



WCMSRH

STUDENT HANDBOOK



**WORLD COLLEGE
OF MEDICAL SCIENCES & RESEARCH**

GURAWAR, JHAJJAR-SAMPLA ROAD, NH-334 (B), JHAJJAR (HARYANA)

Chairman's Desk

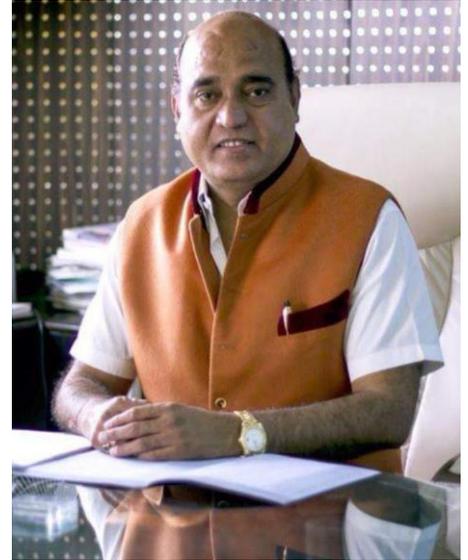
“Education is not merely about acquiring knowledge; it is about building character and nurturing responsibility.”

At WCMSRH, we are committed to creating doctors who not only excel in medical science but also uphold the values of empathy, ethics, and discipline. Hostel life is a crucial part of this journey—it is where habits of professionalism, teamwork, and integrity take shape.

This handbook serves as a living document to guide every student of WCMSRH in aligning their conduct with the ethos of this institution. It lays out the framework for academic and hostel discipline, welfare, safety, and community living in a professional medical environment.

Every student is expected to read this handbook carefully, understand its provisions, and abide by them in both letter and spirit.

— Dr. Narendra Singh
Chairman, Amma Chandravati Educational & Charitable Trust
World College of Medical Sciences & Research & Hospital, Jhajjar



WORLD COLLEGE OF MEDICAL SCIENCES & RESEARCH & HOSPITAL
JHAJJAR
WCMSRH



Managing Trustee's Foreword

WCMSRH stands for excellence in medical education, research, and clinical service. Our students form a community of future healthcare professionals who must balance personal growth with collective responsibility.

This handbook reflects the institution's commitment to academic excellence, ethical medical practice, and the holistic development of every student. It integrates all academic, hostel, and welfare rules into one comprehensive framework to ensure that each resident experiences a safe, disciplined, and enriching environment.

Let this handbook be your guide not as a list of restrictions, but as a charter for responsibility, respect, and professional conduct.

—Dr. Ritu Singh

Managing Trustee, Amma Chandravati Educational & Charitable Trust
World College of Medical Sciences & Research & Hospital, Jhajjar



Dean's Message

Dear Students,

Welcome to the WCMSRH family. You are now part of a community that strives not only for academic excellence but also for compassion, ethics, and service to society. Medicine is more than a career—it is a calling.



This handbook is your guide to life on campus. It reflects our collective responsibility to maintain an atmosphere of learning, respect, and care. Whether you are studying in the lecture halls, working in the hospital wards, or sharing moments in the hostel, each experience will help you grow both as a doctor and as a person.

Remember, discipline and empathy are two sides of the same coin in our profession. Let this handbook remind you of both.

— Dr. J. C. Passey
Dean, WCMSRH

Chief Warden's Note



Dear Students,

Welcome to the residential community of WCMSRH. Your hostel is not just accommodation—it is your home during this transformative phase of life. Here, you will forge friendships, learn independence, and develop the discipline that defines the medical profession.

The hostel environment depends on cooperation and mutual respect. Adherence to the rules and policies within this handbook ensures harmony and safety for all. The hostel staff, caretakers, and wardens are here to support you in every possible way.

Let us work together to make WCMSRH not only a place of learning but also a place of belonging.

— Dr. Jasneet Kaur Sandhu
Chief Warden, WCMSRH

Vision Statement

To create globally competent and compassionate healthcare professionals through excellence in medical education, research, and community service.

Mission Statement

WCMSRH strives to:

1. Provide quality medical education integrating ethical and humane values.
2. Promote innovation, research, and lifelong learning.
3. Foster an environment of discipline, professionalism, and empathy.
4. Deliver affordable and accessible healthcare through its teaching hospital.
5. Cultivate a residential culture of responsibility, collaboration, and respect.

Core Institutional Goals

1. To maintain high academic standards in medical education.
2. To inculcate professional ethics and compassion in all students.
3. To ensure a disciplined, safe, and inclusive residential environment.
4. To encourage students to engage in co-curricular and community outreach activities.
5. To prepare graduates for leadership roles in healthcare and social responsibility.



About WCMSRH

World College of Medical Sciences & Research & Hospital (WCMSRH), Jhajjar, Haryana, was established under the Amma Chandravati Educational & Charitable Trust to advance medical education and healthcare delivery in India. The institution houses a 950-bed multispecialty teaching hospital and provides comprehensive medical training through experienced faculty and modern infrastructure.

WCMSRH is fully residential in nature. The hostel system is designed to instill punctuality, personal discipline, and cooperative living.

Applicability of the Handbook

This handbook applies to:

- All students enrolled in undergraduate and postgraduate programmes of WCMSRH.
- All residents of campus hostels and associated facilities.
- All student organizations, clubs, and committees operating within WCMSRH.

It is binding on every student from the date of admission until formal clearance from the hostel and institution. Ignorance of rules shall not be accepted as an excuse for non-compliance.

Code of Commitment

By accepting admission to WCMSRH, each student undertakes to:

- Adhere to all institutional and hostel rules.
- Uphold the dignity of the medical profession.
- Respect the rights, privacy, and safety of fellow students and staff.
- Maintain academic integrity and personal honesty.
- Protect institutional property and reputation.

Violation of these commitments shall invite disciplinary action as per the procedures outlined in this handbook.

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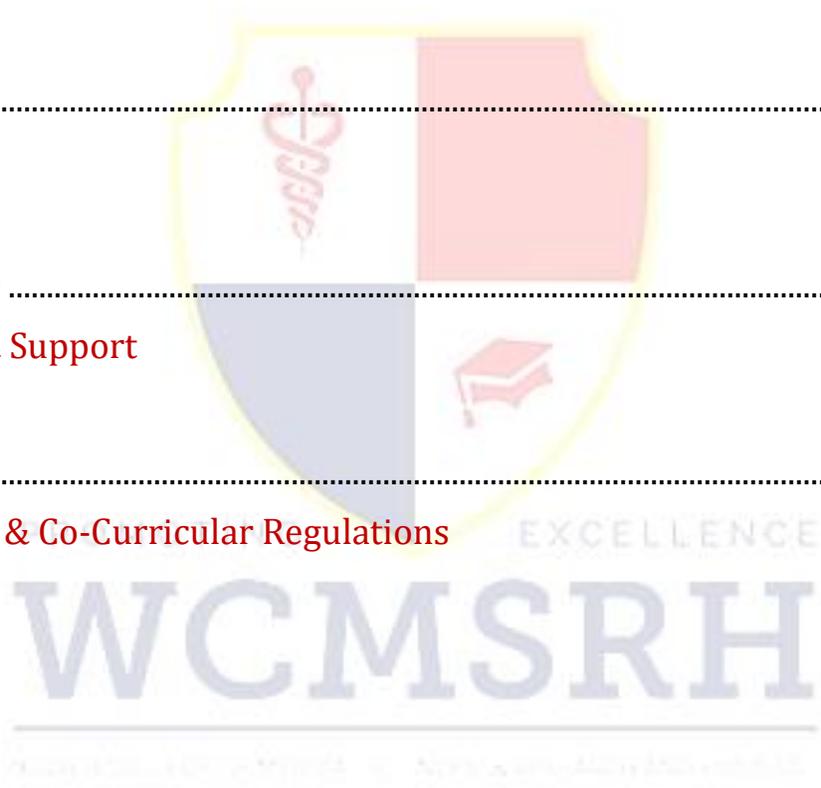
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SECTION A – INTRODUCTION & GENERAL INFORMATION

The World College of Medical Sciences & Research & Hospital (WCMSRH), Jhajjar, is a fully residential medical institution committed to nurturing competent, ethical, and compassionate healthcare professionals.

Every student admitted to WCMSRH becomes a resident of its campus and a member of a professional community governed by mutual respect, responsibility, and discipline.

1. Purpose of the Handbook

This *Student Handbook* consolidates all rules, policies, and standard operating procedures that guide student life at WCMSRH. It serves four essential purposes:

1. **Regulatory Reference** – to standardize hostel, academic, and disciplinary policies for all programmes.
2. **Code of Conduct** – to define standards of behaviour expected from medical students as future professionals.
3. **Guidance Manual** – to familiarise students and parents with rules and regulations of the campus
4. **Binding Undertaking** – to function as an enforceable document once signed along with the affidavits and declarations at the time of admission.

Every clause applies equally to undergraduate and postgraduate students. Ignorance of these provisions will not be accepted as an excuse for non-compliance.

2. Institutional Vision for Student Life

The WCMSRH residential system is designed to extend learning beyond the classroom. It encourages teamwork, empathy, and leadership—values indispensable to the medical profession.

Our vision is to create a community where:

- Every student feels physically safe, emotionally supported, and intellectually challenged;
- Academic excellence coexists with discipline and respect;
- Hostel life fosters cooperation and self-reliance;
- The spirit of service permeates in both professional and personal conduct.

3. Rights of Students

Every WCMSRH resident is entitled to:

1. **Safety and Security** – round-the-clock surveillance, controlled entry and exit, and professional supervision by wardens.---
2. **Health and Medical Care** – 24 × 7 access to the institutional hospital, OPD, and emergency facilities.
3. **Counselling and Welfare** – confidential psychological and academic counselling when required.
4. **Fair Treatment** – equality and dignity irrespective of gender, caste, religion, or background.
5. **Grievance Redressal** – the right to raise genuine complaints without fear of victimisation.
6. **Academic Freedom** – freedom to learn, question, and explore within the ethical framework of medicine.

4. Responsibilities of Students

Along with rights come non-negotiable responsibilities:

1. **Compliance** – adhere to all rules, circulars, and directions issued by the administration.
2. **Discipline** – maintain punctuality in classes, ward postings, and hostel routines.
3. **Respect** – treat faculty, staff, and peers courteously.
4. **Cleanliness** – maintain hygiene in personal rooms and common areas.
5. **Integrity** – avoid dishonesty, plagiarism, or falsification of records.
6. **Professional Behaviour** – act in a manner befitting future medical practitioners, both on and off campus.
7. **Community Living** – cooperate with roommates, participate in hostel activities, and support collective well-being.

5. Institutional Ethos and Professional Conduct

The ethos of WCMSRH rests on three pillars—**discipline, decency, and dedication.**

Students are expected to demonstrate:

- **Personal Discipline:** adherence to daily schedules, attendance norms, and study hours.

- **Decency in Conduct:** courteous behaviour, appropriate language, and respectful social interaction.
- **Dedication to Service:** commitment to the ideals of medical ethics and community welfare.

Any behaviour that compromises the dignity of the medical profession or the reputation of WCMSRH will be treated as a disciplinary matter.

6. Authority and Interpretation of Rules

1. The **Chief Warden**, under powers delegated by the Dean and Chairman, is responsible for day-to-day enforcement of hostel and residential regulations.
2. The **Student Disciplinary Committee (SDC)** has the authority to interpret these rules and recommend penalties for violations.
3. Any situation not explicitly covered in this handbook will be resolved by the Chief Warden in consultation with the Dean and Chairman.

7. Commitment to Professional Growth

Life at WCMSRH demands balance between academic rigour and personal responsibility. Through active participation in academics, hostel life, and community service, every resident is expected to grow into a physician who embodies competence, empathy, and integrity—the true spirit of this institution.

8. Periodic Review and Updates

The WCMSRH *Student Handbook* is a dynamic institutional document and may be **amended, updated, or supplemented** from time to time to reflect changes in policy, academic regulations, or administrative requirements. The most recent and legally binding version of the handbook will always be available on the **official WCMSRH website**. It is the **responsibility of every student** to remain informed about such updates and comply with all revised provisions as and when notified. Ignorance of an updated rule or policy will **not be accepted as a valid excuse** for non-compliance.

SECTION B – HOSTEL LIFE

Life in the hostels of WCMSRH forms the core of the residential experience.

The objective of hostel administration is to provide a secure, hygienic, and academically supportive environment that cultivates discipline, cooperation, and a sense of responsibility among all residents.

1. Admission to the Hostel

1. At the time of joining, each student must:
 - Pay the **prescribed hostel and mess fees** in full.
 - Sign all required **undertakings and affidavits**
 - Submit the **Hostel Allotment Form**.
2. Hostel Admission is valid for one academic year and is subject to renewal based on:
 - Conduct and discipline record.
 - Timely payment of fees.
 - Compliance with hostel and institutional regulations.
3. The institution reserves the right to refuse or withdraw accommodation in case of misconduct or breach of rules.

2. Room Allotment and Inventory

1. Rooms are allotted by the **Hostel Administration**; no student may exchange or occupy a different room without permission from the Warden.
2. Each room is provided with basic furnishings—bed, mattress, study table, chair, almirah, fan, light fittings, and bathroom fixtures.
3. Students shall jointly inspect the room with the caretaker and sign the **Room Audit Form** at the time of allotment.
4. Damage, breakage, or loss of items will be recovered from the student's security deposit or billed directly.
5. Adding personal furniture or electrical appliances (televisions, induction plates, irons, heaters, etc.) is **prohibited** for safety reasons.

6. Any repair or maintenance issue must be entered in the **Hostel Register** which maintains the complaints of each room.
7. Rooms may be changed only after written approval from the Chief Warden and for valid reasons such as health, security, or administrative need.

3. Hostel Timings and Movement Regulations

1. The hostel gate shall **close at 11:00 p.m.** and reopen at **5:30 a.m.**
2. Entry and exit from campus of students will be strictly monitored by security staff and recorded in the movement register.
3. **Leaving the campus is not permitted without a Gate Pass**, irrespective of duration or purpose.
4. **Every Gate Pass requires prior approval from the parent/guardian**, which must be verified by the Warden/Caretaker before issuance.
5. No Gate Pass shall be issued between **9:00 a.m. and 4:00 p.m.**, as these are academic hours designated for classes, postings, and institutional activities. Students are expected to remain on campus and attend scheduled sessions without exception.
6. **Misuse of a Gate Pass**—including staying out overnight without explicit declaration and approval—will be treated as a **major disciplinary offence** and referred to the **Student Disciplinary Committee (SDC)**.
7. **Late Return Policy (Post 9:00 p.m.):**
 - If a student anticipates returning after 9:00 p.m., they must obtain special prior permission from the **Chief Warden**, based strictly on **verified parental approval**.
 - An email from the student must be sent to the Chief Warden detailing the reason.
 - The caretaker shall verify the situation and confirm with the parent/guardian before granting approval.
 - Such permission will be granted **only in exceptional or emergency circumstances**.
8. In cases of emergencies or unexpected delays, students must immediately inform the caretaker or Warden.
9. **Silence Hours** will be observed from **9:00 p.m. to 6:00 a.m.** to maintain an atmosphere conducive to study and rest.

4. Hostel Occupancy During Academic Hours

1. All students are expected to attend their scheduled lectures, practicals, and clinical postings during college hours from **9:00 a.m. to 4:00 p.m.**
2. **No student shall remain in the hostel during this period** except under officially approved circumstances.
3. In exceptional situations — such as illness or medical emergency — the student may be permitted to remain in the hostel only after obtaining **prior permission from the Chief Warden**, supported by a medical note from the institutional hospital.
4. Wardens and caretakers shall maintain a daily record of students who are granted such permission.
5. Any student found in the hostel without authorisation during college hours shall be reported immediately to the **Chief Warden** and will face disciplinary action.

5. Visitors and Parent Visit Policy.

1. Visitors/Parents must:

- Present valid photo identification.
- Sign in and out of the **Visitor Entry Register**.

2. Visiting hours:

- Weekdays – 10 a.m. to 6:30 p.m.
- Weekends/Holidays – 9:30 a.m. to 6:30 p.m.

3. Visitor/Parent Access:

- Visitors/Parents are allowed **only up to the designated visitors' area** and **are not permitted inside hostel rooms or corridors** under any circumstance.
- Interaction with visitors shall take place during official visiting hours only.

4. Overnight Stay of Visitors/Parents:

- Overnight stay of any visitor/parent is **not ordinarily permitted**.
- In *exceptional circumstances only*, the **local guardian or parent registered at the time of admission** may be allowed overnight accommodation **in the Institutional Guest House**, subject to availability and prior written approval from the **Chief Warden**.

- No other relatives, friends, or external guests shall be granted overnight access to Guest House premises.
- A guest-house fee, as prescribed by the administration, shall be payable in advance for such stay.

5. Procedure for Approval:

- A written request stating the reason, duration, and identity of the visitor must be submitted **in advance** to the Chief Warden's Office.
- The Chief Warden reserves the right to accept, modify, or reject such requests without assigning reason.
- Any unauthorised visitor or overnight stay without approval shall be treated as a **major disciplinary offence**.

6. Mess and Dining Facilities

1. All residents are **automatic members** of the central hostel mess; opting out is not allowed.
2. **Meal timings** will be displayed on the notice board and respective social media groups and must be strictly observed.
3. Students must take meals in the dining hall; food is not to be taken to rooms except with the Warden's permission for illness.
4. Wastage of food is discouraged; repeated instances may attract disciplinary action.
5. Misbehaviour with mess staff or violation of hygiene rules constitutes a **major offense**.
6. Cooking inside hostel rooms or corridors is **strictly prohibited**.

7. Maintenance and Housekeeping

1. The Maintenance Department handles all electrical, plumbing, and civil repairs. Complaints shall be registered with the caretakers who will then make the necessary arrangements with the Facilities Maintenance Incharge.
2. Residents must cooperate with maintenance staff and not obstruct repair work.
3. Students are personally responsible for the cleanliness of their rooms and balconies.
4. Garbage must be disposed of in designated bins; spitting on walls or littering corridors is prohibited.

5. Common areas and dorm rooms will be cleaned daily by housekeeping staff under supervision of caretakers.
6. Any damage or misuse of property will result in recovery of costs and disciplinary action.

8. Fire Safety and Emergency Preparedness

1. Fire extinguishers are installed on every floor.
2. Residents must not tamper with safety equipment; such acts constitute a **major offense**.
3. Periodic fire-drills and safety orientations will be conducted; participation is mandatory.

9. Cleanliness and Hygiene

1. All residents shall maintain personal hygiene and room cleanliness.
2. Laundry must be kept neatly; drying clothes in corridors is not permitted.
3. Periodic inspections will be carried out by Wardens and Caretakers.
4. Unclean rooms may lead to warnings or fines; repeated negligence will invite disciplinary action.

10. Community Life and Decorum

1. Mutual respect and consideration are essential to harmonious hostel living.
2. Loud music, shouting, or disruptive gatherings are not allowed.
3. Use of alcohol, intoxicants, or loudspeakers during celebrations is strictly prohibited.
4. Political or commercial meetings within hostel premises are banned.

11. Inter-Hostel Interaction between UG and PG Students

1. WCMSRH maintains separate hostel facilities for **Undergraduate (UG)** and **Postgraduate (PG)** students to preserve academic discipline and privacy.
2. UG students are **not permitted to visit or mingle socially within PG hostels**, and vice-versa.
3. Students must restrict their interaction to academic or institutional purposes conducted in common or officially designated areas only (e.g., classrooms, hospital wards. etc).
4. These measures are intended to maintain decorum, safeguard privacy, and uphold the hierarchical integrity expected in a professional medical environment.

12. Personal Security and Belongings

1. Students must secure their belongings with reliable locks.
2. WCMSRH shall not be responsible for loss or theft of personal items.
3. Lost keys must be reported immediately to the caretaker; duplication costs will be borne by the student.
4. Students are advised not to keep large amounts of cash or valuables in rooms.
5. **Student-Owned Vehicles:**
 - Students who wish to bring their personal cars or two-wheelers to campus must obtain prior written approval from the **Security Head**.
 - Vehicle details (registration number, driver's licence, insurance copy) must be submitted at the time of approval.
 - Parking is permitted **only in the designated student parking area** near the main gate or as notified by administration.
 - Vehicles are **not allowed near hostel blocks or academic buildings**.
 - Any violation or unauthorised parking will lead to withdrawal of parking permission and disciplinary action.

13. Dress Code and Presentation

1. Residents shall wear neat, modest, and appropriate clothing within hostel premises.
2. Nightwear is not permitted in the dining hall, library, or public areas.
3. During academic hours and hospital postings, prescribed uniforms and ID cards are mandatory.

14. Room Vacating and Clearance Procedure

1. On completion of course, suspension, or withdrawal, the student must:
 - Inform the Warden at least one week in advance.
 - Return all furniture and fixtures in good condition.
 - Obtain the **Hostel Clearance Certificate** duly signed by all concerned departments.

2. Failure to complete clearance formalities will result in forfeiture of security deposit and delay in issuance of certificates.

15. Prohibited Items and Activities

Possession or involvement in any of the following is **strictly prohibited**:

- Alcohol, tobacco, narcotics, or any contraband substances.
- Firearms, knives, or explosive materials.
- Gambling or betting.
- Pornographic or obscene material.
- Posters or graffiti defacing walls.
- Private electrical appliances.
- Tampering with CCTV or electrical installations.

Violation will invite immediate disciplinary action under Section C.

16. Power and Water Conservation

1. Electricity and water are shared resources; wastage is prohibited.
2. Fans, lights, and taps must be switched off when rooms are unoccupied.
3. Repeated wastage may attract fines or other disciplinary action.

17. General Compliance

All hostel residents are expected to extend full cooperation to wardens, caretakers, and staff. Directions issued by the Chief Warden or Hostel Administration from time to time shall be binding on all students.

SECTION C – DISCIPLINE

Discipline at WCMSRH is the foundation of professional development. Every student admitted to the institution is expected to maintain the highest standards of personal behaviour, integrity, and respect for others. The disciplinary framework exists not as a restriction, but as a guide to responsible community living and professional ethics.

1. Guiding Principles

1. Discipline is integral to medical education; it ensures the safety, welfare, and harmony of all residents.
2. All students shall adhere to this handbook and to circulars issued from time to time by the administration.
3. Disciplinary action aims primarily at **correction and reform**, not punishment; however, repeated or serious breaches will invite strict penalties.
4. Ignorance of these rules will not be accepted as a defence.

2. Anti-Ragging Policy

1. Ragging in any form—physical, verbal, emotional, sexual, or cyber—is **strictly prohibited** under the UGC Regulations 2009 and the *Indian Penal Code*.
2. Every student and parent must submit the **Anti-Ragging Affidavits** at admission.
3. If any instance of ragging is reported or suspected:
 - It shall be immediately referred to **the Student Disciplinary Committee**.
 - Proven offenders will face **expulsion from hostel and college**, along with police intimation.
4. Students who fail to report a known act of ragging shall be treated as abettors and will also face disciplinary action.

3. Alcohol, Tobacco & Contraband Substance Policy

1. Possession, use, or distribution of **alcohol, narcotics, tobacco, vaping devices, hallucinogens, or any contraband substance** on campus is forbidden.
2. Returning to hostel under the influence of such substances constitutes an equal offence.
3. Hostel Administration may conduct random **room inspections or medical screening** without prior notice.

4. Confiscated items will be destroyed, and the student suspended pending inquiry.
5. The extent of punishment is left to the **discretion of the SDC**, considering all facts and evidence.
6. Concealment of another resident's involvement will attract identical punishment.
7. **Nasha Mukh Bharat Abhiyan (NMBA):**
 - WCMSRH actively supports the **Nasha Mukh Bharat Abhiyan**, a national initiative of the Government of India aimed at building awareness and creating a **drug-free campus environment**.
 - This initiative is incorporated into the institution's Alcohol and Substance-Use Policy and will guide all preventive, educational, and counselling activities relating to substance abuse.
 - Students are expected to participate in awareness programmes, pledge drives, and sensitization workshops organized under this initiative.
 - Violation of this policy will be viewed as a **major disciplinary offence** and dealt with in accordance with institutional and statutory guidelines.

4. Information Technology Use & Cyber Conduct Policy

1. Campus Wi-Fi, internet, and IT resources are for academic purposes only.
2. Students shall not:
 - Access or circulate obscene, pirated, or illegal content.
 - Engage in hacking, phishing, or spamming.
 - Post defamatory, discriminatory, or false information about WCMSRH or any individual.
 - Circulate unauthorised notices or messages on social-media platforms representing the college.
3. Violations will result in **immediate network suspension** and disciplinary inquiry.
4. Cyber offences may be referred to authorities under the *Information Technology Act 2000*.

5. Property Damage & Vandalism Policy

1. Institutional property—including (but not limited to) furniture, equipment, plumbing, fire-safety devices, and hospital assets—is to be used responsibly.

2. Any intentional damage, graffiti, or misuse constitutes a **major offence** and the matter will be referred to the Student Disciplinary Committee.
3. Monetary recovery shall be made from the individual or, if responsibility is collective, from all room/floor occupants.
4. Defacing walls, posters, or noticeboards without permission is strictly prohibited.

6. Classification of Offences

Although offences are broadly classified as **Minor** or **Major**, the lists that follow are **illustrative in nature** and serve only as a **guideline** for determining appropriate conduct within the institution. They are **not exhaustive** and do not cover every possible act or omission that may constitute an offence.

The **Student Disciplinary Committee (SDC)** and the **Institutional Administration** retain **full discretionary authority** to:

- interpret, modify, add to, or delete any item from the following lists;
- classify any behaviour, act, or omission not explicitly mentioned herein as a disciplinary offence;
- and determine, based on context and intent, whether an act amounts to a **Minor** or **Major** offence.

This flexibility ensures that the disciplinary framework remains adaptive to changing circumstances and upholds the integrity, safety, and ethical standards of WCMSRH.

A. Minor Offences

- Late entry after hostel closing time.
- Playing loud music or creating disturbance.
- Unclean rooms or mess indiscipline.
- Disrespectful conduct or use of improper language.
- Repeated food wastage or littering.
- Unauthorized use of appliances or furniture.

B. Major Offences

- Ragging in any form.

- Possession/consumption of contraband substances.
- Assault, intimidation, or sexual harassment.
- Theft, vandalism, or property damage.
- Harboring outsiders or unauthorized absence.
- Gambling or betting.
- Cyber-misconduct or online defamation.
- Tampering with fire-safety or electrical systems.
- Repeated minor offences despite warning.

7. Punishments and Corrective Measures

S.No.	Type of Action	Description
1	Warning / Counselling	Formal caution recorded in hostel file.
2	Monetary Fine	To be deposited within 48 hours; failure incurs additional penalty.
3	Restitution	Payment for damaged property
4	Temporary Suspension	Restriction from hostel or academic activities for a fixed period.
5	Academic Sanction	Debarment from classes or exams
6	Expulsion	Permanent removal from hostel or institution with forfeiture of fees/security.
7	Legal Action	Referral to police in cases involving criminal acts (ragging, drugs, assault).

The actions listed above are **illustrative and not exhaustive**. The Administration, Chief Warden, Dean, or the Student Disciplinary Committee (SDC) may impose **any other punishment, corrective measure, condition, or restriction** they deem appropriate based on the nature, gravity, and circumstances of the offence.

8. Appeals and Review

1. Appeals can be made according to the SDC appeal process.
2. Students may appeal to the **Dean** within 7 working days of receiving the order.

9. Record-Keeping & Confidentiality

1. All disciplinary cases are logged with the **SDC** for a minimum of five years post-graduation.
2. Records are confidential but may be shared with regulatory or legal bodies if required.
3. Witnesses and complainants are protected from retaliation.

10. Authority to Interpret Rules

The **Institutional Administration** and **Student Disciplinary Committee** have full authority to interpret and enforce these rules. Any case not expressly covered herein shall be decided by the Dean in consultation with the Chairman, whose decision will be final.



SECTION D – WELFARE & SUPPORT

The welfare and support framework at WCMSRH ensures that every resident’s physical, mental, and social well-being is safeguarded while they pursue rigorous medical training. It integrates hospital services, counselling, recreation, and grievance redressal into one coordinated system designed to uphold safety, inclusivity, and holistic development.

1. Medical Support and Health Services

1. 24×7 Access to Medical Care:

- WCMSRH provides round-the-clock medical support through its 950-bed teaching hospital.
- Duty doctors and nursing staff are available at all times for emergencies.

2. Ambulance and First Aid:

- Each hostel block maintains a first-aid cabinet supervised by the caretaker.
- An institutional ambulance remains stationed on campus for rapid response.

3. Health Records and Disclosure:

- At admission, students must submit their medical history, allergy information, and vaccination record.
- Chronic conditions (e.g., asthma, diabetes, epilepsy) must be declared to the Warden and Hospital OPD.

4. Medical Leave Protocol:

- Absence on medical grounds requires certification by a WCMSRH medical officer.
- Extended illness must be reported immediately to the Chief Warden and Academic Office.

5. Infection-Control Policy:

- Students diagnosed with contagious diseases may be isolated or relocated per institutional infection-control guidelines.
- Vaccination or health screening may be mandated when required by public-health authorities.

6. Preventive Health Education:

- Workshops on hygiene, nutrition, ergonomics, and stress management will be conducted periodically by the Department of Community Medicine.

2. Mental Health and Counselling

1. Counselling & Wellness Cell:

- A qualified clinical psychologist provides confidential counselling for emotional, academic, or interpersonal issues.
- Appointments may be self-initiated or arranged through wardens.

2. Awareness Sessions:

- WCMSRH shall regularly organize **Mental Health Awareness Sessions** as part of its commitment to supporting students' emotional and psychological well-being.
- Regular seminars on exam stress, digital balance, and substance-abuse prevention are organised.

3. Emergency Response:

- In crises or self-harm ideation, students must immediately contact the Counsellor, Chief Warden, or Psychiatry Department.
- Crisis intervention will be provided without stigma or academic penalty.

3. Recreational and Co-Curricular Facilities

1. Sports and Fitness:

- Indoor facilities include table-tennis, chess, and carrom boards.
- Outdoor courts for volleyball, badminton, basketball, and cricket are available.
- The operational timings of the gymnasium are regularly updated and displayed on the hostel notice boards and official student communication channels. Students are required to follow the posted schedule strictly.

2. Cultural and Literary Activities:

- Annual festivals, debates, dramatics, and music events are coordinated by the students under faculty supervision.
- Students are encouraged to publish creative work in institutional newsletters.

4. Grievance Redressal Mechanism

1. **Objective:**

To provide a transparent system for addressing maintenance issues, interpersonal conflicts, or administrative concerns.

2. **Three-Tier Structure:**

- **Level I – Caretaker and Warden:** Immediate issues recorded in the Hostel Register
- **Level II – Student Grievance Redressal Committee:** For unresolved matters.
- **Level III – Dean:** Appeals or cases of alleged unfair action.

3. **Procedure:**

- Complaints must be submitted in writing or via official institutional email.
- Anonymous submissions will be entertained only if verifiable.

4. **Anti-Harassment & Gender Sensitivity:**

- WCMSRH follows the *Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013*.
- The **Internal Complaints Committee (ICC)** handles such cases independently.

5. **Protection from Retaliation:**

- No student shall face adverse action for lodging a genuine grievance.

6. **Documentation:**

- Every grievance and resolution is entered in the *Hostel Register* maintained by the Warden's Office.

5. Emergency and Safety Protocols

1. **Fire and Disaster Preparedness:**

- Each block has fire extinguishers and hose reels; tampering is a **major offence**.
- Fire drills are conducted twice a year under the Safety Officer.

2. **Natural-Disaster Response:**

- During earthquakes or floods, follow evacuation directions via public-address system.

6. Campus Security & Surveillance

- The **entire WCMSRH campus** is under continuous **CCTV surveillance**, including all hostel blocks, entry/exit points, pathways, and common areas.
- Security guards conduct **regular patrolling throughout the day and night** to ensure safety, discipline, and prompt response to any incident.
- Any attempt to tamper with CCTV cameras or obstruct security operations will be treated as a **major disciplinary offence**.

7. Social Responsibility and Community Engagement

1. WCMSRH encourages students to apply medical knowledge to community welfare through health camps and outreach programmes.
2. Participation in institutional social initiatives—blood donation, health surveys, awareness drives—is part of the student-development process.
3. All students are expected to uphold ethical conduct and avoid any act that could harm the institution's reputation.



SECTION E – ACADEMIC & CO-CURRICULAR REGULATIONS

Medical education demands continuous effort, discipline, and adherence to the ethical standards of the profession. This section defines the academic responsibilities of every WCMSRH student and establishes the link between academic performance, attendance, and eligibility for institutional privileges.

1. Academic Integrity and Professional Conduct

1. Every student must maintain the highest level of academic honesty and integrity in examinations, assignments, and clinical work.
2. Acts such as plagiarism, impersonation, use of unfair means, falsification of records, or deliberate disruption of academic activities are considered **major offences** under Section C.
3. Students must treat cadavers, specimens, and clinical materials with respect and follow institutional bio-ethics protocols.
4. Attendance in lectures, practicals, and clinical postings is mandatory.
5. Professional behaviour—including punctuality, decorum, and respect for patients and staff—is an integral part of assessment.

2. Attendance Requirements

1. As per National Medical Commission (NMC) guidelines, every student must maintain at least **75 % attendance** in theory and **80 % in practical/clinical postings** for each subject.
2. Attendance below these levels will make the student ineligible for internal assessments and university examinations.
3. **Exceptionally low attendance** and/or **consistently poor academic performance** shall be considered major violations of institutional academic standards and may be referred to the Student Disciplinary Committee (SDC) for disciplinary proceedings.
4. No leave shall be deemed granted unless approved in writing by the Dean or the Head of Department.

3. Leave Policy

1. Leave applications must be submitted in advance, specifying the reason and duration.
2. Medical leave must be supported by a certificate issued by the institutional hospital.

3. Absence without sanction will be treated as unauthorised and entered in the student's disciplinary record.
4. Prolonged absence (beyond seven days) without intimation may lead to cancellation of hostel allotment and other disciplinary action.

4. Internal Assessments and Examinations

1. Internal assessments will be conducted periodically as per university and NMC norms.
2. A minimum of **50 % marks** in internal assessment is required to be eligible for university examination.
3. Students must maintain professional behaviour during examinations; misconduct constitutes a **major offence**.
4. Any attempt to influence examiners or tamper with evaluation records will result in disciplinary action and reporting to the University.
5. Departmental attendance, ward performance, and record maintenance are components of internal marks.

5. Research & Academic Projects

1. Students participating in research must follow institutional and ICMR ethical guidelines.
2. All research proposals involving human or animal subjects require prior approval from the **Institutional Ethics Committee**.
3. Plagiarism in research, dissertation, or presentation will invite strict action, including academic suspension or withdrawal of the project.

6. Dress Code and Professional Decorum in Academics

1. White apron/lab coat and identity card must be worn during lectures, practicals, and hospital duties.
2. Casual clothing, slippers, or accessories that compromise hygiene or decorum are prohibited in academic and hospital areas.
3. Students must address faculty, staff, and patients respectfully and avoid disruptive behaviour in classrooms or wards.
4. Use of mobile phones during lectures, practicals, or patient interaction is prohibited unless authorised for academic demonstration.

7. Extracurricular and Co-Curricular Participation

1. WCMSRH encourages students to participate in sports, cultural, literary, and community-outreach programmes.
2. Participation must not compromise academic attendance or clinical duties.
3. Students representing WCMSRH in external events must obtain prior approval from the Dean's Office and maintain conduct consistent with institutional values.
4. Any act during such representation that damages the reputation of WCMSRH will attract disciplinary action.

8. Academic Probation and Counselling

1. Students failing to meet academic or attendance standards may be placed on **Academic Probation**.
2. During probation, students must attend mandatory sessions with faculty mentors.
3. Repeated probation or failure to improve may result in detention from University exams and withdrawal of hostel privileges.

9. Fee Rules and Financial Obligations

1. All tuition, hostel, and mess fees must be paid within stipulated deadlines.
2. Delay or default may lead to withholding of internal marks, hall-ticket, or hostel readmission.
3. Fees once paid are **non-refundable**.
4. Students responsible for property damage or disciplinary fines must clear dues before appearing for final examinations or obtaining clearance.

10. Academic Records and Certificates

1. Students must maintain updated log-books, attendance sheets, and practical records as directed by departments.
2. Original certificates deposited at the time of admission will be returned only after completion of course and full clearance from hostel, library, and accounts.
3. Requests for transcripts or attestations must be submitted through the Registrar's Office.

11. Code of Professional Ethics

1. All students shall abide by the ethical standards of the medical profession, maintaining compassion, confidentiality, and respect toward patients.
 2. Display of unprofessional conduct—such as derogatory remarks, breach of confidentiality, or negligence in patient care—will attract academic and disciplinary penalties.
 3. Students must represent the institution with dignity in all academic forums and public platforms
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