applied Rules & Regulations of MCI/NMC, Shri Guru Ram Rai University& SGRRIM&HS& Hospital, Patel Nagar, Dehradun, Uttarakhand as amended from time to time & also as per Terms & Conditions mentioned in the appointment letters & flouting of these Rules, Regulations, Code of Conduct & Terms & Conditions of the service will lead to disciplinary action/fine as deemed fit by the SGRRIM&HS Administration & Management which will be final and binding.
- b) While under the period of observation/probation the service of SRs, & JRs can be dispensed with at the discretion of the Administration Authorities & Management. After the period of Probation, if any SR/JR is given 03 warnings due to any flouting of these rules, they can be dismissed from Service or even after 01 serious intentional default of such gravity, which warrants dismissal as decided by Administration or Management.
- c) SR, PGJR & JR will never indulge in any ragging, any unlawful activity including cybercrime, anti-Institution & anti-Hospital activities, under any circumstances, failing which strict disciplinary action/legal action/fine & rustication or both could be imposed or even may lead to termination of Services, as the case may be.
- d) SRs, PGJRs & JRs will follow all Mess Rules & Hostel Rules as applicable to all other inmates of Hostels.
- e) Management can set-aside/modify any disciplinary action/fine imposed by Administrative Authorities/HOD/MS/Principal, but channel of such redressal/ relief sought from the Management will be through HOD to MS, Vice Principal& then to the Principal cum CMS with their comments for Clinical Departments & for pre & para



clinical Depts via HOD with his comments via Vice Principal to the Principal cum CMS.

- f)** All legal disputes if any will only be settled in Courts of Dehradun, Uttarakhand District/Uttarakhand High Court as the case may be.
- g)** No SR, PGJR & JR is authorized private practice or working at two Hospitals/Clinics/Institutions/Medical Colleges/Nursing Homes, simultaneously as per MCI/NMC Rules & Regulations.
- h)** SRs, PGJRs, JRs are required to read, at least once a day, Dept Notice Board, Hospital Notice Board & Hostel Notice Board & ignorance of not knowing of any event/Newsletter will not be accepted.
- i)** Bringing disrepute to SGRRIM&HS& Hospital by activity/action of any type/kind done even outside SGRRIM&HS premises will attract disciplinary action/fine as deemed fit by the Administration/Management of SGRRIM&HS& Hospital.
- j)** Complete Medical Examination with Lab investigations & X-Ray Chest PA view of each SR, PGJR & JR will be done before joining SGRRIM&HS& Hospital to ascertain their fitness. SR, PGJR & JR female candidates will undergo USG Pelvic examination also. All Lab tests, X-Rays & USG will be done at the rates as applicable to SGRRIM&HS employees at their own cost however OPD examination will be free.
- k)** HODs will not accept Joining Report of SR or PGJR or JR without Medical Fitness Certificate of SGRRIM&HS, Patel Nagar, Dehradun, Uttarakhand.
- l)** PGJRs will deposit their fees at the required time & date as specified by the SGRRIM&HS without fail otherwise late fees/fine/penalty/rustication will be imposed by the Administration/Management as deemed fit.

1. Attendance & Leave Rules: -

- a)** Everyone has to compulsorily sign the Attendance Register at assigned timings of the SGRRIM&HS in the morning & evening in the Dept. along with biometric attendance. No erasing/overwriting/cutting/comments will be written in Attendance Register & no use of whitener is permitted unless initiated by HOD. SRs. PGJRs & JRs will work from



08 AM to 05 PM with 30 minutes lunch break. Emergency/Call duties roster will be decided by respective HODs under intimation to Principals office and Medical Superintendent.

- b)** Attendance must be signed strictly in the form of “signature”. No initials (e.g., AK, GP) should be used in the Attendance Register of the Dept.
- c)** Leave must be applied before starting date of leave (at least 3 days prior) in a requisite Form of SGRRIM&HS &Hospital & duly get it signed through proper channel from HOD to be sent to MS, entered in the Leave Register of Dept. In case of any emergency, HOD & Unit Head must be informed, followed by leave application the very next day or on joining back from leave with supportive evidence of Emergency/Medical illness Certificate & fitness Certificate.
- d)** Reliever’s name must be mentioned & reliever’s signature should be taken on the Leave Form.
- e)** The leave applicant must hand over assigned responsibilities (patient details, lectures, academic activities OPD etc) to the reliever which thereafter must be followed strictly by the reliever.
- f)** More than 25% of the SRs, PGJRs & JRs of the same Dept must not take leave at same dates to avoid disturbance in smooth functioning of the Dept, but in extreme emergency 30% of SRs, PGJRs & JRs can be on leave.
- g)** PGJRs will be entitled leaves as per MCI Rules & 80% attendance in a calendar year is mandatory to appear in Final University Examinations. PGJRs in total are authorized 30 days leaves per year (i.e. – in 2 semesters of 06 months each) @ 2.5 leaves per month & include all types e.g., CL/Sick leave/etc.& at a stretch not more than 06 days leave can be given, however on extreme compassionate grounds HOD can give leave more than 6 days in one instance but total leave will be 30 days only in any one year for PGJR.
- h)** As MD/MS is a full 03 year degree course & 03 years training has to be completed so if any female PGJR avails maternity leave more than 01 Month in a year or more than 03 Months in 03 years course, then her Final University Examinations will be postponed to complete full 03 years of training.
- i)** SRs & JRs will be entitled to leaves as per the SGRRIM&HS College Rules or as specified in their appointment orders/letters.



j) Attendance at the end of every Semester of 06 Months of PGJRs will be sent to the University & to their Parents/Guardians, through Principal Office.

2. Dress Code During Duty Hours: -

- a) SRs, PGJRs, & JRs are requested to dress formally wear white apron with name plate on duty (no jeans/T-Shirt/ bathroom slippers/floater/shabby appearance/sunglasses) & must wear ID Cards issued by the SGRIM&HS.
- b) SRs, PGJRs & JRs should wear washed, cleaned & ironed white colored APRON during duty hours with their name plate.

3. Mark of Respect, Conduct & Behavior: -

- a) SRs, PGJRs, and JRs are expected to behave courteously with their Faculty, Senior Colleagues, & juniors & maintain good peer group relationship. SRs, PGJRs & JRs will not indulge in any fight/assault with anyone & will not use abusive language with anyone. Any conflict should be immediately brought to the notice of Unit Head & HOD.
- b) Any Request/Permission Application (leave/promotion/conferences etc.) will be addressed to Principal Cum CMS and must go through proper channel with remarks of HOD, to MS office for further disposal to Principal Office with remarks of the MS.
- c) SRs, PGJRs & JRs will not present any gifts of any kind or Cash to any Faculty member or MS or Principal Cum CMS. SGRIM&HS, Dehradun, Uttarakhand will not be responsible for paying any loans given or taken by any SRs, PGJRs & JRs amongst themselves or involving any individual or organization or shop or Bank or Office.
- d) SRs, PGJRs & JRs will not visit/enter residence of any Faculty member/MS/Principal/Hon'ble VC.
- e) SRs, PGJRs & JRs will not do any personal works e.g., shopping, banking, transporting, ticketing etc, of any Faculty member/MS/Principal/Hon'ble VC & their Families.
- f) Any false allegation against any Junior or Senior SGRIM&HS employee proven by SGRIM&HS Disciplinary committee, will lead to strict disciplinary actions, including fine/rustication or both or even fine & termination, etc, however the final authority will



- g) be the Management of SGRRIM&HS & decision of Management will be final & binding for all.
- h) SRs, PGJRs & JRs will be courteous & polite with patients & their relatives & will not abuse/assault the patients/relatives. In case if patient/relatives misbehave with duty Doctor, then the services of security staff on duty be sought & Security Officer of SGRRIM&HS be informed for action in the matter.
- i) SRs, PGJRs & JRs will not damage any SGRRIM&HS & Hospital movable/immovable property/ equipment's/ machines/ instruments or steal anything belonging to SGRRIM&HS, failing which damages will be levied accordingly to make good the losses suffered by SGRRIM&HS & Hospital from their monthly salaries along with disciplinary action.

4. General Duties, Ward Duties & Emergency Duties Rules: -

- a) SRs, PGJRs & JRs must complete the In-Patient (IPD) files, during admission of the Patient, day to day records (Investigations, Medications & Progress Report) & all must be recorded in case sheets & all patient discharges be done after Unit Head & HOD clearance. SRs, PGJRs & JRs will put their named stamps below their own signatures in case sheets/Lab Forms/Radiology form etc.
- b) The discharge summary of patient must be forwarded through Unit Head after being scrutinized by Assistant Professor to HOD.
- c) Ward Rounds must be carried out twice daily (morning & evening). However, on Sunday/Holidays, rounds must be completed before 2nd half.
- d) Assigned task by HOD/Unit Head/Faculty Member during rounds must be completed on day to day basis by concerned SRs, PGJRs, & JRs.
- e) SRs, PGJRs & JRs should go for lunch break in batches/groups & not all of them at same time, so that patient care is not neglected.
- f) SRs, PGJRs & JRs, while going out of SGRRIM&HS & Hospital premises should inform the Unit Head/HOD, with reasons. They are expected to enter the time-out & time-in, in the register, with the Security Supervisor/ Guard at SGRRIM&HS and



- g) Hospital gate & if going for night out, then must obtain permission from both HOD & Hostel Warden before leaving SGRRIM&HS premises.
- h) Every patient's emergency/call duty (Including on Sundays/Holidays) will be attended immediately. SRs, PGRJs & JRs will be on Emergency/Call duties (Including on Sundays/Holidays) as per the roster made by Dept HOD & will be done physically from inside the premises of SGRRIM&HS only. Compensatory off after sitting call duty performed inside Hospital premises will be given by Unit Head with the approval of HOD, within next week or next day.
- i) Any Administrative or Academic duty assigned by the HOD/MS/Principal cum CMS, to any SR/PGJR/JR will be completed on time.
- j) HOD can shift any SR, PGJR & JR to any Unit in Dept.
- k) HOD/Unit Head can call at any time SR, PGJR or JR for any duty when needed or specified by the HOD/Unit Head in case of natural calamities, disasters, accidents, etc.

5. Rules & Regulations for Academic Activities: -

- a) SRs, PGJR & JRs must involve themselves in all academic activities as per schedule published by the HOD well in advance. PGJR are not entitled to take theory classes; however, they have to take bed side Lectures/Clinical Teachings/Tutorials/Practical's for undergraduate students & occasional UG theory classes can be assigned to a PGJR as per schedule by the HOD, published in advance
- b) The clinical teaching must be carried out with proper demonstration/Power Point/Black Board presentation wherever applicable.
- c) Assigned theory lecture for UG & PG will be taken mostly by Faculty & occasionally by SRs in organized way (Power Point Presentation, relevant to assigned topics & assigned duration) as per schedule published by HOD.
- d) All the available SRs, PGJR & JRs should compulsorily attend the UG & PGJR teaching programmes of the Dept concerned.
- e) PGJR of the Dept together are expected to present every year, in total (as per roster made by HOD) –As per Board of Studies of SGRRU 48 Journal Clubs, Seminars, Case presentations & Group Discussions. All the available Faculty members, SRs, PGJR & JR of the Dept are expected to attend all the teaching programs of the



PGJRs. All the academic activities like - Journal club, Seminar, Case presentation, Group discussion, PG & UG Theory Lectures, will be entered in separate academic registers for each of these activities, mentioning Date, Topic, Presenter, Moderator (Faculty name) & who all attended with names & signatures & these Registers will be in the custody of HOD for NMC inspection.

- f) The postgraduate students (PGJRs) shall be required to participate in the teaching & training programmes of undergraduate (MBBS) students and Interns.
- g) Quarterly assessment by HOD of Department will be based on - journal based/recent advances learning, patient based/lab/skill based learning, self-directed learning & teaching, departmental & interdepartmental learning activity, external & outreach activities/CMEs/Conferences/Seminars/Workshops/Short courses etc.
- h) **Rules & Regulations for Log Book for PGJRs (PG students):-**
 - (i) Each PGJR must present – (a) specified number of cases for clinical discussions, (b) specified number of Seminars, (c) perform Procedures/Tests/Operations, (d) participate in interdepartmental teaching sessions, (e) specified number of Journal clubs, (f) in specified number of group discussions (these all should be entered in Logbook).
 - (ii) Various columns in the Logbook will be filled by PGJR himself/herself in his/her own handwriting.
 - (iii) Every week Logbook must be shown by the PGJR to the Unit Head & at the end of each month to the HOD for their signatures with stamp.
- i) **Rules & Regulations for Thesis Writing, Research Work & Publications: -**
 - (i) Thesis writing is compulsory for all PGJRs (Post-graduate students).
 - (ii) After joining as PGJRs at the specified time, the synopsis of Research Thesis Topic will be submitted by the PGJR with the guidance of allotted guide by HOD, for approval by the Research & Ethics committee of SGRIM&HS, Patel Nagar, Dehradun, Uttarakhand.



- (iii) PG student should know the basic concepts of research methodology, plan a research project, be able to retrieve information from the library & internet. PG student should have a basic knowledge of statistics & good computer skills.
- (iv) PG student should employ e-learning activities for himself/herself & for Seniors/Juniors/Fellow PGJRs.
- (v) Postgraduate student (PGJR) of a postgraduate 03 year degree MD/MS course would be required before Final University Examinations: -
 - a. To submit Research Thesis on specified time.
 - b. To present one poster presentation at a National/State level Conference with the approval of HOD for authenticity & standard.
 - c. To read one Platform Paper at a National/State level Conference with the approval of HOD for authenticity & standard.
 - d. To publish one paper in an Indexed Journal, with the approval of the HOD for the authenticity & standards/quality of work.
 - e. Submission of Thesis 06 Months before University Exam
- (vi) No publications of any type/kind in India or abroad in any Journal will be done/sent/made by any SR, PGJR or JR without the written approval of the HOD of the Dept concerned.

6. Rules & Regulations for Internal Semester Exams of PG / JRs: -

- a) Both theory & practical Internal Semester Examinations will be conducted at the end of each Semester of 06 (Six) months in the concerned Dept under the control of the HOD of the Dept.
- b) HOD of the Dept concerned will detail for each Internal Semester Examination any 02 Faculty Members (and not SRs) as per suitability & availability at the time of Internal Semester Examination.
- c) Both the Internal Semester Examiners will set the theory paper & conduct the practical & Viva Voce & submit the result sheet in triplicate to the HOD within 01 day of finishing Practical Examination.
- d) HOD will forward the Internal Semester Examination result sheet - one copy to the principal, with another copy to the Dean Academics or Incharge University affairs at



SGRRIM&HS, to be forwarded to university & one copy will be kept in the Dept for records.

- e) Result of each Internal Semester Examination will be sent to the Parent/Guardian of PGJR along with attendance through Principal office.

7. Rules & Regulations for Cyber Security & Media for SRs/PG/JRs: -

- a. Making audio/video/photographic/recordings/movies, etc by any device inside SGRRIM&HS & Hospital premises in any areas involving anyone (UG/PG students, Staff, Faculty, Patients & their relatives, etc.) is strictly prohibited & noncompliance of this rule will invite disciplinary action as deemed fit by the Administration/Management of SGRRIM&HS, Patel Nagar, Dehradun, Uttarakhand.
- b. Media Interaction: Print/Electronic/Media interaction is strictly prohibited for SR/PGJR/JR.
- c. Unless authorized by the HOD/MS/Principal/Management, no SGRRIM&HS & Hospital computer (of own Dept or of other Depts & Offices) - Data/Files/Information, etc. of SGRRIM&HS & Hospital in any form will be misused or given to or shared with any outside agency/authority/authorized person or transmitted in any form to any agency/authorized person, failing which strict disciplinary action with or without fine will be taken as deemed fit by the Administration/Management.

All UG/Intern/PG/PG JR/JR/SR should read the above instructions and sign the declaration at the time of joining and the record should be maintained in the personnel file of the student.

**Principal
SGRRIM&HS, Dehradun, Uttarakhand**