



Rules and Regulations

General

- 1) **College Timing:** Students are expected to strictly adhere to the college timings, which are from 8:30 AM to 4:00 PM.
- 2) **Dress Code and Grooming:** All students must be dressed in formal attire at all times while on campus, including during library visits, laboratory sessions, examinations, and formal college events. Proper grooming is mandatory: haircuts must be neat, nails must be trimmed (no nail paint), and male students must be clean-shaven. The wearing of an apron and ID card is compulsory during college hours.
- 3) **Attendance and Internal Assessment:** Maintaining a good record of attendance and internal assessment is crucial. While 100% attendance is expected, students are permitted a 20% leave allowance for health or family reasons. To be eligible for university exams, students must maintain at least 85% attendance across theory, practical's, and clinical postings. Any leave application must be submitted through the respective class coordinator to the Principal. Leave approval is granted with the understanding that students take responsibility for any potential attendance shortage. Please note that medical or emergency leave does not compensate for any attendance deficit. Parents will receive periodic updates regarding their child's attendance and internal assessments through parent's teacher meeting.
- 4) **Communication with the Principal/Staff:** All communication between parents/students and the Principal or staff should take place during college hours. In case of an emergency, hostel students must route their communication through the warden.
- 5) **Mobile Phones:** The use of mobile phones is strictly prohibited during college and clinical hours. Any phone found will be confiscated and returned only at the end of the academic year.
- 6) **Campus Etiquette:** Classes and clinical sessions are conducted at both the College of Physiotherapy and Sri Venkateswaraa Medical College and research institute campus. Students must maintain proper decorum and conduct befitting their professional education at all times, both within the campuses and in all activities. Students should submit/produce record books/work books duly completed and signed by staff on or before



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(A State Private University established under Tamil Nadu Private Universities Act, 2019)



COLLEGE OF PHYSIOTHERAPY

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the notified time. Noncompliance will be viewed seriously and subject to disciplinary action.

- 7) **Ragging:** Ragging in any form is strictly prohibited in both campus and hostels. The Anti-Ragging Committee and Anti-Ragging Squad will take proactive measures to prevent ragging. Any violation will result in severe consequences, including suspension and/or expulsion from the hostel or college. Offenders may also be handed over to the police as per the law. Under the Tamil Nadu Prohibition of Ragging Act, 1997, ragging can lead to up to Two years of imprisonment, and the Supreme Court has defined it as a criminal offense.
- 8) **Hostel Facilities:** It is strongly recommended that students reside in the college-hosted accommodations. Separate hostels with mess facilities are available for both men and women, featuring amenities like a TV room, reading room, and water cooler with Aqua guard, electricity backup, hot water, and security. Students are also free to use canteen facilities on the campus. The resident wardens and Chief Warden manage room allotments, discipline, maintenance, and provide any necessary boarding assistance.
- 9) **Hostel Residency for First-Year Students:** First-year students are required to stay in the hostels. From the second year onward, students wishing to live independently must submit a consent letter from their parents, along with their local address and contact number, to the college office. Any changes to this information must be promptly updated.
- 10) **Prohibition of Smoking and Intoxicants:** Smoking and the consumption of intoxicants are strictly prohibited on campus and within hostel premises. Any student found violating this rule will face strict action, including potential expulsion from the hostel with no refund of rent.
- 11) **Health and Medical Assistance:** In case of illness, students can avail themselves of consultation and treatment at Sri Venkateswara Medcity. They should inform the warden and their respective class in-charge, as well as notify their parents. It is highly recommended that a parent or guardian be present in case of hospitalization or any surgical procedures.
- 12) **Work-Life Balance:** Students are encouraged to maintain a balance between studies, rest, and extracurricular activities. The college offers various opportunities for involvement in co-curricular activities and sports. Talented students should consider applying for membership in the college's sports and cultural committees.



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- 13) **Library Facilities:** The college library is well-stocked with reference books and journals. Students are encouraged to utilize this resource for academic growth. The library is open from 8.30AM to 8:00 PM on all working days.

Clinical Postings

- 14) **Clinical Posting Timings (UG Students):** According to clinical postings timetable.
- 15) **Clinical Duty Timings (PG Students):** Morning session: 8:30 AM to 12:30 PM
- 16) **Clinical Duty Timings (Interns):** Morning session: 8:30 AM to 12:30 PM and Afternoon session: 1:30 PM to 4:00 PM
- 17) **Lunch Break:** 12:30 PM to 1:30 PM
- 18) **Attendance Protocol for Interns:** Interns must sign in before 8:30 AM and 1:00 PM, and sign out at 12:30 PM and 4:00 PM.
- 19) **Dress Code and Equipment:** Students must wear their aprons during all clinical postings. Each student should carry their own clinical examination kit (including hammer, goniometer, inch tape, stethoscope, etc.).
- 20) **Clinical Logbook Maintenance:** Daily maintenance of the clinical logbook with the concerned staff member's signature is mandatory. Strict disciplinary action will be taken in cases of indiscipline or malpractice related to attendance.
- 21) **Medical Leave Policy:** A medical certificate is required even for more than 3 days of sick leave. In the case of unauthorized absence, the missed clinical posting may need to be repeated/ extended.
- 22) **Patient Management:** Every patient must be re-evaluated daily, preferably at the start of treatment. Treatment records must be duly maintained and updated, with initials of the supervising staff. Patient follow-up should also be clearly documented.
- 23) **Equipment and Patient Care Responsibility:** Postgraduate students and interns are responsible for the care and maintenance of the equipment they use. They are expected to maintain good rapport with patients and are encouraged to learn local languages for effective communication.



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- 24) **Leave Policy During Internship:** A maximum of 6 casual leaves are allowed during the 180-day internship period. These should not be availed in one block and are preferably limited to one per month.
- 25) **Handover Protocol:** In case of absence or change in posting, the concerned PG or intern must handover patient responsibility to another PG/intern and inform the respective coordinator.
- 26) **Work on Declared Holidays:** Postgraduates and interns will be posted in rotational order to work on declared holidays at their clinical postings.

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