



# INSTITUTE OF HEALTH SCIENCES

(A Unit of Margdarsi)

Office: N-2/41, I.R.C Village, Nayapalli, Bhubaneswar – 751015, Ph.:0674-2553640, 2550054

Campus: Chandaka, Bhubaneswar, Khordha, Odisha, pin: 754005, E-mail: ihsbbsr@margdarsi.org, web: www.ihsindia.org

## Details of Discipline Committee Members

Sl. No	Name	Designation	Department	Role	Phone no
1	Prof. Satyanarayan Mahapatra	Director	BASLP	Chairman	9337732325
2	Dr. Sibananda Mishra	Principal	BASLP & BPT	Vice-Chairman	9583146655
3	Mr. Manoj Singh	Deputy Director	Clinical	Members	8093314584
4	Mr. Sanjay Kumar Nayak	Administrative Officer	BASLP & BPT	Members	9040009046
5	Dr. Priyadarshini Mishra	Associate Professor	BPT	Members	9438150665

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## **COMMITTEE TO MONITOR ADHERENCE TO THE CODE OF CONDUCT**

### **Duties & responsibility of Discipline Committee**

- To serve as model in terms of character training and behavior for students.
- To assist the students in conforming to college rules and regulations.
- To help students develop self-discipline in the college campus & hostel premises.
- To administer consequence commensurate with offence committed by any student.
- To create an environment that is conducive to peaceful and harmonious co-existence of staff & students of different houses and grades.
- Complaints of Ragging.
- Complaints of eve-teasing & harassment of weaker section.

### **Duties & Responsibility of Anti- Ragging Squad:-**

- Creating awareness in first year student to make them comfortable in college campus & hostel.
- Identifying the grey area & deputing the vigilance team to prohibit theragging.
- Allocation of duty to all the staff members to make “Ragging free Campus”.
- Taking disciplinary measures on defaulters.
- Ensuring regular rounds in monitoring the hostels & cafeteria.
- Recording the misbehavior activities in prescribed format.



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## Rules & Regulation

- Use of mobile phones in the classrooms, Library, labs, workshop area etc. is strictly prohibited.
- Every student must carry his/ her Identity Card while entering the campus and identify himself with help of the Identity Card whenever asked for.
- No guests/visitors shall be allowed with the students in the class/lab/library.
- Students must help keep the institute neat and clean and also preserve and maintain the greeneries. Eatables/beverages are not allowed inside the study areas including labs, library, and workshops. Students should have their Tiffin inside the canteen or classroom.
- Smoking is prohibited in the premises of the institute.
- Students must conserve electricity and water. They must switch off lights & fans when **they leave the class room, laboratories.**

## Leave

2. Students are not permitted to absent themselves without leave for the whole or part of a day.
3. Absence without leave for part of a day will entail forfeiture of attendance for the whole day.
4. Students absent from the college for more than fifteen consecutive working days without satisfactory explanation are liable to have his/her name removed from the rolls.
5. Leave of absence should be granted by the Principal on the recommendation of the Head of the Department. As far as possible, the permission for leave should be taken in advance.



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6. Application for leave for a period is to be forwarded and granted by the teacher in-charge of the work during that period. In that case, an intimation signed by the teacher concerned must be forwarded to the office.
7. Students who are obliged to leave a class owing to indisposition must obtain endorsement from the teacher in-charge of the class in support of their application for leave.
8. Application for leave for more than three days at a time should be supported either by a letter from parent/guardian or by a medical certificate in case of illness.

## Hostel

9. Students will be not permitted in hostel if they go out without warden permission.
10. If students are not attending the class they will not be permitted to enter the hostel.
11. Cooking by students within the hostel premises is strictly prohibited.
12. Night out shall not be allowed without the substantial reason.

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