



DR. G.D. POL FOUNDATIONS

YMT AYURVEDIC MEDICAL COLLEGE & HOSPITAL NAVI MUMBAI

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Institutional Area, Sector-4, Kharghar, Navi Mumbai 410210

Message from the Desk of Principal



Dr. Sanjeev Yadav

Integrity and professionalism are paramount in the field of Ayurveda. Developing a patient's trust and respect cannot be overemphasized. Becoming a professional is a life-long process that requires personal commitment, personal development and continued self-appraisal. The faculty and staff are present to guide and foster these beliefs in helping students develop and contribute to dentistry, society, and to the patients we treat.

The manual has been prepared for all students, clinical faculty, and staff and contains rules, procedures and guidelines by which the clinic facilities and resources will be coordinated and conducted in adherence to the above philosophy and goals.

All students, faculty, and staff involved in clinical activities are required to know and adhere to the policies and procedures described in this handbook.



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INDEX

1. INTRODUCTION

2. CODE OF CONDUCT FOR DEAN

3. CODE OF CONDUCT FOR TEACHERS

4. CODE OF CONDUCT FOR NON-TEACHING STAFF

5. CODE OF CONDUCT FOR SUPPORTIVE STAFF

6. CODE OF CONDUCT FOR STUDENTS

7. ANTI-RAGGING

8. VISHAKAH COMMITTEE

9. HOSTEL RULES & REGULATIONS



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INTRODUCTION

A code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behaviour. The purpose of a code of conduct is to develop and maintain a standard of conduct that is acceptable to the Institution, its staff, students, and other employees. This Handbook indicates the standard procedures and practices of G.D Pol Foundations Y.M.T Ayurvedic Medical College & Hospital for all students enrolling with the institute for pursuing Ayurvedic Medical courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (here in after referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

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PRINCIPAL

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CODE OF CONDUCT FOR PRINCIPAL

The PRINCIPAL of an Institution should always be honest, fair, objective, supportive, and protective and law abiding. Besides, the following traits are expected from the PRINCIPAL

- He/She has to Chalk out a policy and plan to execute the vision and mission.
- He/She has to promote industry institution interaction and inculcate research development activities.
- He/She has to ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- He/She has to recommend and forward communication to the authorities.
- He/She has to Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- He/She has to execute any other qualitative and quantitative work for the welfare of the institution.
- He/She has to Listen to the student's ideas and set a supportive tone.
- He/She has to be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- He/She has to empower all his staff and students to reach their maximum potential.
- He/She has to carry with the highest integrity and he/she has to exhibit outstanding and strong leadership skills.

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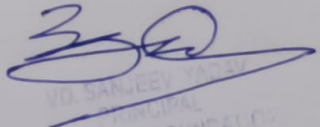


CODE OF CONDUCT FOR TEACHERS

All teachers are expected to know and follow the outlined code of conduct for their profession.

A. Commitment to the Profession

- Conduct yourself in a reasonable manner in the development of Government policies affecting education.
- Do nothing in your private or public pursuits which will bring your profession to disrepute.
- Keep in confidence, information that had been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Offer advice and give helpful criticism as the need arises. In this matter you have a special responsibility to teachers in training and junior colleagues.
- Open confrontation of whatever nature must be avoided.
- You should neither allow other employment to impair the effectiveness of your professional service, nor permit commercial exploitation of your professional position.
- Keep all records accurate and up to date.
- All correspondence addressed to the Ministry of education should be channelled through the PRINCIPAL, in the first place.
- The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
- Professional growth is absolutely necessary and must be given priority.
- Devote full working time to your vocation; teaching effort and time on task are essential for success.


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B. Commitment to Colleagues

- Treat your colleagues as professional equals, regardless of their status.
- Treat your colleagues with courtesy at all times.
- If you are a Head, behave in such a manner that you earn respect. Win it by upholding integrity, dignity, decorum and efficiency at all levels.
- Respect the functional superiority of those set in authority over you.
- In correcting a subordinate, do not make the intent known to others, unless it is necessary.
- Be impartial in your decision with members of staff.
- Cliques and factions among members of staff will not be tolerated.
- Do not discriminate on grounds of race, colour, creed, or national origin, nor interfere with the free participation of colleagues in the affairs of their association (s).
- Do not deliberately distort evaluation of colleagues.

C. Attendance, Leave and Absence

The teacher shall abide by the guidelines and mandates as laid down by NCISM/ MUHS/ Other Governing authorities. As per MSE published by NCISM on 16/2/2022 The teacher shall have at least 75% attendance during the working days of every calendar year.

Leave for going home on working days should be forwarded through HOD to the PRINCIPAL only

Leave applications should be submitted to the concerned authorities at least three days in advance.

D. Commitment to Students

- Place high value on and demonstrate to students' commitment for excellence in work, manners and achievement.



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- Encourage students to practice respect for other and to be thoughtful and helpful at all times, especially in relation to the aged and the handicapped.
- Encourage students to exercise discipline.
- Help students to develop a sense of responsibility, self-reliance and independence.
- Encourage students to show respect for all forms of duly constituted authority.
- Demonstrate patriotism and appreciation of freedom with responsibility.
- Help students to differentiate right from wrong and justice from injustice.
- Encourage students to show respect and appreciation for personal and public property.
- Assist students to exercise tolerance as they strive for understanding of other's ideas and beliefs.
- Strive for consistency, firmness and understanding in disciplinary dealings with pupils.
- Instil a feeling of pride in self, school and community.
- Help students to understand and appreciate that the development of acceptable attitudes and standards is more important than blind obedience to rules.
- Strive to develop mutual courtesy and respect between teachers and pupils.
- Dealing justly with each student and treat each with courtesy and consideration.
- Work towards developing and promoting good human relations and qualities.
- Do not encourage undue familiarity with students.
- Do not smoke, drink or eat during teaching sessions in the presence of students.
- Do nothing by precept or example likely to corrupt student.
- Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.
- Respect the confidentiality of information about a student or his home and withhold it, unless its release serves a professional purpose benefits the student, or is required by law.
- Undertake to constantly pursue the improvement of learning facilities and opportunities.
- Make responsible efforts to protect students from conditions harmful to health and safety.



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E. Commitment to the Community

The Teaching vocation occupies a position of public trust. Education is effective when school and community co-operate in a constructive manner.

- Adhere to any responsible pattern of behaviour accepted by the community for professional persons.
- Perform the duties of citizenship, and participate in community activities with due consideration.
- Discuss controversial issues from an objective point of view; keep your class free from partisan opinions.
- Respect the community in which you are employed and be loyal to the school system, community and nation.
- Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- Encourage the community to participate in the life of the school.
- Co-operate with approved agencies concerned with student Welfare.

General rules of conduct

- Teaching is a noble profession. It shapes the character, calibre and future of an individual.
- He / She can inspire, hope, ignite them and instil a love of learning among the students.
- The teachers have to uphold the honour and dignity of the teaching profession.
- The teacher appointed in the college will be on probation for one year from the date of joining subject to the approval of her/his qualifications by the College.
- On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his/her commitment to the vision, mission and goals of the institution.
- During the probationary period if the teacher wants to leave the service at the end of an academic year he/she should give one month notice.



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- If a teacher wants to leave the service after the completion of probationary period at the end of an academic year he/she shall give one months' notice.
- The Teacher agrees to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.
- The Teacher undertakes to fully abide by the leave rules and the code of conduct, copies of which have been inked to him/her and to which he/she is fully submitted as an integral part of the contract of employment with the College.
- The college Management has the full authority to terminate his/her services by virtue of its authority and discretion, after issuing one month's notice in respect of confirmed teachers who are not found to be compatible with the mission of the college.
- The teacher undertakes not to carry on any other trade, business, or activity which goes against the contract of employment with the college, He/she shall not accept any work outside the Institution without the permission of the Secretary of the College, conduct any trade, business or like activity, raise/receive any money / donation without in any way tarnishing the name and goodwill of the college.
- The Teacher shall actively associate, involve, participate herself in all the College activities and programmes irrespective of the Department, he/she belongs to. He/She shall motivate his/her students likewise to actively involve, associate and participate in the various programmes and activities of the college.
- The Teacher shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
- The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groups or unhealthy activity.
- The Teacher shall not directly apply for or seek another job except through the PRINCIPAL of the college.



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- The Teacher shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
- The Teacher shall abide by the code of conduct and leave rules enclosed with terms and conditions of service hereto.

LEAVE FOR TEACHING STAFF

General Conditions Regarding Leave

- No leave under any category can be claimed as a matter of right and must always be invariably applied for in advance and sanction obtained.
- The staff shall make themselves available for duty/other work if required by the management on notified/ Government/Weekly holidays.
- Leave on Loss of pay shall not exceed 15 days in total during an academic year and prior sanction must be obtained before availing the same. Loss of pay will be accounted then and there and it will not be allowed to be adjusted or carried forward against future pay and allowances.
- All leave applications shall be supported by documentary evidences (when availing Maternity leave under special leave) and shall be submitted for sanctions by the competent authority well in time. The teaching staff shall always furnish his/her leave address and contact phone number at the time of availing leave.

Type of leave

Casual Leave and Sick Leave

- The total number of casual leave allowed to employees in an academic year is 08 days
- The total number of sick leave allowed to employees in an academic year is 12 days
- Casual leave can be combined with any other leave or notified holidays/authorized holidays
- Sick leave must be supported by adequate medical documentation evidence to the satisfaction of the management.



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- The period of absence under casual leave will be treated as "ON DUTY" for all purposes
- Application for casual leave must contain the purpose for which the leave is requested/availed
- Application for casual leave must invariably be submitted and the sanction obtained before availing the leave. If however, due to unavoidable circumstances, it is not possible, the leave application must be submitted immediately after rejoining the duty.
- Casual leave cannot be claimed as a matter of right and the sanction is linked to the exigencies of service
- The sanctioning authority has the discretion to refuse or postpone leave of any kind on grounds of exigencies of service
- The number of days of casual leave remaining unavailed, under casual leave at the end of the calendar year will lapse and cannot be carried over to the next calendar year.
- The eligibility of casual leave will be calculated with reference to the period of duty of the employee in the commencing year of service, at the rate of 1 day casual leave for every month served.

Maternity Leave

- Every confirmed female teaching staff will be eligible for maternity leave of a maximum of 90 days during her entire period of service
- Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction of the management.
- The leave is subject to the discretion of the management and exigencies of service and cannot be claimed / allowed as a matter of right.
- If the academic exigencies of the College warrant an appointment of a substitute teaching faculty, the management shall have the discretion to sanction the leave either on loss of pay or on half pay and allowances. The evaluation of exigency will be at the sole discretion of the management.

Special Leave

- Every permanent employee in the College shall, hereafter earn a special leave of 12 days for every completed year of service for the enhancement of their Academic quality only.



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- This shall not have any retrospective effect.
- The leave earned by the employee can neither be encashed nor accumulated. But requests for availing such leave shall be only for valid reasons with necessary documentary proof.

CODE OF CONDUCT FOR NON-TEACHING STAFF

The following traits are expected from the Non-teaching staff.

- They must report to duty at least 30 minutes in advance.
- They must remain on duty during college hours.
- They must adhere strictly to the laws and regulations of the college.
- They must respect and maintain the hierarchy in the Administration
- They must maintain honesty, integrity, fairness in all activities.
- They must exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- They must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- They must not intercept or misappropriate college money.
- They must not be absent from duty without official approval or approved sick leave.
- They must avoid social networking sites such as Facebook, WhatsApp, etc during the working hours.



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CODE OF CONDUCT FOR SUPPORTIVE STAFF

ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

ACCOUNTANT

- Accountant should prepare, examine, and analyse accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

CODE OF CONDUCT FOR STUDENTS

General Code of conduct

- Admission in the college is a right of PRINCIPAL.
- Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.
- Wear a clean and ironed apron.



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- During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
- The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.
- During leisure hours, students are advised to use the library, and internet browsing centre.
- During leisure hours women students should go to the rest room or library. They should not stay in the classrooms.
- When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
- Late comers are forbidden from entering the classrooms.
- Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
- Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom.
- Defacing the blackboards or walls will be severely dealt with.
- All the students must wear their aprons and ID cards during working hours.
- Male students must come with clean shaven face and their shirts tucked in.
- Female students should tie up their hair.
- No students shall take part in any undesirable activity like ragging or involve himself / herself in any political or other movements in any manner during the course of study in the college.
- Any damage caused to apparatus, furniture or any other articles due to their negligence, carelessness, will be viewed seriously and damage costs will be levied upon the student.
- Students should stay away from any anti-social activities.
- Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.



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- Damage fee will be collected for any damage caused by them knowingly or unknowingly.
- Visitors are not allowed to meet the students in the classrooms.
- Students should take care of their belongings. The institution will not be responsible for any loss.

CODE OF CONDUCT FOR FINAL YEAR STUDENTS, INTERNS AND POST-GRADUATE STUDENTS

- Students should wear clean and ironed aprons.
- They should report to the clinics 15 minutes before the appointed time.
- They should be mindful in the discharge of their duties as a health-care professional towards care of the patient and his/ her treatment of the disease.
- They should treat the welfare of the patients as paramount to all other considerations and shall conserve it to the utmost of his ability.
- They should be courteous, sympathetic, friendly and helpful to, and always ready to respond to, the call of his patients, and that under all conditions his behaviour towards his patients and the public shall be polite and dignified.
- They should maintain good Clinical Practices.
- Students should carry their daily work done record books.
- Students should examine patients with proper diagnostic armamentarium.
- Sterilisation protocols should be followed as prescribed by the college.
- Students should get their hepatitis vaccination completed as per protocol before they begin with their clinical postings.
- Students should get their work approved from staff.
- Students should keep themselves abreast of the recent trends in management protocols for the patients.
- Students are to stay within the campus during their schedule of classes & practical / Clinics. Students going out of the campus should seek permission in writing from the HODs of their respective department.



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ANTI- RAGGING

As per Supreme Court's ruling of written petition (Civil No 656 of 1998) Ragging in any form is strictly prohibited. The most stringent measures against anyone caught ragging shall include the below mentioned disciplinary actions.

Ragging constitutes one or more of the following acts:

- Any conduct by student or students whether by words spoken or written or by Any act that has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or undisciplined activities by any student or students which Causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in a fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or an \ other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.



Vishakha Committee

The Vishakha Guidelines, established in 1997 by the Supreme Court of India, aim to prevent and address sexual harassment in the workplace. Here are the key regulations:

- The Vishakha Committee, established to address sexual harassment in the workplace, mandates disciplinary actions against perpetrators found guilty of such misconduct. Depending on the severity of the offense and organizational policies, disciplinary measures may range from warnings and counseling to suspension or termination.
- For minor infractions or first-time offenses, the committee may issue verbal or written warnings, coupled with counseling sessions to educate the offender about the gravity of their actions and the consequences of repeat behavior. These interventions aim to correct behavior and prevent future occurrences.
- In cases of repeated or more serious misconduct, the committee may recommend suspension or termination of the perpetrator's employment. Such actions not only serve as a deterrent against further harassment but also demonstrate the organization's commitment to upholding a safe and respectful work environment for all employees.
- Throughout the disciplinary process, the committee ensures fairness, impartiality, and adherence to legal requirements, providing both the complainant and the accused with opportunities to present their case and ensuring due process. Additionally, the committee may offer support and remedies to the victim, including counseling and protection against retaliation, to facilitate their recovery and ensure their well-being in the workplace.

HOSTEL RULES & REGULATIONS.



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The Hostel provides boarding & lodging facilities for bonafide students only. The hostel shall be under the control of PRINCIPAL and in the immediate charge of the Chief Warden, and Residential Wardens. The PRINCIPAL is vested with the powers to enforce rules and regulations and his/ her decision shall be final in the implementation of the rules and in all matters connected with the hostel. Separate hostels are available for men and women students.

ADMISSION

The Hostel administration reserves the right to admit students to the hostels. Every student before admission into hostel must give an undertaking in writing that he / she will abide by the rules and regulations of the hostel and that he / she will submit to any disciplinary action imposed on him / her by the authorities. The parents will also given an undertaking at the time of admission regarding the behaviour of their son / daughter on the campus.

MEMBERSHIP

Membership in the hostel shall be deemed to be terminated at the end of each academic year and the students who wish to continue in the hostel must get re admitted every year.

BOARDING

- The boarding section of the hostel is under the immediate charge of the warden.
- Absence from boarding in not permitted. In special circumstances, if a member is absent for a minimum of five consecutive days with prior permission in writing from the Warden, the remission will be allowed at the discretion of the Warden. No remission is allowed, if prior approval of the Warden is not obtained for the absence.

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