



STUDENTS' RULE BOOK

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1 ADMISSION / REGISTRATION

- 1.1 For being considered for admission to a course at IQ City Medical College, candidates are required to meet the specific eligibility criteria and selection norms concerning the course, details of which are available at the website <http://www.iqcitymedicalcollege.in/>. Fulfilment of the minimum eligibility criteria is mandatory for admission.
- In case an applicant for admission is found to have indulged in any form of indiscipline or unlawful activity in the past or if it is noticed later that he/she has indulged in any such activity viz. ragging, admission may be refused or cancelled at any stage. There is no provision for provisional admission.
- 1.2 Acceptance and enrolment of a student by IQ City Medical College into its course is referred to as admission or registration.
- 1.3 The registration of the student with IQ City Medical College will become a confirmed registration only on such registration or acceptance being affected by the University/affiliating body. The student will be entitled to the status of confirmed registration in IQ City Medical College automatically upon such registration/acceptance by the University/affiliating body.
- 1.4 Admission/Registration, as mentioned here, refers to admission to the first semester from which the student commences his/her MBBS course. For every subsequent semester, a formal enrolment would be necessary, subject to the student acquiring the eligibility for the same in academic performance and clearance of all dues from Finance Department, Administration Department and the Library.

2. ACADEMICS

- The medium of Instruction for all subjects shall be English.
- 2.1 In his/her own academic interest, a student of IQ City Medical College has to clearly understand that, as applicable to respective subject, all theoretical /practical/clinical classes are to be attended and completed along with prescribed deliverables. All assignments, projects etc. are to be submitted within the due dates in order to get full benefit of the programme. Any relaxation by way of a minimum attendance requirement is provided for only to take care of some unforeseen and unavoidable exigencies
- 2.2 This spirit of adherence to the academic plan will be an essential part of the active teaching-learning partnership between the student and the Institute wherein the student has the responsibility to take a participative and continual interest in education and the allied

process, including all assignments and other deliverables, in order to develop and keep updated his/her intellectual, cultural and professional abilities.

- 2.3 Every student of the Institute is required to hold and demonstrate an exemplary moral and ethical value. In this context, cases of malpractice, plagiarism etc. may attract strict disciplinary action including suspension/debarment/expulsion.
- 2.4 The class routine (schedule) for every batch will be notified at the beginning of the semester and also at the beginning of the month through a notice from the Academic Cell which shall be circulated to concerned departments and shall be displayed in the concerned notice boards. IQ City Medical College, however, reserves the right to reschedule batches/classes even on short notices, if the situation so warrants.
- 2.5 Students must come fully prepared for their sessions as instructed by the respective departments/faculty members. Completion of laboratory note book etc. as applicable, is an example of such preparatory work.
- 2.6 While using equipment in the laboratory or elsewhere, students must adhere to the instructions from the concerned teachers/instructors.
- 2.7 IQ City Medical College, at its own discretion, may offer certain complements in studies (such as value added programs/life-style management programmes) that lead to a holistic development of students.
- 2.8 Every student is encouraged to utilize the opportunity of formal/informal feedback sessions by expressing himself /herself constructively, through their teacher mentors, to enable the department or the institute to review the progress and take such measures as may be necessary to facilitate student learning and development.

3. ATTENDANCES AND PUNCTUALITY

- 3.1 A student is expected to have an attendance of 100% in scheduled classes - theoretical as well as practical, on-the-job training etc. and complete all assignments, projects etc. within the due dates. This pertains to complementary study sessions also. Defaults from this norm may get penalized.
- 3.2 The minimum attendance requirement of a course as laid down by the West Bengal University of Health Sciences (WBUHS), Kolkata will be 75% for theory and 80% for practical and complementary study sessions, unless the WBUHS prescribes a more stringent

requirement, in which case, the higher attendance requirement will prevail. Failure to attain the prescribed minimum requirement will disqualify the student from appearing in the University Examinations. It is to be clearly understood that the minimum attendance requirement is set below 100% only to provide for unavoidable absences like illness etc. for which the students must submit a written leave application to the Dean/Deputy Dean (Academics) for recommending approval by the Principal.

3.3 Students' attendance will be regularly monitored by the Academic Cell and may be notified to them periodically and/ or at the end of every term/semester. Failure to attain the prescribed minimum requirement will entail strict disciplinary action, which may even disqualify a student from appearing in the end-semester examination.

The institute may prescribe stricter minimum attendance requirements from time to time and/or prescribe both overall as well as subject-wise minimum attendance requirements in the interest of the student's academic development.

3.4 In order to make up for any unavoidable absence due to illness etc. the student must discuss the implications with the Dean/Deputy Dean (Academics), workout a corrective action plan and be responsible to implement it.

3.5 Even though the institute may follow, at certain points of time, a practice of alerting its students or their parents/guardians regarding short attendance, the responsibility of keeping a track of their own attendance lies with the student.

3.6 For the purpose of attendance, recorded data from the Institute's manual or automated attendance tracking system will be treated as final.

3.7 It is compulsory for the student to attend on the last working day before a vacation and the first working day after a vacation. On violation of this, the student will not be allowed to resume classes unless specially approved by the Principal of the College.

3.8 Punctuality is an integral part of regularity of attendance and a student who is not punctual may be denied entry/attendance in a class or an activity.

4. PAYMENT OF FEES

4.1 The total amount payable to the Institute by a student for the complete course has the following components :

4.1.1 REGISTRATION/ADMISSION FEE

4.1.1.1 This is payable one-time for registration/admission for the complete course.

4.1.1.2 This covers registration/admission into the academic programmes and those value-added programmes, lifestyle management programmes etc. Which are incidental and ancillary to the main programme and hence an integral part of the total course.

4.1.1.3 The registration/admission fee does not cover the cost of registration for any optional value-added programme, etc.

4.1.2 TUITION FEE/COURSE FEE/COLLEGE FEE

4.1.2.1 Tuition Fee/Course Fee/College Fee covers the cost of each semester for the total duration of the main academic programme.

4.1.2.2 Tuition Fee/Course Fee/College Fee does not cover the cost of optional value-added programmes or optional value-added accessories, if any.

4.1.2.3 Tuition Fee/Course Fee/College Fee does not cover such fees or charges as are payable by the student to the University, e.g. Registration fee, Examination fee, Development fee etc. These are payable separately by the students.

4.1.2.4 Tuition Fee/Course Fee/College Fee covers fees payable to the Institute only.

4.1.3 CAUTION DEPOSIT/SECURITY DEPOSIT

This is payable at the beginning of the course and refundable on completion of the same or discontinuance from the course, after adjustment of Institute claims, if any. There may be separate caution deposits for different services, e.g. for library, computer centre, etc. The original receipts will have to be retained by the student and submitted for obtaining refund.

4.2 PAYMENT PLAN

4.2.1 Registration/admission fee is payable in full at the time of registration/admission. Unless stated otherwise other fees may be payable at the beginning of the course itself.

4.2.2 University Registration Fee, Examination Fee, payable by the student to the University/other affiliating body, any additional /new fees that may be prescribed by the affiliated university shall also be payable additionally by the student directly to the University within the due date. Even where the Institute facilitates collection of such fees from its students for forwarding the same to the University in a lump sum, the students will be required to deposit such fees additionally within the due date.

- 4.2.3 Any taxes, statutory fees, etc. which may be levied by the government or any other statutory or regulatory body during the continuation of the course will be payable by the student additionally within the due dates.
- 4.2.4 All payments to the Institute are to be made by/on behalf of the student only at the designated Counter(s) and assigned receipt be obtained by the student.
- 4.2.5 Wherever special training is involved, payments that may fall due must be cleared in full before proceeding to join in the training.
- 4.2.6 Payments may be made by cash / online bank transfer (NEFT/RTGS) / bank draft/ cheque payable at par through local clearing, in favour of the College - in the exact name and style as given in the selection letter.
- In case of payment by cheque, if any incident of dishonour of cheque for whatever reason, all charges associated with the return of cheque must be borne by the student. Such charges and the payments due must be paid only in cash along with late fee if any that may be applicable within three days from the date of intimation.
- 4.3 In case a student fails in supplementary exam, he/she has to repeat a semester/year.
- 4.3.1 All payments must continue to be made according to the original payment plan as chosen by the student at the time of admission. The payment plan does not get staggered to that of any subsequent batch of students, with which the student may actually be completing the course.
- 4.3.2 The additional amount required to be paid by such a student will be payable at / during the last month of the batch in which the student was originally admitted.
- 4.3.3 For such repeat study, the student is required to pay afresh the tuition fee for the repeat semester but no fresh registration fee.
- 4.3.3.1 As a special consideration, the Institute may restrict such fresh tuition fee payable to only 50% of the normal semester fee (total tuition fee as per semester payment plan as applicable for fresh registration at that point of time) but no fresh registration fee.
- 4.3.3.2 In case a student is not required to fulfil a repeat minimum attendance norm but being ineligible for promotion should attend only the remedial classes with regular students of a subsequent batch, the student is required to pay afresh 50% of the total tuition fee for the repeat semester, but no fresh registration fee. The tuition fee for the concerned semester will be computed according to the

payment plan as applicable for fresh registration at that point of time.

5. LATE FEE

- 5.1 If a student does not pay the tuition fee and other dues in full by due date mentioned in the selection letter, he/she may not be allowed to continue with further studies.
- Beyond the due date, re-admission by payment of dues along with late fee cannot be claimed by a candidate as a matter of right.
- 5.2 In order not to attract the 'defaulter' status, the student must clear in full all dues payable to the Institute strictly on or before the following due dates depending on payment plan as intimated from time to time:
- 5.2.1 Due Date: Payments become due on the first day of the month for which it is payable. It has to be cleared on or before this date without attracting late fees.
- 5.2.2 Late Fee Structure: Non-payment of fees/other amounts (or part thereof) on or before the due date will attract late fee according to the following schedule:
- 5.2.2.1 After the due date, fees may be paid along with a late fine of Rs 500/- up to the next 10 days.
- 5.2.2.2 Between 11 and 20 day, the late fine is Rs. 1,000/- in addition to the dues.
- 5.2.2.3 Between 21 and the 30 day of the month, the late fine is Rs. 1,500/- in addition to the dues.
- 5.2.2.4 In case the dues are not cleared even after 30 days from the due date, the student will not be allowed to attend any academic activity scheduled for his/her batch unless permitted on written application to the Principal, with an undertaking to be given by the student AND his/ her guardian to clear all outstanding dues, including penalty/ fine levied within the next 30 days from the last day calculated as per para 5.2.2.3 above. The grant of 30 days grace period is at the sole discretion of the Principal.
- 5.2.3 In case the college dues still remain unpaid at the end of the 30 days grace granted by the Principal, along with the applicable late fee, a student becomes a 'permanent defaulter' and is not entitled to any academic and other services unless is re-enrolled at the sole discretion of the Institute and on payment of a re-enrolment fee of Rs. 25000/- in addition to the dues.
- 5.2.4 If a due date or cut-off date in 5.2.2.1, 5.2.2.2, 5.2.2.3 or 5.2.2.4 is a holiday, the working day immediately following that day will be

treated as the last date for payment without attracting late fee/higher late fee.

- 5.3 All dues payable must stand cleared before filling up examination forms or collecting evaluation documents like mark sheet, certificate etc.

6. RULES ON FEES REFUND

- 6.1 As a general rule, fees are not refundable excepting as provided for in 6.2 and 6.3 below.
- 6.1.1 Relevant guidelines, if any, of any affiliating/regulatory body will be followed in this regard.
- 6.1.2 Refund rules under 6.2 and 6.3 will not be applicable in cases where the guidelines of any affiliating/regulatory body specifically mention that fees are not refundable.
- 6.2 Registration fees (4.1.1) are payable at the time of taking admission into a course. Once paid, registration fees are not refundable.
- 6.3 For discontinuation of the course, a student has to apply in writing to the Principal at least fifteen days before the commencement of his/her batch in any subsequent semester

AND

The student will be required to pay balance of tuition fee that would have been paid by him/her had the student completed the MBBS course by single instalment. The original documents would be returned only after compliance of the above. The Head of the Institute, however, retains discretionary power to modify the above.

- 6.4 If the student is required to make any "caution money deposit" (e.g. for laboratory, library, hostel etc.), this will be retained by the Institute as a non-interest bearing deposit and will be refunded on completion/discontinuation of the course (or when the student is permitted to discontinue the hostel boarder-ship) on production of the original receipt. Refund amount is, however, subject to deduction of dues to the institute.

7. COURSE MATERIAL

- 7.1 Any course-material which the Institute may provide to its students is for their use only in connection with the course. The institute will retain the intellectual property rights in all such materials.
- 7.2 No part of such material may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, excepting as may be specifically provided under the terms of the

copyright applicable.

Similar restrictions will be applicable also in respect of copyrighted materials of a University/any other entity, which may be made available to the students.

8. EVALUATION

Evaluation will be in accordance with the prescribed norms of the WBUHS.

Wherever applicable, the evaluation of a student's performance in a semester may consist of internal assessment, end-semester examination, performance evaluation during clinical postings, project reports, presentation, seminar, value-added programme etc.

- 8.1 Internal assessments (both Periodic and Continuous) of the student during the course will be a part of Formative Assessment and will enable the faculty members and the students to know areas of strengths and weaknesses of the students and accordingly work upon them for overall improvement of the students' academic performance.
- 8.2 The students' professional examinations for the respective years (Summative Assessment) however, will be governed by the examination rules and regulations of the WBUHS.
- 8.3 In all the examinations, every student is required to maintain strict academic discipline and decorum befitting an educational Institution, failing which the student may be subjected to strict disciplinary action as decided by the Principal and the College Academic Committee.

9. IDENTITY CARD

- 9.1 Each student of IQ City Medical College will be issued an Identity Card upon admission to the college. The students shall be required to provide relevant data including their blood group and recent colour photographs.
- 9.2 Students are advised to check up the correctness of all details as soon as the identity card is issued and bring it to the notice of the issuing authority in case of any discrepancy. The Institute shall rely on the data submitted by the student and will not be responsible in any manner for incorrect data furnished by the latter.
- 9.3 An Identity Card is valid only if it contains the student's name, batch code, registration number, blood group, recent photograph of the student and is duly stamped/signed by an authorized signatory of IQ City Medical College.
- 9.4 An Identity Card is valid only at the campus where it is issued.

Students must wear identity cards when in the campus/student transport etc., and may be asked to produce it on demand by any official authorized by the Institute. Normally, students will be required to produce the Identity Card for entry to IQ City Medical College & hospital / campus premises, library, or for any other purpose as specified by the concerned authorities at the campus.

9.5 Loss of identity card is to be reported to the local police station. A duplicate identity card will be issued on a written request (along with a copy of diary to the local Police Station) subject to the approval of the appropriate authority and on payment of duplicate document charge of Rs 100/-.

9.6 Students should hand over their identity cards to the HR Department of the Institute on completion of their respective courses or in case of discontinuation of studies prior to course completion.

10 UNIFORM & DRESS CODE

10.1 The Institute has the discretion to introduce uniform for the students. Wherever introduced, uniform must be worn on all days. Till such time the below mentioned dress code must be strictly followed by the students.

10.2 Boys should have proper haircuts and should be clean shaven (unless required on religious/cultural grounds). Girls should similarly have well-groomed hair and avoid overt make-up/ nail polish etc.

10.3 All students should wear clean, well ironed apron.

10.4 Dress Code :

10.4.1 **Boys :** Shirts with collar (open collar or with tie).

- Shirts should be tucked into the trousers.
- Wear proper socks and clean shoes. No Sandals/ Chappals.
- No round neck T-Shirts
- May wear V Neck Sweater.

10.4.2 **Girls :** Saree/ Salwar Kameez/ Formal trouser with top.

- Sweater/ Cardigan/ Scarf if required.
- Proper footwear.
- NO T-Shirts with round neck.

10.5 On special occasions like college fest, cultural functions etc. students may be specifically exempted from wearing uniform/formal dress

including formal shoes.

11. HOSTEL RULES AND REGULATIONS

These rules will be termed as Hostel Occupancy Rules & Regulations. Failure to abide by these rules in letter and spirit will be considered an undesirable conduct on the part of the residents and will result in appropriate disciplinary action.

11.1 Every student before admission to the hostel must give an undertaking in writing that he / she will abide by the rules of the hostel and that he / she will submit to the discipline imposed on him / her by the authorities. This shall be confirmed in writing by the parent / guardian also in the attached declaration from.

11.2 Rooms (Single AC/ Double AC/ Double Non AC/ Triple Non AC) will be allotted by the hostel warden to students on the basis of payment made, availability, placement requirement etc.

The warden may shift students from one room to another due to institutional requirements.

11.3 Hostel Fees will be decided by College Authority and is subject to revision as decided by College Authority on time to time basis.

11.4 Students must occupy the rooms allotted to them and shall not exchange rooms without the knowledge of the concerned warden.

11.5 It is expected that residents will treat the hostel property with care and consideration.

11.6 Furniture /Furnishings for individual rooms as well as common areas will be provided once at the beginning of the academic year. The subsequent maintenance if required will be carried out through the hostel warden.

11.7 Fixing of posters, making use of walls / doors as a canvas for painting of various expressions, etc., are strictly prohibited.

11.8 Any damage to the walls/ doors or to the furniture if found due to misbehaviour, misuse by the students is liable to penalty as decided by the authority.

11.9 Main door and other keys of drawers/ almirahs etc must be returned to the warden on vacating the hostel. In case of loss of main key, duplicate room key will be issued after taking approval from the

- college authority and payment of fine as decided.
- 11.10 Hostel residents are provided both food and lodge. No one is permitted to use the hostel for lodging only.
- 11.11 In case of sickness/ injury of a student, the Dean (student's affairs) and Deputy Dean (student's affairs) should be informed immediately by the warden. The students should report to hostel warden who will immediately arrange for first aid in the hospital, Students are also advised to familiarise themselves with the location and facilities of the hospital premises (Casualty and other departments).
- 11.12 Hostel Students are not allowed to cook food in any manner nor allowed to use electric appliances.
- 11.13 Students at all times when leaving the rooms must switch off electric switches and also to close the water taps, failing which the warden is authorized to enter the room to ensure the above. Fine/ penalty may be imposed on the student for such irresponsible behaviour.
- 11.14 Students must abide by rules regarding timings and leave as decided by the authority. They must report to the hostel sharply by 10 pm unless some specific reason is there which must be informed in writing to the hostel warden. They must sign the attendance register which will be kept with the security personnel daily without fail.
- 11.15 Students should not indulge in any illegal and/or unethical activity on the hostel premises.
- 11.16 Smoking, consumption of alcoholic drinks and use of narcotic drugs in the hostel premises is strictly prohibited.
- 11.17 For the convenience of the hostel boarders, a complaint handling system is in vogue. In case of any complaint regarding upkeep and maintenance, the complaint form should be filled out in duplicate and a copy should be handed over to the hostel warden. A complaint register is also placed at the entrance of each hostel block for this purpose.
- 11.18 Along with the above mentioned rules, a student may also be fined or expelled from the hostel or rusticated or expelled from the college or subjected to other suitable punishment for the following reasons.

- 11.18.1 Harassing other students, use of violence, against fellow students, stealing or pilfering hostel/college property or the property of other students, unruly or rowdy conduct etc. shall not be entertained and the offenders are liable for strict disciplinary action.
- 11.18.2 Writing on the walls or other parts of the hostel building or sticking of posters or distribution of unauthorized hand bills or notices. Making noise and/ or creating other disturbances, including the use of audio devices etc. in such a manner as to disturb others, is liable for punishment.
- 11.18.3 Participating or causing others to participate in strikes, demonstrations or disturbances of any kind or behaving or causing others to behave in such a manner as to bring the hostel / college in to disrepute will be dealt severely.
- 11.18.4 Convening /organizing /attending unauthorized meetings within the hostel is strictly prohibited.
- 11.18.5 Gambling in the hostel premises, keeping or consumption of intoxicating drinks/ drugs, keeping fire-arms or other lethal weapons or poison, entertaining unauthorized guests are strictly banned.
- 11.18.6 Abusing, maltreating or assaulting hostel employees, including mess workers and employees of the canteen, if any, is a punishable offence.
- 11.18.7 Taking the law in their own hands will make students liable for disciplinary action.

12. TOURS & STAY

- 12.1 For local /outstation tours or trips abroad, in connection with any training/ project /internship of the student, all expenses (viz. travel, local conveyance, food, lodging etc.) will be borne by the student, excepting those cases where the Institute might have specifically undertaken to bear some part of an expense.
- 12.2 Arrangements for such travel /stay will also be the responsibility of the student. The Institute / the host organisation (where visiting) might only provide the usual support or guidance wherever possible.

13. DISCIPLINE

- 13.1 In order to uphold and project the right image of themselves and

- their Institute, students of IQ City Medical College must abide by a strict code of discipline and decorum both within and outside the campus.
- 13.2 The rules pertaining to student discipline and decorum thus extend beyond the campus, e.g., wherever applicable, to students' hostels, students' bus/transport, and may even extend to a public place in so far as the conduct of a student in such a place may have an effect on the general image of the Institute and its students. During internship at the premises of another organization, all administrative/disciplinary rules of such site organization shall be automatically binding on the student during the period of training.
- 13.3 Any act of violating the academic or administrative discipline of a college/campus is a serious offence. Possession of mobile phones/mp3 players etc. in the class or other sessions, laboratory, library, etc. is strictly prohibited and makes the student liable for disciplinary action including confiscation of the electronic equipment.
- 13.4 The entire campus is a no-smoking zone. Practices like chewing of betel leaf, tobacco in whatever form, consumption of alcohol in any form or any other intoxicant, indulging in any addiction anywhere within the campus and hostel premises are strictly prohibited.
- 13.5 Non-wearing of uniform wherever applicable, or violation of dress-code will be considered as an act of indiscipline, which may preclude a student from being allowed entry to campus/class etc.
- 13.6 Any act of misbehavior, misconduct, unfair means, etc. on the part of a student will be construed as a serious violation of the discipline of the institute. The term misbehavior includes that with any other student, member of staff, agency personnel, visitors or any other third party.
- 13.7 Taking recourse to unfair means during examination/assessment etc. may invite disciplinary measure over and above what may be prescribed by the authorities.
- 13.8 In all matters related to student welfare, including sports and games, cultural activities, etc. in the campus as well as in the hostels, students will be governed by the Student Welfare Committee of the campus.

- 13.9 The Student Discipline Committee of a particular campus will have the authority to investigate into all matters concerning student-indiscipline and recommend appropriate action. The Principal is the chairman of the Disciplinary Authority. The decision of the Disciplinary Authority is binding upon all students.
- 13.10 Punishment on account of any act or behavior tantamount to indiscipline may include any one or more of the following and may also be in the form of other punishment(s) as deemed appropriate by the competent disciplinary authority :
- 13.10.1 Withholding of scholarship and/or other benefits
- 13.10.2 Debarring from representation in events
- 13.10.3 Suspension from classes or the campus for a limited period
- 13.10.4 Suspension from the hostel for a limited period
- 13.10.5 Suspension from availing of certain service(s) for a limited period
- 13.10.6 Imposition of a fine
- 13.10.7 Obtaining a public apology
- 13.10.8 Withholding of results
- 13.10.9 Expulsion from hostel
- 13.10.10 Expulsion from the institute

14. RAGGING

- 14.1 "Ragging is any disorderly conduct, whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness to any other student, indulging in rowdy or undiscipline activity, which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or in a junior student or asking the students to do any act or perform something which such student 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" (Supreme Court-Writ Petition (Civil) no. 656 of 1998).

14.2 Ingredients of Ragging :

- Abetment / instigation to ragging
- Criminal conspiracy to rag

- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt/mental trauma or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempt to commit any or all of the above mentioned offences against the victim
- Physical or psychological humiliation
- Any act/abuse by spoken words, e-mails, snail mails, blogs, public insults etc
- Any act that prevents, disrupts or disturbs the regular academic activity of a student
- All other offences following from the definition of "Ragging".

14.3 On admission, all students and parents are required to give an undertaking that they/ their wards will not indulge in any form of ragging.

14.4 If any incidence of ragging takes place, it shall be dealt with as per existing law.

15. LIBRARY RULES

15.1 Membership is obligatory for all students.

15.2 All students would be issued central library card which must be in their possession while entering the library.

15.3 A fine of Rs.50/- would be levied in case of loss of the central library card and duplicate would be issued thereafter.

15.4 Bags, handbags, parcels, aprons or other valuable things are not allowed to be brought inside the library. Such things may be left in the property counter provided in the library. Users are advised not to keep their valuable things in the property counter. The library accepts no responsibility for the loss or damage to any article so left.

- 15.5 Personal books are not permitted to be brought in to the main library.
- 15.6 Books, journals, etc. taken from the shelves for reading should be left on the tables after use and not be replaced on the shelves.
- 15.7 Strict silence will be observed at all times in the Library.
- 15.8 Library will remain open from 9:00 a.m. to 9:00 p.m. on all working days and from 9.00 a.m. to 2.00 p.m. on Sundays. External reading room will be open from 9:00 a.m. to 10:00 p.m. However timing can be extended before examinations.
- 15.9 Library will remain closed on all National Holidays.
- 15.10 Books shall be issued between 9.00 a.m. to 3.00 p.m. on working days only.
- 15.11 Books from the Central Library can be loaned daily for a week.
- 15.12 All books/Journals must be handled carefully.
- 15.13 Engaging in conversation/discussion/group study inside the internal and external Reading Halls in the Library is strictly prohibited.
- 15.14 Students who fail to return books by due date shall be fined Rs.10/- per day for first 15 days and after that Rs 20/-per day.
- 15.15 Students shall be issued only two books at a time.
- 15.16 Eating, Drinking (Except Water), Smoking, Sleeping etc. are strictly prohibited in the library.
- 15.17 Users should not deface the library books, journals etc. By underlining or scribbling notes in the margins.
- 15.18 Chairs, tables and other library equipment, furniture shall not be marked, defaced, disarranged. Also students should not place their feet on chairs or tables.
- 15.19 Personal belongings should not be left unattended. The library cannot be held responsible for any loss or damage of personal belongings.
- 15.20 Mobile Phones are to be 'Switched Off' or kept in 'Silent Mode' in the library.
- 15.21 Computers are only for educational use. The use of the Internet in the library is for reference work. Accessing unauthorised sites,

chatting etc. are strictly prohibited in the library. Students are liable for disciplinary action in case of default.

- 15.22 Library users should not change settings on the computers provided in the library.
- 15.23 All students must follow the dress code of the Institution while visiting the library.
- 15.24 Magazines / News Paper/ Journals from the library will not be lent for home use.
- 15.25 Loss or damage to Library Books/Materials on loan to a user should be reported immediately. Serious loss shall lead to penal deduction from the borrower.

The above mentioned rules and regulations are subject to periodical reviews and revisions. Failure to comply with library rules and regulations may result in the loss of library privileges and may lead to college disciplinary procedures.

16. RULES REGARDING HANDLING OF COLLEGE COMPUTERS

Computers in the Institution which may be accessible by students may have its specific sets of rules and regulations, which will be binding on all.

- 16.1 Prescribed discipline and care must be followed so as to keep the computers free from virus attacks.
- 16.2 No CD/DVD/pen drive/detachable hard disk, etc. may be brought in or used without explicit permission from the authorities. Any restrictions on website access as may be prescribed by the authorities shall need to be strictly followed. It is strictly prohibited to load/use/communicate any kind of objectionable matter or send any hate mail/spam/threat mail etc. Wherever online access facilities are available, a student must use his/her own login ID only and will be responsible for the use of one's own password. Silence and discipline must be maintained at all times anywhere in the premises.

17. HOLIDAYS

Holidays will be governed as per the campus list of holidays, normally announced at the beginning of a calendar year, and any modifications that may be announced from time to time.

18. PROTECTION OF PROPERTY

Every student should be careful about all the properties they are using or handling in any manner while they are in campus/hostel/transport etc. Such properties may be personal to themselves or other students or may be institute's property or properties of third parties, like hiring agency, leasing organisations etc.

18.1 STUDENT PROPERTY

Every student must take care of their own property. It is generally advisable that no student should bring in valuable items to the campus/hostel beyond what is required in connection with their courses of study. Under no circumstances shall the institute bear any responsibility for the loss or damage of personal items.

18.2 OTHER INSTITUTE PROPERTY

Other institute property may constitute of building, furniture & fixtures, vehicles, books & journals, stationery and other items, equipment, etc. Wherever any such item is made available for students, these are for their bona-fide use only with the clear understanding that students will be responsible to exercise care and caution and protect such property from damage. Any loss or damage as may be caused by misuse, carelessness or mishandling by students(s), shall need to be compensated for by the latter as per the decision of the competent authority.

18.3 THIRD PARTY PROPERTY

All third party properties are to be handled with care. In addition to the compensation determined by the institute authorities, the student will be liable to settle the claims of any third party in case of any loss, damage etc.

19. RIGHT TO FRAME AND CHANGE RULES

IQ City Medical College reserves the right to frame rules for its students and change any or all rules laid down for its students in this handbook and elsewhere, e.g. in the delivery of academic, value added or lifestyle management programme, conducting internal evaluation/end-semester examination etc. and operation of library, hostels, cafeteria, transportation etc. to which reference is made in

this handbook. Such rules/changed rules apply automatically to all students of IQ City Medical College availing of the respective services.

For any issue not specified in the handbook, the Institute authority shall have the right to frame and follow the respective rules and regulations and shall be within their rights to take decisions on the merits of specific case(s) and such decisions will be binding upon the student(s).

On any change being made in an existing rule, normally the students will be informed through a notice displayed in the notice board. The corresponding earlier rules will automatically be replaced by the new rules and the latter will come into effect for all students from the respective dates of effect.

20 COMMUNICATION WITH STUDENTS

- 20.1 In general any relevant changes in rules and regulations will be communicated to students through the concerned notice board, e.g. general notice board, library notice board, hostel notice board etc.
- 20.2 While notice may be displayed for limited periods of time, changes communicated through them may continue to be in force for the specified periods or till further notice, as the case may be.
- 20.3 In specific situations, the Institute might decide to communicate with its students and/or their guardians through website, intranet, letter, SMS, email etc. When a letter containing a notice/decision etc. is mailed to the address of a student as recorded with the Institute, it will be deemed to have been duly served. It is the responsibility of the student to take note of all communications made by the Institute from time to time and to inform their parents/guardians.
- 20.4 Every student must promptly inform the Institute in writing regarding any changes in the postal address, phone number, email address etc. of themselves and their parents/guardians.

21 MECHANISM FOR REDRESSAL OF STUDENTS' GRIEVANCE

In order to improve the quality of various services provided to its students, IQ City Medical College actively seeks and appreciates suggestions and feedback from students as well as from parents for

active consideration of the authorities regarding such services.

Apart from constructive feedback which the students are expected to provide during formal feedback sessions, students may approach the respective authorities, e.g. the batch coordinator, or their faculty mentor for academic delivery services, the librarian for library services, the hostel warden for hostel related services, etc. either for offering their suggestions or for redressal of a grievance. Suggestion boxes are available in the hostel as well as in the boys' and girls' common rooms of college building which is periodically opened and viewed by the dean and deputy dean (Student Affairs) and the principal. Valuable and implementable suggestions if any can also be placed there in. The Institute also has dedicated e-mail [id-feedbackprincipal.medcol@iqct.in](mailto:feedbackprincipal.medcol@iqct.in) for receiving student feedback. Students may forward their feedback/suggestion etc. through this channel.

22 FORCE MAJEURE

IQ City Medical College shall not be liable for any delay or failure in performance of any of its obligations when such delay or failure arises from the events or circumstances beyond the reasonable control of the Institute (including, without limitation, acts of God, fire, flood, earthquake, war, explosion, sabotage, terrorism, embargo, imminence or the existence of any state of emergency, civil commotion, acts or omissions of any government entity, supplier delays, communications or power failure, equipment or software malfunction, or labor disputes). As such, under the above mentioned circumstances, candidates are not entitled to claim any refund of fees paid.

23 LIMITATION OF LIABILITY

The liability of IQ City Medical College towards its students is limited only to the extent of the fee paid by them. The Institute shall not be liable under any circumstances for punitive, exemplary, special indirect or consequential damage including, without limitations, lost profits.

24 JURISDICTION

Any dispute arising out of or in connection with the candidature or studentship of an individual in a particular campus of the Institute will be subject to the jurisdiction of the courts in Kolkata, India

DECLARATION BY STUDENT
IQ City Medical College

This is to confirm that I have received the IQ CITY MEDICAL COLLEGE **STUDENTS' RULE BOOK**. I shall strictly abide by the rules and regulations as contained therein along with amendments, if any, as may be made from time to time.

I hereby declare that I will make my copy of this Rule Book available to my parents/guardian also.

Signature

Name of the Student

Registration No.

Course

Postal Address of Student

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Mobile No. of Student

Email Address of Student

Name of the Parent / Guardian

Relationship with the Student

Postal Address of Guardian

.....

.....

Mobile No. of Guardian

E-mail Address of Guardian

DECLARATION BY STUDENT
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E-mail Address of Guardian

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