



HITEC-Institute of Medical Sciences

Policy for Use of Mobile Phone by MBBS Students

DOCUMENT #: SA-SOP-07

ISSUE # 01

ISSUE DATE: 01-12-2020

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1.0 PURPOSE:

1.1 For Use of Mobile Phone by MBBS students in campus.

2.0 SCOPE:

2.1 This procedure is applicable to all MBBS students institute wide.

3.0 ABBREVIATIONS:

HoD Head of Department
IMS Institute of Medical Sciences

4.0 AUTHORITIES:

4.1 Principal.
4.2 HoD.
4.3 Manager Student Affairs

5.0 PROCEDURE

- 5.1 Students must not use phones at all during the class/ practical, or when told so by the class teacher.
- 5.2 Mobile Phones / headphones etc must not be visible at all during the class / practical and must be switched off and stored in the bag.
- 5.3 A Professor or a Lecturer may give permission for use of a device for a specific educational purpose.
- 5.4 No device should be used in the institute to photograph or video students or staff without the authority of the Principal / designated administrative officer. Parent / guardian must have given permission for such photographs / videos to be taken of their son / daughter.
- 5.5 If there is an emergency which requires communication with home, students must seek permission from the teacher in the class and then fall back in the class after the communication is over.

6.0. RELATED DOCUMENTATION

Sr. #	Document name	Document Number	Retention Period
1.	Application Form	SA-FORM-03	