



Phones : (0522) 2668004-008, 700, 800, 900
Fax : (0522) 2668017, 2668129

संजय गाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ Sanjay Gandhi Postgraduate Institute of Medical Sciences

Raebareli Road, Lucknow-226 014 (India)

Code of Conduct for Students

Ordinance	
Chapter - 1	
DISCIPLINARY RULES & REGULATIONS (General Instructions)	
1.	The Institute Proctorial Board (IPB), which is the disciplinary authority for the students of the Institute, has been formed to ensure that discipline is maintained in the Institute campus and its surrounding areas.
2.	Students must abide by the rules and regulations framed by the Institute. The Institute authority may take disciplinary action if any student violates the Institute rules and regulations. Students are advised to adhere to the rules and regulations of the Institute and discharge their responsibilities as a student with diligence, fidelity and honor so that harmony is maintained in the campus.
3.	The following are the Rules and Regulations to be generally followed by the students. However, the IPB is at its discretion to add to and/or delete any existing one, depending on the nature and need of the day. It is expected that a student shall,
3.1	Wear identity cards inside the campus and also when attending any programme and representing the Institute outside the campus.
3.2	Compulsorily read notices/circulars displayed on the Institute notice boards. But, the ignorance of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
3.3	Not entertain visitors/ Accommodating unauthorized guest or other person in hostel without prior permission of warden in the hostel/campus.
3.4	Not possess firecrackers of any kind in the hostel and Institute campus.
3.5	Not smear colored powder and splash colored water in the guise of festivals and functions on or during any other occasion in the hostel or Institute campus.
3.6	Scribble on the desks or the white board or inside the lift, toilets on the walls, windows, trees of the Institute and hostel is prohibited.
3.7	Respecting the Institute property is mandatory. Destroying and/or damaging the property is punishable. The cost of any damage, so caused, will be recovered with penalty from the students.
3.8	It is unlawful & prohibited for any person to mutilate any tree, shrub or herbaceous plant and remove any identification sign or tag attached to it.
3.9	Without the permission of the Director/HoD/Incharge: (a) Not convene any kind of meeting in the campus or (b) Collect any sort of fund or (c) Circulate/display any kind of notice among students on white boards/notice


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	boards. (d) It is prohibited to send the information or report to press or broadcasting agencies and placement companies without the permission and approval of the HoD/incharge.
3.10	(a) Parking the vehicle in the allotted place is compulsory. (b) It is also prohibited that no vehicle will be allowed to enter the Institute academic area. Students coming by two wheelers have to compulsorily wear helmets. Vehicles found parked in unauthorized places shall be impounded. The impounded vehicle, will be charged of fine as per UP Transport rules & regulations.
3.11	Conduct himself/herself in such a way as to bring recognition to self and to the Institute while attending department functions.
3.12	Shouting or demonstrating which might disturb the classes; is prohibited.
3.13	Driving of vehicles on lawns; crossing the boundary walls, fencing, damaging the gardens, flowers etc. spoiling the landscape of the campus is prohibited and punishable
3.14	Refusing or ignoring the Director, Registrar, Dean, Heads of Department, Institute Proctorial Board's and Institute Officers' summons of any kind;
3.15	Disclosing one's identity when asked to do so by a faculty member or an employee of the Institute who is authorized to ask for such identity is compulsory.
3.16	It is expected and compulsory to do the proper behavior while on educational tour or excursion.
3.17	It is compulsory to follow the security and safety rules notified by the Institute
3.18	Any other offence violating norms established by any other policy/policies of the Institute is prohibited.

4. Action process taken by the Institute/Department/Authority:

- A. As mentioned above in rule no. 3, indiscipline found should first be investigated by the concerned Department disciplinary committee.
- B. Detailed investigation report along with suggestions and recommendations for action should be submitted to the proctorial board.
- C. Mentioned above in rule no. 3, a warning letter will be given for the first time for violation of the above points prescribed by the Institute administration.
- D. If it is violated again for the second time, in such a situation a suspension of 15 days and a final warning letter will be issued and;
- E. If the involvement is found again for the third time, then the rustication will be done after the permission from the competent authorities (By the Director or the person nominated by the Director).
- F. There will be prohibition on admission to any course in the campus, no provision of refund of fees and all facilities of the Institute will be prohibited.


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Chapter-2

DISCIPLINARY RULES & REGULATIONS (Serious Indisciplinary Instructions)

5. The following acts come under serious punishable indisciplinary acts.

5.1	Defying the rules and regulations of the Institute. Defying or ignoring the notices of the Director, Institute Proctorial Board or other authorities of the Institute. Destroying the notices of such authorities placed on prescribed notice boards etc.
5.2	Violence, vandalism, acting in rage, man-handling, beating or threatening the teachers, officers, employees, guests or fellow students of the Institute.
5.3	Keeping or carrying illicit arms/ ammunitions or explosive material, contraband drugs and objectionable literature in the Campus. Indulging in acts of gambling in the campus.
5.4	Committing forgery, tampering with the Identity Card or Institute records, impersonation, misusing Institute property (movable or immovable), documents and records, making fake or forged signature of Institute's officers, teachers etc.
5.5	Furnishing false certificate or false information in any manner to the Institute. Giving false statement or producing false or tampered certificate etc
5.6	Stealing Institute's property, books etc. from the Library, equipments from departments. Destroying the library books by tearing off the pages, despoiling the items from gardens, stores or vendors in the Institute Campus or any type of stealing.
5.7	Damaging the furniture, burning or destroying the Institute's property, documents, fixtures, vehicles, etc.
5.8	Illegal "Gherao" or laying siege of teachers, officers and employees without any proper notice to prescribed authorities. Involvement in illegal strikes and agitation.
5.9	Ragging, harassing new comers (Freshers) (as per UGC norms).
5.10	Indulging in any act leading to polarization on the lines of any political or religious agenda, Arousing communal, caste or regional feelings or creating disharmony among students.
5.11	Creating any disturbance to normal classes and examinations in the Institute or disobeying any rule of the examination.
5.12	Any other act which disturbs the normalcy or peace of the campus. Indulging in any act of indiscipline or disturbance in various activities of the Institute or during any function, ceremony, Institute fest etc., being held in the campus.
5.13	Making false allegations, character assassinations of teachers, officers and employees or indulging in rumor mongering or committing any pranks which cause grievous hurt to anyone.
5.14	Sexual proposition/advancements of any kind including sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments.
5.15	Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor.


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5.16	Passing any indecent/foul/absence/intolerable remark on fellow students, teachers, and officers of the Institute: Using any threatening, abusive, vulgar or lascivious language against any other student, teacher, non-teaching staff, officer, guest etc.;
5.17	Misusing the Institute stationery, letter pads or any officers name, seal or stamp:
5.18	Misusing Institute resources and facilities such as library, software, computers and internet or causing any type of damage to intranet and computer security system of the Institute.
5.19	Harming reputation of the institute or individual (fellow students and institute staff) through social and electronic media.

6. Action process taken by the Institute/Department/Authority:

- A. As per mentioned above in rule no. 5, any indiscipline found should first be investigated by the concerned Department disciplinary committee.
- B. Detailed investigation report along with suggestions and recommendations for action should be submitted to the proctorial board.
- C. As per mentioned above in rule no. 5, involvement in any incident or name coming in the premises will result in suspension with immediate effect.
- D. After investigation, if found guilty, the admission of the student concerned will be canceled and the process of expulsion from the Institute will be done with the permission from the competent authorities (By the Director or the person nominated by the Director).
- E. There will be prohibition on admission to any course in the campus, no provision of refund of fees and all facilities of the Institute will be prohibited.


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