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A.T.S.V.S. Siddha Medical College & Hospital

(Run By: Akila Thiruvithamcore Siddha Vaidya Sangom)

Munchirai, Pudukkadai (P.O)

Kanyakumari District 629 171.

E-mail : atsvssmc@gmail.com

(Recognised by the Govt. of Tamil Nadu Vide G.O.M.S. No. 1148, H. & F. W. Department dt.19-8-1991 and G.O.M.S. 291, dt. 14-6-1999. Affiliated by the T.N. Dr. M.G.R. Medical University, Proceedings No. 14253/Affln. II (2) /94. Approved by the Central Council of Indian Medicine, New

Justice A. Ramamurthy,
Interim Administrator.

Dr. T. Paul Durai Mani Mozhian, MD(S)
Principal.

Students - Rules and Regulations -2022

(available at our college website)

1. Attendance :

- The college starts at 9:00 am and closes at 4:30 pm and Lunch break 1:00 pm to 1:30 pm. I years 9:30 to 4:00 pm and Lunch break 12:30 to 1:00 pm.
- Bio metric as well as Department Attendance are mandatory.
- Attendance will not be given to the late comers for that period.
- A student absent for clinical hour shall be treated as absent for complete session (FN/AN).
- 75 % attendance is mandatory to appear the University examination.
- Attendance are sent to Varsity once in three months.

2. Leave :

- Student shall not be allowed to take leave without prior permission.
- For leave, students have to submit their leave letters with parent / warden signature to the Academic – incharge duly signed by each department staff.
- **Whenever there are holidays students should not take leave proceeding or succeeding the said holidays. Otherwise fine will be levied as Rs. 500/day. The only exemption is to Medical leave.**
- MC should be produced whenever necessary and it should be recommended by one of their teacher. Producing false MC will cause disciplinary action.

3. Fees :

- Every candidate should pay the total fees before commencement of classes otherwise attendance will not be given.

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- From II year onwards the cut-off date for fee payment is one month from previous year exam result publication.
- No grace time will be given.
- Once the student is admitted in the college, if anyone wishes to discontinue he/she has to pay the fees for the remaining period of the course as per the agreement made at the time of admission.

4. Cell phone :

- Usage of cell phone are strictly prohibited within the campus.
- If any dayscholar has mobile phone it must be switched off before entering into campus. Otherwise it will be seized and disciplinary action will be taken.

5. Dress and Hair style:

- College uniform will be followed without any deviation. Otherwise students will not be allowed to classes/hospital/practicals.
- There is no relaxation to Internees including holidays.
- Boys shall not come to canteen/play ground in shorts.
- Boys are not allowed to come with beard or any kind of fashionable Haircut/bleach their hair.
- Girls should tie their hair inside the campus (loose hair is not permitted)

6. ID card :

- Each student will be provided with an identity card. They should wear the identity card within the campus, otherwise Rs. 100/- day will be collected as fine.

7. Discipline :

- Visitors will not be allowed to meet the students during class hours.
- Students should handle all college properties with care, damages will cause penalty.
- Disobedience, disrespect, irregularity or violation of disciplinary rules are liable for punishment.
- **Celebration of birthday, valentines day, Holi, women's day, batch day etc. are strictly prohibited.**
- Students should not use drugs, liquor (or) smoke within the college campus. Violation of these will lead to dismissal.

Handwritten signature and date:
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- Students attending meeting or functions of college shall maintain good behaviour and discipline.
- There are separate common room for boys and Girls, Dayscholars should take their lunch at common room/canteen and avoid taking lunch at class room. (I years are permitted to take lunch at class room).

8. Ragging :

- Ragging is totally banned/prohibited in our ATSVS Siddha Medical College and hostel and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately (Refer the UGC guidelines regarding ragging at www.antiragging.in)

9. College van:

- Only eight seats available to student. It will be allotted 'first come first serve' basis. Van fees will be collected on yearly Basis.

10. Contact:

For any queries call our office on working days between 10:00 AM to 5:30 PM (or) enquire directly or through email. atsvssmc@gmail.com

Our college academic calendar is available at our website www.atsvssmc.org under the head 'Events'.

Office Phone number : 04651-235355

04651-265415

Mobile Number : 9487510810.

11. To Maintain Covid -19 Protocol:

- i) Students should wear face mask within campus.
- ii) Students should keep social distancing in all places.

18/3/22
Principal
ATSVS SIDDHA
MEDICAL COLLEGE & HOSPITAL
Munchirai, K.K. Dist.

ATSVS Siddha Medical College & Hospital Munchirai.

Hostel-Rules and Regulations-2022.

(available at our college website: www.atsvssmc.org)

The Students should behave themselves on the Campus as well as outside so that dignity of the institution is maintained.

1. Admission:

- 1.1 No student will be allowed to stay in the hostel without formal admission and hostel deposit.
- 1.2 The College administration may refuse admission to any student without assigning reasons.
- 1.3 Before admission the student must give an undertaking.

2. Fees:

- 2.1 Room rent, mess fees or any other charges subject to change without notice and management reserves the right.
- 2.2 Students are required to pay their one year rental and mess fees (Rs. 42,000/-) in advance.
- 2.3 Hostel deposit should be paid at the time of admission to hostel. This advance will be finally refunded after deduction of damages fee when the student leaves the Institution.
- 2.4. No refund is permitted during the middle of the course.
- 2.5 Mess fee will be collected on yearly basis.
- 2.6 **No reduction in mess fees for any reason.**

3. Room Allotment:

- 3.1 Administration has the right to allot rooms to the students.
- 3.2 Students must occupy the rooms allotted to them and should not exchange rooms.
- 3.3 Day Scholars or other relatives of the students are not permitted to enter (or) stay in the hostel.

4. Mess:

- 4.1 Students should take food only at the mess.
- 4.2 No students shall be allowed to take the food to their rooms or outside the dining hall.
- 4.3 Students are expected to maintain perfect discipline and order in the canteen.

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- 4.4 Menu chart will be changed once in three months and majority students willingness will be considered for menu.
- 4.5 Mess timings should be strictly followed.

	I year	Others (II yr to Internees)
Break fast	8.00 to 8.30 AM	8.30 to 9.00 AM
Lunch	12.30 to 1.00 PM	1.00 to 1.30 PM
Tea & Snacks	4.00 to 5.00 PM	4.00 to 5.00 PM
Supper – Girls Boys	7.30 to 8.30 PM	7.30 to 8.30 PM

- 4.6 Wasting food is a crime. If anybody is found wasting food he/she will be fined for first time; if repeating he/she will be expelled from hostel.
- 4.7 Any complaints about mess or canteen staff should be made to the warden or in complaint register; arguments with canteen staff should be avoided.

5. Discipline and Behaviour:

- 5.1 Noise level must be kept low at all times to allow others to study or sleep in comfort.
- 5.2 Strict disciplinary action will be initiated if any student is caught committing a crime or theft of any kind and may be evicted.
- 5.3 Student shall dress neatly at all times and especially in dining area. Wearing shorts, Bermuda, Miniskirts and night dress should be avoided. Girls should wear churidhar and boys should wear full pant.
- 5.4 Students are not allowed to keep items threatening in their possession in hostel.
- 5.5 Possession and consumption of intoxicants and any kind of substance abuse is strictly prohibited.
- 5.6 Students are advised not to keep any expensive jewellery or heavy cash or any other valuables in their rooms.
- 5.7 Students shall not give any tips to anybody.
- 5.8 In case of any unacceptable behaviour by the room-mate, the other room-mate must report it.
- 5.9 All Students will remain present at the time of roll-call by the warden.
- 5.10. Parties or gatherings or unauthorized group activities are prohibited.

6. Upkeep of the Hostel:

- 6.1 Students are responsible for cleanliness and tidiness of their rooms including common Areas and bathrooms.

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- 6.2 Use of electrical appliances like heaters, hot plates etc in hostel room is strictly prohibited.
- 6.3 All fans and lights must be switched off when not in use, otherwise fine will be levied as Rs. 100/-, Rs. 50/- respectively.
- 6.4 Placing of luggage or unwanted items outside the room or anywhere in hostel except allotted area is not allowed.
- 6.5 Hostel furniture must not be moved without permission.
- 6.6 Students will be charged for all damages.
- 6.7 Pasting of posters, writings, wall chalking of any kind is not allowed.
- 6.8 Students shall use water judiciously and preserve it. Leakage etc in bathrooms should be reported.

7. Visitors:

- 7.1 Parents are permitted to meet their wards on holidays or Saturday afternoon.
- 7.2 All visitors must register at the security counter and provide all details if required.
- 7.3 Parents may use the visitors lounge or common room or outside to meet their ward.
- 7.4 Visitors are not permitted into rooms.
- 7.5 Dayscholars or relatives are prohibited in the hostel without permission.

8. Go-home/outing:

- 8.1 Students are permitted to go home once in a month.
- 8.2 Students will make necessary entry in the In-out Register available in hostel and security room with prior permission from warden. They must return to hostel by 6.00 PM.
- 8.3 Late permission will be given to students returning with parents upto 9.00 PM.
- 8.4 Students who needs to stay out after the stipulated time must take prior permission.
- 8.5 Taking leave prior or after holidays should be strictly avoided; otherwise fine will be levied Rs. 500/- day). Exemption is only for medical leave.
- 8.6 Outing will be permitted only once in a week for one/two hours only, on Friday/Saturday/Sunday to go to temple/church/shop at Munchirai or Pudukkdai.

Friday to temple	- 4:30 to 6:00 PM
Saturday Outing (Munchirai/Pudukkadai)	- 4:00 to 6:00 PM
Sunday to Church	- 6:30 to 9:30 AM
	(or) 8:00 to 11:00 AM

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9. Security:

- 9.1 Students are responsible for all their personal belongings.
- 9.2 Students shall always lock the room before leaving.
- 9.3 After examination student should vacate the hostel without leaving any of their belongings.

10. General issues:

- 10.1 Cleanliness of room is to be maintained by student.
- 10.2 Bathroom and washing area should be kept clean.
- 10.3 Sports items should be used with the permission of warden and return it intact after their use.
- 10.4 Students are not permitted to have any type of motor vehicles.
- 10.5 Study time:
 - I years – 6:00 PM to 7:30 PM & 8:30 PM to 9:30 PM.
 - Others – 6:00 PM to 8:00 PM & 9:00 PM to 10:00 PM.
- 10.6 T.V. time:
 - I years – 7:30 PM to 8:30 PM
 - Others – 8:00 PM to 9:00 PM
 - Holidays - 2:00 PM to 5:00 PM
- 10.7 i) Medical aid will be provided by warden so report immediately and girls should not convey the matter to boys.
- ii) If anybody stay at hostel without attending classes because of their sickness, they should get prior permission from warden and submit leave letter with warden's signature.
- iii) If anybody needs outside consultation, warden will arrange the conveyance and choose the hospital as per the need. Hospital as per the need, Boys should not accompany with girl students.
- 10.8 Surprise check of hostel rooms may be carried out by administration.

11. Phone/Cell Phone:

- 11.1 Hostellers are permitted to have basic model mobile, but it must be switched off and handed over to warden.
- 11.2 They are permitted to use their phone daily evening 5:00 PM to 6:00 PM.
- 11.3 If anybody has their own mobile other than the permitted time, it will be seized and fine Rs. 2000/- will be levied and if repeating they will be evicted from hostel.
- 11.4 Parents can talk to their wards over landline phone or common mobile for urgency.
- 11.5 Parents are advised to talk to their wards limited period.

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12. Authority:

- 12.1 Admission in the hostel cannot be claimed as a matter of right.
- 12.2 The principal of the college reserves the right of expelling any hosteller at any point of time without any notice.
- 12.3 Administration of hostel is looked after by the warden.
- 12.4 Principal reserves the rights to revise the rules and regulations, terms and conditions from time to time.

13. Ragging:

Ragging in any form is banned inside and outside the campus. It is a criminal offence. Strict action will be taken against the defaulters. (Refer the UGC guidelines regarding ragging at (www.antiragging.in))

14. Internees:

- 1. Regarding admission of Internees at hostel, Nobody can claim it as a matter of right.
- 2. There is no exemption in the rules and regulation to Internees. If they are not willing to obey the rules and regulation they can stay outside.

15. Complaints:

- 15.1 Complaints if any shall be made in writing to the warden or principal.
- 15.2 Students are not allowed to make any complaints as a group. Individual complaints will be considered.
- 15.3 Arguing with warden or principal regarding hostel facilities or complaints should be strictly avoided otherwise evicted from hostel and disciplinary action will be taken at college.

16. For Contact:

Girls -I Years: 9385426483
Others : 04651-232333

17. To Maintain Covid -19 protocol:

- 17.1. Visitors are not permitted.
- 17.2. Outing is restricted.

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Principal
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