



**APOLLO INSTITUTE OF  
MEDICAL SCIENCES & RESEARCH**

# **Student Hand Book**

**Rules & Regulations**

## Personal Information:

Name: \_\_\_\_\_

Date of Birth and Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Course \_\_\_\_\_

Batch: \_\_\_\_\_ Admin No: \_\_\_\_\_

Mobile phone No: \_\_\_\_\_

Phone: Res: \_\_\_\_\_ Hostel: \_\_\_\_\_

Email ID: \_\_\_\_\_

PermanentAddress: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Mobile Phone No of Parent \_\_\_\_\_

Vehicle Number Car / Two Wheeler \_\_\_\_\_

Blood Group: \_\_\_\_\_ Passport No: \_\_\_\_\_

Any other Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Address with Land Mark:

\_\_\_\_\_  
\_\_\_\_\_

Mobile no: \_\_\_\_\_ Phone No: \_\_\_\_\_

## **Secretarys Message**

As one of the newest medical schools in the country, we believe our students will help set the standards of medical care for the next generation.

The faculty, staff and administration of Apollo Institute of Medical Sciences and Research are fully committed to our students and our community. Our curriculum is designed not just to prepare our students for a career in medicine, but also to foster their own personal growth and development. Our mission truly reflects that which we hold most dear – it guides all that we do and we urge our students to embrace it and live it.

The students who are accepted into our school must not only excel academically, but show a commitment to community, understand and embrace social, cultural, economic diversities and have strong interpersonal and leadership skills. We at Apollo Institute of Medical Sciences and Research have an enormous responsibility and obligation to give back to the nation and our people and live up to their expectations -we seek students who understand that commitment and are inspired to live it with us.

This is a tremendously exciting time for all of us here. We invite you to get an insight who we are, what we do, and what makes Apollo Institute of Medical Sciences and Research different. If you are a potential student, we hope you will find that our mission resonates with you and that you will discover your new home with us at Apollo.

On behalf of all of us at the Apollo Institute of Medical Sciences and Research, I welcome you to our institution. A great journey awaits you.

## **Deans Message**

I want to thank you for wanting to know more about what we do here, at the Apollo Institute of Medical Sciences and Research (AIMSR), in Hyderabad.

The Apollo Hospitals group are the leaders in healthcare delivery and AIMSR has inherited an illustrious legacy from them. We wish our college to parallel them as an educational institute of national and global repute. To this end, the medical education system that we have adopted at the AIMSR aims to inculcate life-long learning habits in the future, the medical professionals of tomorrow. We need these attributes to be strongly ingrained as the nature of medical discoveries is changing fast. As an example, in my specialty of Infectious Diseases, I have witnessed the emergence of over 50 new pathogens causing diseases since my graduation from medical school in 1974. A few of these have been vanquished or controlled and others that have spread worldwide with devastating consequences.

Thus the discoveries of new insights into disease mechanisms, advancements of nano technology, gene - biologic- and regenerative biomaterial therapies and genomics driven detection of cancers at the clinics would compel us to learn, imbibe and augment our knowledge. This would enable us to give our patients (whom we serve), the best of the advances in science at a quicker and safer pace. Thus the process of erudition and service delivery of new knowledge needs to continue.

At the same time we need to ensure that the fundamentals of bedside clinical practice and community based service to reach out to the underserved masses at homes remain unchanged. We believe that this involves learning a mix, the highest level of clinical experience, competence and skills, conduct of patient care that is ethical, compassionate and cost effective and with an ability to research the evidence that guides the best practices. Besides this, the focus also needs to be the development of personal attributes of transformational leadership, communication skills and entrepreneurship. These would stand the student in good stead in the face of the realities of the medical profession of the future. All this has to be ensconced as well.

We believe that delivering this kind of skill, value and competence based education needs a partnership between the students, faculty members, administrators and parents. We need to realize that each student is different, and that the framework of training that we provide, needs to be aligned with the student's own passions, ambitions and career options.

The aspirations of a young medical school like ours are to do the best for our students. That way we will reach to the very top of national and global rankings, through educational and clinical leadership. This is a challenge, to say the least. It would involve imbibing new teaching methodology of the highest order, improving benchmarks of competence assessments,

continuing the professional development of faculty in order to meet the students growing aspirations. We need to look beyond the tenure of the course. We hope to achieve this by sharing, networking and collaborating with institutions of national and international repute, developing a state - of- the art infrastructure to ensure effective transfer of learning with a strong engaging campus life with activity that bolsters all-round development of the student through sports, cultural fests etc. The access to world-class care and teachers would enable our students to excel among the best internationally. This is further strengthened through electives and exchange programs that provide opportunities for a richer experience.

To develop excellent humanistic qualities with empathy and compassion we need to exceed the boundaries and time frame of conventional curriculum and available training years. The exposure to comprehensive primary and secondary level cares both in rural areas and among the urban informal dwellers would give an immense opportunity. It will sensitize us to the care of the needy .In order to educate the future professionals, as to the values that they would need to imbibe, in their professional and personal lives, we also seek to use the examples of strong role models from within the faculty and the 6000 + doctors of the Apollo Hospitals Group. We believe that mentorship of the students by experienced clinicians and high achievers would also prepare them for the very real challenges that they would likely face in their day to day lives. It provides a means of absorbing the wisdom almost by a process of osmosis of the ones that have gone before, people who have been through much of the same trials as them. This will them cope through medical school through a strong faculty - student advisory system.

Ultimately, each of us just point out to the way, the general direction. The individual student would need to find his or her own path, based upon a clear idea of individual skills, abilities and capabilities. As faculty we hope to craft these objectives diligently and sensibly, over the coming years, so that our young doctors, who will be in active practice half a decade later, would enhance health equity for all, including the realization of the Millennium Development Goals for 2020. The transformation of an ordinary to provide such extraordinary service would be our goal.

I am happy to say that at the AIMSRS, in a brief span we have achieved some of these objectives. We will be striving hard to realize the rest, in the years that are ahead of us. We would like to wish ourselves, and all our stake-holders, the very best in all our endeavors, to develop the AIMSRS into an institution of excellence, of which we could all be justly proud of.

Warm regards,

**Dilip Mathai**

## **Introduction**

Apollo Institute of Medical Sciences & Research (AIMSR) is proud to be located in the exciting and cosmopolitan city of Hyderabad with an enormous array of cultural, historical and social attractions.

Nestled in the Apollo Health City Campus, AIMSR's strategic location is of great importance to students. In close proximity to both the Apollo Hospitals and the Teaching hospital, students get exposure to state of the art technology coupled with hands on experience in Primary, Secondary and Tertiary care. The campus is a vibrant community of educators, students, clinicians, scientists, technicians and others working side by side to heal, teach, discover and serve. We are proud of our uniquely collaborative and collegial environment.

Education is central to our mission at AIMSR. Our students explore areas of medicine in a variety of settings from a teaching hospital to community clinics, sophisticated laboratories to emergency rooms state of the art classroom instructions to fundamental and translational research. They learn from a faculty of internationally acclaimed teachers in more than 25 Basic Science and Clinical departments. Our faculty is dedicated to preparing physicians, scientists and healthcare professionals for responsibilities of their calling, while also providing outstanding care to patients.

Our curriculum strives to engage students in a learning process that will help them become highly competent and compassionate physicians who promote health and have lifelong thirst for learning.

## **Apollo mission statement**

**“Our mission is to bring healthcare of international standards within the reach of every individual. We are committed to the achievement and maintenance of excellence in education, research and health care for the benefit of humanity”**

### **❖ Aim**

AIMSR is committed to be a premier medical college that improves health through leadership, collaborative discoveries and innovation in patient care, education and research

### **❖ Goal**

In support of the mission, the goal of AIMSR is to educate aspiring physicians to serve across all disciplines of medicine, to bring hope to patients by advancing medical knowledge through research, to integrate education and research to advance the quality and accessibility of patient care, and to engage with our communities to benefit the nation and the world

### **❖ Core Values**

The core values of the Apollo Institute of Medical sciences and Research are: (1) fidelity to our mission and a strong and confident belief in our work; (2) excellence, innovation and integrity in all that we undertake teaching, research, and service; (3) leadership in medical education and health care, especially for socially and the economically disadvantaged; (4) Service to our community, the nation, and the world through public health programs, medical care, and health education; (5) the unrelenting pursuit of knowledge through research and life-long learning; and (6) a commitment to cultural diversity among faculty, staff and students and to ensuring a respectful and ethical academic environment.

## ❖ Infrastructure:

### College:

Apollo Institute of Medical Sciences & Research is committed to excellence in education. The college has a strong reputation for teaching informed by cutting-edge research and a distinguished cadre of academic staff. Apollo Institute of Medical Sciences & Research has a range of clinical facilities, teaching laboratories, lecture theatres and libraries. This infrastructure, dedicated team of internationally acknowledged world leaders and highly trained technical staff, provides the ideal learning environment for medical students.

The college building and the teaching hospital is located in a unitary campus of 10 acres along with the housing facilities for students and faculty at the Apollo Health city campus in the Jubilee Hills area of central Hyderabad. It has 15799.25 sq ft for the administrative and academic block and a teaching hospital with 350 beds in a separate 100,000 sq ft facility. The college has a range of 13 different clinical departments and 9 pre and Para -clinical departments. It has an annual intake of 100 Medical students. The student - faculty ratio is 1:1. The Apollo Group has over 5000 consultant physicians and surgeons with the highest academic and clinical capability whose clinical expertise would be one of the most important assets.

Students have access to technological advanced simulation labs, teaching aids and e- learning modules.

The learning management system involves student's faculty and parents in keeping them informed on curriculum, extracurricular activities, events, attendance, assessment, evaluation etc and thereby it also helps in tracking the progress of the students during the entire course period.

The student labs have highly sophisticated equipments giving them exposure to current trends in medicine. Our Power lab setup in department of Physiology is among the first to be setup in the country for undergraduate medical education. Initiatives like these help our students gain knowledge on current and future trends in the field of medicine.

The libraries houses 4500 text books, 150 journals and subscribed e –journals to have access to over 1500 e - journals. Students have access to medlars for accessing all online material.

## **Hospital:**

AIMSR General Hospital is a 350 bedded teaching institute in a separate 100,000 sq ft facility for the students of AIMSR Medical College located in the same campus. The hospital caters to the needs of the people from nearby and far off areas with wide range of clinical cases. Its central location is quite convenient for commutation of patients.

The following specialist services are available in the hospital, and are provided round the clock (24x7) by teaching faculty members of different cadres and are complimented by residents.

1. General Surgery
2. General Medicine
3. Gynecology & Obstetrics
4. Orthopedics
5. Pediatrics
6. Otorhinolaryngeology and Head & Neck Surgery
7. Ophthalmology
8. TB & Chest Diseases (Pulmonology)
9. DVL (Dermatology, Venereology, Leprosy)
10. Psychiatry
11. Dental
12. Emergency Room
13. ICU (Intensive Care Unit)
14. ISCU (Intensive Surgical Care Unit)
15. Gynecology & Obstetric ICU
16. Neonatal ICU

The hospital is spread over two blocks and has lift facility for easy transportation of patients.

Emergency Room and ICU's are on the ground floor and are fully equipped with state of the art equipment. These facilities are managed by Critical Care Specialists under the supervision of respective HODs.

The Outpatient department has adequate, spacious, well equipped consultation rooms for all departments with ancillary rooms for case demonstration to students, dressing of wounds &

injuries etc. The average turnover of patients in OPD is about 600 daily while the average daily admissions are around 40.

All wards are well equipped and a doctor is present in each ward round the clock enabling us to deal with any untoward incident at any time.

The operation theater complex is well planned, and is of high standards with modern, sophisticated equipment. Each Department has its own OT in the complex.

Radiology department is in ground floor, houses two X-Ray units and Ultrasound. Provision for CT Scan is available in the same premises. Additionally, there are two mobile X-Ray units.

The central laboratory is fully contained and self sufficient with state of the art equipment generating reliable and verifiable results.

The support services of Security, Housekeeping etc are utilized optimally to keep premises clean & secure to provide quality care & Education.

The teaching hospital emphasis on training our medical students in addition to the above mentioned facilities, the teaching hospital has state of the art demonstration rooms, conference halls etc to impact medical education to students. Bedside clinical skills, doctor patient communication, simulation lab etc are an integral part of clinical education.

## **Hostels:**

### **AIMSR Girls Hostel**

The AIMSR girl's hostel has 42 rooms with double occupancy capacity.

The rooms are furnished with comfortable cots, Study Table, Cupboards etc. Each room has an attached Bathroom/Toilet facility. Security Guard coverage is available 24x7. Recreation facilities are available. The hostel is under the control of the Warden and 2 assistant resident wardens. The student mess is adjacent to the girl's hostel. Breakfast, Lunch and Dinner are served in the Student Mess. Evening snack and Tea/Coffee are provided in the Hostel.

The hostel students have access to other cafeterias of the Institute- Students Cafeteria, 9<sup>th</sup> Floor Cafeteria and other cafeterias in the campus.

Girls Hostel Warden: Dr. Sumana Sen

### **AIMSR Boys Hostel**

The AIMSR Boys Hostel has 70 rooms with double occupancy capacity.

The rooms are furnished with comfortable cots, Study Table, Cupboards etc. Each room has an attached Bathroom/Toilet facility. Security Guard coverage is available 24x7. Recreation facilities are available. The hostel is under the control of the Warden and Assistant resident warden. The student mess is adjacent to the Boys hostel. Breakfast, Lunch and Dinner are served in the Student Mess. Evening snack and Tea/Coffee are provided in the Hostel.

The Hostel students have access to other cafeterias of the Institute- students Cafeteria, 9<sup>th</sup> Floor Cafeteria and other cafeterias in the campus.

Boys Hostel Warden: Dr. Surender Reddy

## **Cafeteria:**

AIMSR provides various dining options for its students and faculty.

The College Mess provides hygienic, wholesome meals over Breakfast, Lunch & Dinner at affordable prices.

The College Cafeteria provides snacks and beverages throughout the day.

There are various other Cafés in the Apollo Health City campus that provide 24x7 and day time dining options like Café Coffee Day, Garden Café etc

## **❖ Curriculum**

Our curriculum strives to engage students in a learning process that will help them become highly competent and compassionate physicians who promote health and have a life long thirst for learning.

AIMSR has innovated & designed a curriculum (within the framework and guidelines of the MCI) which fully integrates primary education in the basic sciences and increase the time students spend investigating important areas such as epidemiology and ethics, social biological variation of culture, health care system in addition to a social foundation in basic health science knowledge and clinical skills. Also included in the program are leadership skills, professional developments, research and emphasis on medical ethics.

The college is at the forefront in the use of specialized educational methods required for effective training including simulations. Simulated environments and scenarios are created that enable students to gain experience and skills before they encounter real patients.

The students at AIMSR are exposed early to team approach. Our aim is to graduate students with attributes of professionalism, effective communication, amicable interpersonal skills, patient safety and team building.

The curriculum integrates basic science and clinical experience with in- depth study and encourages independent research throughout their years in medical college.

In the first and second years, the focus is on the Fundamentals of Medicine, the introductory biological, population, and social sciences. Pre - clinical and Para Clinical experiences prepare students for the study of clinical medicine. Laboratories, conferences, and lectures complement

a Case study-based approach that emphasizes self-directed learning in small-group tutorials facilitated by a faculty tutor. The tutorials offer an essential opportunity for learning by allowing students to identify their own strengths and weaknesses in various subject areas and to benefit from the talents and perspectives offered by others in the group. Students are expected to analyze problems, locate relevant material in library and computer-based resources, generate hypotheses, and develop lifelong habits of learning and independent study. In addition, students are expected to assume responsibility for their own learning and to contribute to the education of their colleagues. All students are expected to participate actively in the tutorial learning process.

**Integration:**

- Streamlined content and optimized course structure including the curriculum given by the University
- Melding of basic science and clinical concepts throughout the curriculum

**Individual opportunities:**

- Blocks of time for individual or group study and encouraging areas of research interest.
- Paper presentations / projects by students in their areas of interest
- Encourages students to get grants and work on projects from premier institutes etc.
- Broad clinical science education with early exposure to patient care and practice of medicine, knowledge based, case centric clinical.
- Broader emphasis on doctor- patient communication, ethics and the practice of medicine.

❖ **Mentoring**

We take the decision of our students to choose us as their medical school very seriously. We believe it is our job to do everything we can to ensure their success and well - being – from tutoring to personal counseling to one of a kind mentoring opportunities.

For medical students, hearing a physician who serves as a mentor may be one of the most valuable resources on the path to becoming a doctor. The college recognizes the importance of mentoring its students and provides ample opportunities for building relationships between faculty and students.

The college Advisor / mentor initiative pairs first year medical students with a faculty member who can offer insight, encouragement and discipline specific learning opportunities.

To This end, during or after the first semester / orientation programs, students are asked to identify 3 clinical specialist areas that interest them. This information is then used to pair the students or group of students with a specialist in one of the areas that they have indicated).

## ❖ **Counseling**

Whether trying to cope with the transition to medical college as a first year student or grappling with the decision of which medical specialty to pursue at the completion of the course, medical college can cause some stressful days. The college has a department of student Counseling and Development, which understands the anxiety and stress that many students face. Trained Physicians and Psychologists' are available to provide personal counseling, workshop and stress- management classes.

For counseling assistance students may contact:

Dr. Srivarshini

Assistant Professor Psychiatry

## ❖ **Research**

AIMSR would like to be an institute working to speed the transformation of scientific discoveries into medical advances for patients. It is committed to training future leaders who will work at the intersection of science and medicine.

In addition to medical research the college is focused on research that addresses the factors that contribute to disparities in health and healthcare outcomes. We propose to collaborate with colleges in various departments, other institutions and broader health care community to not only promote health and improve outcomes but also in developing public policies to accomplish this.

The Preclinical Para clinical and Clinical departments with competent faculty have laboratories that are fully operational for research. We have an animal house and all relevant labs, capable of research in basic bio medical sciences.

## ❖ **Community Outreach Programmes:**

- The Community Service Learning (CSL) initiative at Apollo Institute of Medical Sciences & Research stems from the firm belief that the role of physicians extends beyond the clinic and hospital walls and that future physicians benefit enormously from firsthand experience working in the community.
- Taking a role within community organizations as collaborators, mentors, and educators, medical students will more fully recognize their social responsibility as physicians. These experiences enable students to learn more about healthcare disparities, gain exposure to a diverse range of patient populations locally and across various cross sections of society, and hone crucial clinical, communication, organization, and teamwork skills that will benefit their future work as physicians. The program develops students' knowledge, skills and experiences, helping them identify and implement solutions to complex social problems.
- The CSL is coordinated by the Department of Community Medicine, and is imparted through the Urban Health Training Center, Sheikpet, Hyderabad, and Rural Health Training Center, Moinabad, K.V Ranga Reddy district, Andhra Pradesh.

## ❖ **Sports & Cultural**

Our aim at AIMSRS is to provide holistic education to our students. We encourage students to take active part in all extra- curricular activities including sports and cultural activities.

AIMSR offers its students a wide range of sporting activities. Grounds for Foot Ball, Basket Ball, Volley Ball and Badminton are available. Indoor sports like Carroms, Chess etc are available. Our students participate in inter-college sports tournaments conducted by various medical colleges.

## ❖ Anti Ragging:

The Apollo Institute of Medical Sciences & Research has a zero tolerance policy towards ragging and views it as a serious crime. It is our commitment to provide a safe environment for learning with dignity and self respect without fear and intimidation. Towards this policy we have the following objectives and redressal system.

### I. POLICY OBJECTIVES

This policy encourages socialization of students to the academic environment of the institution, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of Socio academic integration. The 'anti-ragging policy' adopted by the institution therefore is aimed at:

1. Creation, Development and nurturing a conducive, socio-academic environment within the student population.
2. Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the institution are welcome and provided support, rather than being harassed and intimidated.
3. Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.

### II. DEFINITIONS

For the purpose of this policy;

1. "Institution" means Apollo Institute of Medical Sciences & Research.
2. 'Student' includes any person who is enrolled for MBBS course, with the institution including interns.
3. 'Hostel'- includes the place where freshers are accommodated through institutional or private arrangements.
4. 'Ragging' is defined as;
  - I. Any disorderly conduct, whether by words spoken or written or by an act, which has the affect of teasing or handling with rudeness any other students, rowdy or undisciplined activities, which causes or is likely to cause

annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something, which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment, so as to adversely affect the physique or psyche of a fresher or a junior student.

- II. Ragging has several aspects among others psychological, social, political, economic, cultural and academic dimensions. The Psychological aspects of ragging are seen to cause permanent damage to the victims' personality. Such treatment of young and impressionable minds could result in traumatizing them and damaging their personalities beyond repair in the formative years of their lives.

### III. PREVENTIVE ASPECTS OF RAGGING

1. **Address of the Dean / Principal, Administrative Officer and Convener Anti Ragging Committee**

Dean/Principal, Administrative Officer and Departmental Incharges, during their discussions with parents/guardians, admission aspirants/ fresh students at the time of counselling meets, new batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the 'Anti Ragging Policy' of the institution. The efforts during such meets be directed towards achieving socio-academic integration of new students with the specific merit oriented environment of mutuality and trust of the institution.

2. **Fresher's Party** Seniors, be encouraged to organize, "Welcome Party" for new entrants. For this purpose an organizing committee will be constituted, out of senior students to whom, a senior faculty member will supervise. Such a party, by senior students, be organized within first month, of the beginning of academic session.
3. **Mentoring Cells** The institution has a 'Mentoring Cell'- functioning under guidance of Senior Faculty and in direct supervision of the Dean/Principal. A

group of 10 students are under a faculty member to supervise and provide them assistance in case of a requirement.

4. **Watch and Ward arrangements** Each mentor should identify all vulnerable locations, and ensure keeping a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating 'Joints' (Canteens, Cafes, Dhabas etc). Hostel / accommodations, where freshers are accommodated, are required to be carefully guarded if necessary, by posting security personnel and placed in charge of a warden.

## **DECLARATION BY THE CANDIDATES**

The candidates accepting the offer of the admission have to sign the following undertaking:-

We hereby declare that the candidate will not indulge in any act of Ragging in terms of the Act and ruling by Supreme Court of India during the course of study in this institute. We fully understand that such involvement may lead to not only forfeiture of the seat & payments made but also to fine or and imprisonment as per provisions of the law.

Sign. of the Candidate

Sign. of the Parent / Guardian

Date:

Date:

## **IV. PROCEDURAL AND PUNITIVE ASPECTS**

### **A. Ragging Reporting Procedure**

- If any individual believes that he or she has been subjected to ‘ragging’ or has knowledge of any such incident, such person shall have option to file a complaint with the Principal. This may be done in writing or orally. Written complaint is preferable.
- Members of the ‘Anti-Ragging Committee ’will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- All formal/Informal complaints of “ragging “may be made to the Principal as soon as possible.

### **B. Enquiry Committee (EC)**

A three member enquiry committee, (of which one will be a female member) to be nominated by the Principal and ‘Anti-Ragging Committee’ will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances. The investigations should start within 3 days of reporting the incident and reports finalized by the ‘Enquiry Committee’ pinpointing the involvement of the accused along with recommendations relating to the punishment will be submitted to the Principal within a period of 2 weeks. In exceptional circumstances, The Principal may grant extension to the time limit under information to the complainant and the accused.

### **C. Process of Enquiry**

The process of enquiry should be such to ensure that principles of natural justice are adhered to.

### **D. Punishment / Penalties for ‘ragging’**

Based on the report of enquiry submitted by the ‘Anti-Ragging Committee’, the Principal will be empowered to impose any of the punishment/(s) listed below or any other kind of punishment, which he may consider to be appropriate.

- Withholding scholarships or other benefits

- Debarring from representation of events.
- Withholding results
- Expulsion from hostel / mess.
- Debarring from examination/s.
- Suspension from the class for a limited period.
- Fine with public apology
- Prosecuting for criminal offence.
- Filing FIR with the local police
- Cancellation of admission / expulsion from the institution.
- Collective punishment in case the individual/(s) committing or abetting “ragging” are not identified.

#### **E. Appeal**

Appeal with regards to any action taken against the accused at any level and / or against the punishment awarded under this policy by the Principal, shall lie with the Dean, which should be filed within a period of two weeks from such an action or award of punishment.

#### **SAVING AND REPEAL CLAUSE**

Dean of the Apollo Institute of Medical Sciences & Research will possess the sole authority for any interpretation, modification, or amendment to the policy depending upon the need from time to time. He will also possess powers to exercise his discretion with respect to any or all of the clauses of this policy.

*For complete details about ragging please refer to page no: 37*

## ❖ **Grievance:**

Apollo Institute of Medical Sciences and Research is committed in policy, principle, and practice to maintain an environment which is divest of illegal discriminatory behavior and which provides equal opportunity for all persons regardless of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, sexual orientation, gender identity and expression or genetic information. The grievance process is intended to investigate and where possible resolve complaints of alleged discrimination against faculty members of AIMSRS. The guidelines below are to be used by the GHGRC to enable all AIMSRS complainants to use the grievance process to resolve the initiating problem without fear of retaliation. These procedures are intended to ensure that the GRC will conduct a thorough impartial investigation of all allegations of discrimination. The procedures should aid complainants and the AIMSRS representatives in arriving at just resolutions.

To address issues concerning Gender harassment and other Grievances of the faculty and Students of AIMSRS a committee is constituted. *Please refer page no: 37 for details*

## ❖ **Health Care Coverage:**

- All students will undergo an annual health check at the beginning of the academic year.
- Health Insurance with Personal Accident coverage is taken by the institute for every student ( Coverage and policy details are available at Office of Administration)
- All students are administered Mandatory Vaccinations as per the policy of the college.

Mandatory vaccination: Hepatitis "B" Vaccine: 3 doses-0, 1, 6 months (intra muscular)

## ❖ **Code of Conduct**

Apollo Institute of Medical Sciences& Research and its Teaching hospitals are firmly committed to fostering a culture of mutual respect and trust. It is the strong and consistent policy of Apollo Institute of Medical Sciences& Research to treat all members of our community with respect, to provide an environment conducive to learning and working, and to ensure equal access to rights, privileges and opportunities without regard to race, color, sex, sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, disability etc. All members of the Apollo Institute of Medical

Sciences & Research community are expected to create a positive learning environment where students, faculty, and members of the administrative staff treat each other with respect. The environment should be free of harassment, intimidation, exploitation, and abuse, and should be one in which feedback regarding performance can be shared without concern for ridicule or reprisal.

The following Code of Conduct, Rules & Regulations shall be followed by the students. Any deviation will be dealt with disciplinary action

- Every student must treat with respect their fellow students, Faculty, Staff and other personnel associated with the college in a manner that is pleasant and collegial. Every student has the right to an uninterrupted and safe instructional environment behavior which interferes with student learning will not be tolerated
- Use of mobile phone in the classroom, laboratory, library and in the hospital wards during working hours is strictly prohibited, Mobile phones with camera are banned.
- Wearing caps and shorts, eating, chewing and drinking during the class is strictly forbidden
- All students must be in possession of their identity cards any loss should be promptly reported to the Office of Administration. The cards must not be mutilated, defaced or rendered ineffective for identification. The card must be returned at the termination of course/ withdrawal from the institute
- Students are responsible for any textbooks, library books or any equipment loaned to or used by them. If misused or damaged students will be responsible for charge to repair or replace.
- The college premises must be kept clean. Any graffiti or writings on the walls by students will face disciplinary action and penalization.
- Every student is required to be present punctually at the stated hours for lectures and practical classes.
- Students are required to observe order and quiet at all time in the college. No games of any sort are to be played during the hours allotted for lectures or practical classes.
- Smoking within the college library or classes is strictly prohibited. Students are not to loiter about in the corridors or college museum and not to bring friends to the college.

## **RULES RELATING TO CLINICAL WORK IN TEACHING HOSPITALS**

- The ward Assistant Professor shall call the roll of the students deputed to their respective wards at 9am. At 9.30am the roll of book shall be laid on the Professors table for his initials. No student shall leave the wards till 12.00 Noon without permission. The clinical posting timings are subject to change depending upon the convenience.
- All students are under the order of the Asst. Professors while on duty in the Hospital.
- All Students are prohibited from approaching the Superintendent directly. They must come through proper channel i.e., through the Professor.
- Students are not allowed to loiter about the hospital verandah or at the entrance after their work is finished. During working hours they should be present in the ward or in OP's only.
- Students are required to attend the hospital properly dressed as per dress as per dress code. Smoking by students is strictly prohibited in the Hospital & Campus.
- Students should never forget that they are working in hospital and that the patients in their charge are sick, requiring thoughtful attention. What has been said during the clinics regarding the patients is not inform the patient about the diagnosis and prognosis. In case of students violating discipline or negligence at work, the principal may then withhold certificates of attendance even though the student has put in 75% of attendance. The case sheets should never be removed from the ward expect when required in the post mortem/operation theatres. The students are cautioned not to examine acute and seriously ill patients without obtaining permission from the concerned teacher
- The following instruments need to be carried by the student during clinical postings
  - Stethoscope
  - Measuring tape
  - Pen torch
  - Marker pencil
  - Knee hammer
- Students shall pay for any hospital instruments and equipment which have been broken or destroyed through their carelessness

## ❖ Attendance

It is understood that student achievement is a direct result of attending and participating in classroom instruction and classroom activities, it is therefore a requirement for students to attend all classes on time and with the appropriate materials. Students who come late will not be awarded attendance and may be denied entry to the class.

75% of attendance in a subject is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussion, tutorials, demonstrations, practicals, hospital postings, bedside clinics, failing which the student will not be permitted to appear for the Internal examination and University examination. Attendance shall be calculated from the total number of hours and not the number of classes conducted.

Each student is required to attend punctually at stated hours for lectures, dissection, Practical and Clinicals.

Referred students should also have 75% of attendance in both theory and practical.

## ❖ Rules for Examination:

A student must secure at least 50% marks of the maximum marks fixed for internal assessment in a particular subject to be eligible to appear for the final university examination of that subject. Regular, periodical notified examinations with notified syllabus shall be conducted. Total number of internal assessment examination shall be at least 3 in each subject out of which at least one will be practical / clinical. After ignoring the marks of the examination in which the candidate got the least marks, the average marks of the remaining examinations will be counted. The theory and practical marks shall be considered separately and computed.

If the candidate is absent for any of the examination the marks in that examination will be taken as zero. The internal assessment marks shall be displayed in the notice board. The last internal assessment examination, the Pre-Final examination is mandatory and is conducted before the University examinations. The combined computed internal assessment marks shall be sent to the University according to the regulations laid down by the University regulations.

Students are expected to strictly abide by the rules and regulations stipulated by the NTR University of Health Sciences.

## ❖ Dress Code

Students shall wear clean, neat and presentable clothing. Students are advised to follow dress code while attending the college for lectures /Practicals/ dissections/library/Labs. The dress should be neat, clean and pressed.

### Boys

- ✓ Formal collared shirt with full sleeves and formal Trousers with belt.
- ✓ Formal Shoes and socks.
- ✓ Clean white apron with ID card displayed.

### Girls

- ✓ Formal wear dress like salwar kameez, The kurta should be knee length or below knee length.
- ✓ Formal foot wear.
- ✓ Hair beyond neck length should to be tied up in a braid.
- ✓ Clean white apron with ID card displayed.

### Prohibited for boys

- × T. Shirts
- × Denims
- × Caps
- × Chappals /sports shoes
- × Shorts
- × Ear rings
- × Torn trousers touching the floor
- × Pony tails
- × Trousers with more than four pockets
- × Clothing depicting illegal drugs, alcohol profane language, racial, sexual & Vulgar Suggestions

### **Prohibited for girls**

- × Tight fitting dirty jeans. Kurta above Knee length
- × Torn trousers touching the floor.
- × Western clothing including Skirts, shorts, etc..
- × Revealing deep tops/ spaghetti top /Sleeveless tops.
- × Pony tails.
- × Clothing depicting illegal drugs, alcohol, profane language, racial, sexual &

### **Vulgar suggestions.**

In case of violating of the dress code the students concerned will be asked to leave the academic sessions and repeated violations may lead to suspension.

### **❖ Smoking**

Smoking is not permitted in any college / hostel/ campus. Fine will be levied for each infraction or student is debarred from college

### **❖ Drug, Alcohol and Substance abuse**

Consumption of Alcohol, Prohibited Narcotics and drugs, intoxicating agents are banned on the campus. Students found in possession or usage of these substances will be reported to the law enforcing agencies and will be expelled from the college.

### **❖ Weapons or replicas of weapons**

Weapons or replicas of weapons are not permitted on college campus at any time. Involvement in any criminal offence under Indian legal system will result in suspension or expulsion from the college

Engaging in trade / trade activities within the premises/campus is prohibited

## ❖ **Hostel Rules & Regulations**

All inmates of the Hostel shall observe the following rules for the smooth and efficient running of the hostel and for their comfortable stay:-

1. Only bonafide students of Apollo Institute of Medical Sciences & Research are eligible for admission to the hostels.
2. Students, who fail to remit the Hostel fee when they fall due, even after a reminder in writing, shall vacate the hostel room allotted to them, forthwith.
3. Inmate should not change the rooms allotted to them without the permission of the CAO.
4. Boys are not permitted to remain away from the hostel after 10 PM without obtaining permission of the CAO/warden. Girls are not permitted to remain away from the hostel after 8pm without obtaining permission of the CAO/warden.
5. All correspondence about hostel should be made through the respective wardens. All applications for leave to the CAO should be submitted through the warden.
6. No Posters or Pictures should be stuck inside and outside the room or anywhere around the premises of the hostel or College. Hostlers should avoid sticking bills and posters on the windows, doors and walls (Except name strips on the room door). In case the room is found not in order, fine will be levied on the erring student.
7. Inmates are responsible for proper and careful use of furniture and fixtures provided in the rooms and hostel premises.
8. Inmates should not remove any furniture from the rooms and no extra furniture can be brought in from outside.
9. Tampering with fixtures and electrical connections is strictly forbidden.
10. No damage to property of the institution should be caused by a student. The cost of such damage will be recovered along with fine from the inmates as determined by the CAO/Hostel warden/Principal and this will not be adjusted with the caution deposit.
11. Inmates should switch off fans and lights before leaving their rooms.
12. No guest or day scholar will be permitted to the hostel room without prior permission of the Resident Warden.
13. Students are prohibited to use electrical or electronic gadgets like Transistor, Tape Recorder, TV, VCR, Air conditioner, room heaters, electrical cookers etc., If they are found possessing such articles they will be confiscated and fined if they repeat they will send out of the hostel.

14. The inmates are advised to close the taps after use in order to avoid wastage of water.
15. Wastes are to be disposed off only in the dustbins provided and if this rule is violated, the entire floor occupants will be fined.
16. Dining services will be provided only in the mess and there will be no room service.
17. Whenever any hostler falls sick the same should be reported by his/her to the warden who will provide all necessary assistance to get appropriate treatment or medicines.
18. Hostellers are not allowed to leave or enter the hostel after 9:00 pm of any day.
19. Any student who wants to go out of the campus should obtain prior permission from the Chief Warden and should return back before 9:00 pm. No student will be allowed to enter the hostels after 9:00pm
20. To leave the hostel premises, permission of the Chief Warden/CAO is absolutely necessary. Students who want to stay overnight to visit their parents or guardians should approach the Chief Warden for permission. Permission will be granted only after obtaining written request from the parent / guardian duly signed by them.
21. A register will be maintained in each block to record the details for permission granted.
22. All rooms, corridors, toilets etc. must be kept clean and any student who violates the rule shall be dismissed from the hostel.
23. Inmates shall keep the hostel noise / pollution free.
24. No cooking appliances individual hotplates, microwaves and heaters are permitted in the hostel rooms,
25. All complaints regarding toilets, water and power supply should be made to the Resident Warden through the book of complaints.
26. Vehicles brought by the students should be parked only at the notified parking lots – No vehicles are allowed to be kept by hostel student.
27. Visitors shall be allowed only between 4:30pm and 7:30pm to the Hostel.
28. Smoking or Consumption of alcoholic beverages or drugs inside the college and Hostel premises is strictly prohibited.
29. Male hostlers should not wear shorts, Bermudas and lunges outside the hostel rooms. Female students when coming out of the rooms should wear Chudidhar / Salwar / Pants / Sarees only. Loitering in night wear / sleep wear is strictly prohibited
30. Misconduct or breach of any of the hostel rules will render the offender liable to the suspension dismissal from the hostel or from the institute as the case may be. Students will not interfere with the working of the office staff. Any grievance should be reported the warden for action.

31. Students in their own interest are strictly prohibited from the keeping money, jewellery or any of other valuables in their rooms. These may be deposited with warden. The Institute will in no way be responsible for any theft of such articles. As such they will take care of their personal effects such as cloths, books, money, fountain pens, watches, etc.,
32. Students are strictly prohibited from scolding or punishing any other student, in no case should a student take the law in to his hands. Any grievance should be reported immediately to the CAO/warden for redressal.
33. Pets such as dogs, birds are not allowed.
34. No students will keep in his/her possession or use narcotic drugs are liquors of any kind in the hostel in case this is violated the students will be expelled from the hostel and/or the institute.
35. No students are allowed to play the cards in the hostel or institutional premises. Student should not take part of associate in activity of political nature.
36. NO RAGGING IN ANY FORM IS PERMITTED. Any student who indulges in ragging will be prosecuted as per the Telangana government probation of anti ragging No 26 of 1997.

#### **WITHDRAWAL**

Students passing out of the college or discontinuing their studies or those desirous of desirous with their parents or guardians will be permitted to leave the hostel on written application to the CAO through the warden of the hostel. The students if they leave the hostel without any valid reason he will not be admitted into the hostel.

The stay of a student in the hostel will normally be limited to three years from the date of his or her joining the college decided on merits of each case. The students who have completed the prescribed MBBS course but failed in the final examination in one or more subjects are not eligible to stay in the hostel.

If a student is vacated from the hostel under order of the Principal/CAO the applicant can be admitted only after the receipt of the Principal's / CAO's approval. Students should obtaining permission from the CAO on the recommendation of the Warden for permission to leave the hostel with a valid reason with the consent of the parent. No permissions are granted to the student if he/she absents for a part of the month.

Hostel facility is provided with a view to help the student to pursue his/her studies in good environment and to facilitate / promote his/her academic progress. A student who fails to keep up the congenial atmosphere and environment in the Hostel or to perform well and maintain academic progress shall not be allowed to use the hostel facility and shall vacate his/her room immediately on intimation from the Chief Warden / CAO/Principal/MS

## ❖ **Security Information**

1. Apollo Institute of Medical Sciences & Research (AIMSR) is very concerned about the safety and well being of its students, staff, faculty, guests and visitors. Appropriate Safety measures application to the semi-urban environment are observed in the campus. AIMSR employees are part of a highly capable student Life and Health Services system headed by Dean of Students and Human Resources staff members all committed to your safety and well being.

### **2. Procedures and channels for students to report criminal actions or other emergencies:**

(a) Students who observe any suspicious individuals or unusual incidents in and around campus buildings should go to a safe place and then contact AIMSR Security.

(b) Do not personally confront such individuals or become involved!

(c) Security phone numbers are published in student handbooks,

(d) A Security guard is stationed at the entrance of AIMSR building during open hours, all night at vantage points and at each hostel entrance.

Main Building & Hostels' employ Security Staff who mainly check IDs and screen visitors.

### **3. Safety of and access to campus facilities including campus residences:**

(a) AIMSR Security actively monitors access to all buildings 24 hours.

(b) Hostels and Main Institution buildings have Security Guards present at the entrance during closed hours, in addition to Hostel Caretaker and House Keeping staff.

- (c) Keys to the external doors or buildings are limited to authorized staff members, such as House Keeping staff and Security Supervisors/ Chief warden etc.
- (d) AIMSRS Security maintains records of all keys issued to employees. Departing employees are required to surrender keys, along with other AIMSRS property at the end of working hours daily.
- (e) Electronic surveillance equipment allows Security Officers to monitor specific areas of the campus.
- (f) Everyone is required to produce his/her ID on entering an AIMSRS building or on demand at any time; access to facilities/offices is programmed depending on the requirement of each cardholder.
- (g) AIMSRS employee parking lot is available to faculty and staff only. A guard posted at its entrance verifies the identity of vehicles or pedestrians who enter the lot.

4. **Hostels have their security cover monitored by the Chief Warden through each Hostel Warden and Care taker.**

(a) Guests must be 'signed in' by a resident. The resident must be present to sign in a guest, and may not do so by telephone. The resident and the guest must leave a photo ID at the security/reception desk.

(b) Students are advised never to lend ID cards or keys to anyone or to leave messages or notes indicating that they are not in their rooms.

(c) Lobby surveillance cameras record all activity at the entry of certain areas.

6. **Programs designed to inform students and employees about crime prevention:**

In addition to the above:

(a) The Convener of Student Affairs annually works with the Medical College Forensic Department to Organize programs for students on urban safety with the help of the Local Police authority.

- (b) Illegal Drugs and Alcohol (Possession/Personal use/providing for others): Illegal drugs and/or alcohol are not permitted on the AIMS SR premises
- (c) Smoking: Smoking is not permitted in any college/hostel/campus.

7. **Policy regarding campus sexual assault program to prevent sex offenses and procedures to follow when a sex offence occurs:**

AIMSR is committed to maintaining an environment where all members of the community are treated with respect and dignity; we will not tolerate sexual assault or harassment. Offenders will be subject to appropriate adjudication processes and disciplinary action. Information on prevention and follow-up procedures is available for students from the Offices of the Dean or Director Students Affairs /Gender Harassment & Grievance Redressal committee.

## **List of departments with HOD Names**

### **Dean**

Dr. Dilip Mathai

Professor of Medicine and Adult Infectious Diseases

MBBS MD PhD FCAMS FRCP (Lond) FICP FIDSA Hon. FFTM RCPS (Glasg)

### **Principal**

Dr. Prakash Bhatia

Professor of Community Medicine

MD (SPM), MCH (DNB) FAM, MED (DNB)

### **Medical Superintendent**

Dr. Narashima Rao

Professor of Pediatrics

MBBS MD

### **Department of Anatomy**

Dr. Aruna Jyothi

MBBS MD

Professor & HoD

### **Department of Biochemistry**

Dr. C. Rekha

MBBS MD

Professor & HoD

### **Department of Physiology**

Dr. B. Ram Reddy

MBBS MD

Professor & HoD

**Department of Community Medicine**

Dr. Gangam SukhDass

MBBS MD

Asso Professor & HoD

**Department of Microbiology**

Dr. Manik Das

MBBS MD

Professor & HoD

**Department of Pathology**

Dr. KRK Prasad

MBBS MD

Professor & HoD

**Department of Pharmacology**

Dr. Sumana Sen

MBBS MD

Professor & HoD

**Department of Forensic Medicine**

Dr. Surender Reddy

MBBS MD

Professor & HoD

**Department of General medicine**

Dr. Prahallad

MBBS MD

Professor & HoD

**Department of General surgery**

Dr. BalaBrahmam

MBBS MS

Professor & HoD

**Department of Pediatrics**

Dr. G. Raju

MBBS MD

Professor & HoD

**Department of OBGYN**

Dr. Krishna Kumari

MBBS MD

Professor & HoD

**Department of Orthopedics**

Dr. Srinivas Murthy

MBBS MS

Professor & HoD

**Department of Ophthalmology**

Dr. Sanjay Reddy

MBBS MS

Professor & HoD

**Department of ENT**

Dr. Ranganatha Reddy

MBBS MS

Professor & HoD

**Department of Anesthesia**

Dr. U. Srinivas

MBBS MS

Professor & HoD

**Department of Radiology**

Dr. Radha Kishan Rao

MBBS MS

Professor & HoD

**Department of Dentistry**

Dr. Praveena

BDS MDS

Asst Professor

**Department of TB & Chest**

Dr. Jayasri Helen

MBBS MD

Asso Professor & HoD

**Department of Dermatology**

Dr. I. Subbarayulu Reddy

MBBS MD

Asso Professor & HoD

**Department of Psychiatry**

Dr. Sri Varshini

MBBS MD

Asst Professor & HoD

## **Grievance Committee:**

**(GHGRC) has been constituted as follows:**

Chairman : Principal / Dean /MS

Convener : Dr. Sanjay Reddy  
Prof & Head Ophthalmology

Members : Dr Prakash Bhatia  
Principal

Ms. Aparna Reddy  
CAO

Dr. T. Anurag  
Asst. Prof of Forensic Medicine

Dr. C.V.H.S Sai Ram  
Asso Prof. Community medicine

Dr. Nisha Bhatia  
Asst Prof. OBG & Gyn

Dr. G. Jayashree Helen  
Prof & Head. TB & Chest

## **Anti Ragging Committee:**

To address issues concerning Ragging at AIMSRS Anti Ragging Committee has been constituted, the following is the committee:

**Chairman: Dean / Principal**

Convener: Dr. G. Surender Reddy  
HOD of Forensic Medicine

Members: Mr. Ramesh Reddy  
ACP

Mr. Prashanth  
Advocate

Dr. Rekha  
HOD of Biochemistry

Dr. Ranganatha Reddy  
HOD of ENT

Dr. Swapna Lekhana  
Asst Prof of OBGYN

Ms. Aparna Reddy  
Chief Administrative Officer

A.V Shravya Laxmi  
Student

Palle Raghav Reddy  
Student

**To report Ragging Contact No: 040 - 23285140**

## **Acts**

### **GOVERNMENT OF ANDHRA PRADESH ABSTRACT**

TECHNICAL EDUCATION – Prohibition of ragging in all Educational Institutions in the state of Andhra Pradesh Framing of Andhra Pradesh Prohibition of ragging in all Educational Institutions Rules – Issued. HIGHER EDUCATION (EC) DEPARTMENT G.O.Ms.No. 67 Dated: 31-08-2002

### **Read the following**

Hon'ble High court judgement dt. 11-9-1997 in W.P.No. 26132/96 and W.P.No. 27623/96. Andhra Pradesh Act No. 26 of 1997.

Hon'ble Supreme Court order dt: 4-5-2001 in W.P.(Civil) No. 656/1998.D.O.No. F.8-1/99 (CPP-II) Dt. 13-01-2000 of Secretary, Union Grants Commission, New Delhi.

From the CTE., AP., Hyd. letter No. H2/23358/2001, dt: 18-9-2000 & dt: 29-1-2002.

### **ORDER**

The following notification will be published in the extraordinary issue of the Andhra Pradesh Gazette dated: 4th September, 2002.

### **NOTIFICATION**

In exercise of the powers conferred by sub-section (1) of section9, of the Andhra Pradesh prohibition of Ragging Act, 1997 (A.P. Act 26 of 1997) the Governor of Andhra Pradesh hereby makes the following rules relating to Prohibition of ragging in all Educational institutions in the state.

#### **1. Short Title**

These rules may be called the “Andhra Pradesh Prohibition of ragging in all Educational institutions Rules – 2002.

**2. Definition:** In these rules unless the context otherwise requires

**A.** “Act” includes words either spoken or written or signs or sounds or gestures or visible representation.

**B.** “Educational institutions” means and include a college or other Institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities) and includes an orphanage or boarding home or hostel or tutorial Institution or other premises attached thereto.

**C.** “Government” means the state Government of Andhra Pradesh.

**D.** “Notification” means notification published in Andhra Pradesh Gazetted and the work “notified” shall be construed accordingly.

**E.** ‘Ragging’ means doing an act which causes or is likely to cause insult or annoyance of fear or apprehension or threat of intimidation or outrage of modesty or injury to a student.

**F.** “Student” means a person who is admitted into an Educational Institution and whose name is lawfully borne on the attendance register thereof.

All words and expression used but not defined as these rules have meaning assigned to them under A.P. Education Act, 1982 or Indian Penal Code 1860 as the case may be.

**3. Prohibition of ragging**

**A. A.** Ragging is prohibited within or outside of any educational institution in the state.

**B.** The Principal/ Head of the institution shall obtain an undertaking in writing from the students/ parents at the time of admission, that they shall not resort to ragging inside or outside the Institution.

**C.** Full publicity should be given to the punishment for ragging through open circulars, suitable posters, colleges and hostel premises etc, by the Principal/ Head of the Institutions.

**D.** The Principal / Head of the institution shall constitute anti ragging squads involving teachers and students to prevent ragging.

**E. E.** The Head of the institution shall lodge a criminal case against students resorted to ragging for taking action as mentioned In Andhra Pradesh Prohibition of Ragging Act, 1997 (A.P. Act No. 26 of 1997). Certain of the guidelines to prevent raging in educational institutions are illustrated in the annexure to these rules.

### **PENALTY FOR RAGGING**

- 1.** Whoever with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging shall be punishable as per Andhra Pradesh Prohibition of Ragging Act, 1997 – (Act 26 of 1997).
- 2.** The students convicted of an offence under section 4 of Andhra Pradesh Prohibition Act, 1997, (Act 26 of 1997) and punished with imprisonment for a term shall be dismissed from the educational institution.
- 3.** The student convicted of an offence under section 4 of Andhra Pradesh Prohibition of Ragging Act, 1997, and punished with imprisonment for a term for more than six months shall no be admitted in any other educational institution.
- 4.** Any student dismissed from a college for ragging should be debarred from seeking admission in any other course of study in any College/University located in the state.
- 5.** In case of the students who involved in ragging, there shall be an embossment on his marks cards and other academic certificates in bold letters which cannot be obliterated that he had indulged in-ragging and had conducted himself in a manner unbecoming of student.