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CODE OF CONDUCT

Shree Saptashrungi Ayurved Mahavidyalaya

& Hospital.

Nashik. 03



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CODE OF CONDUCT



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CODE OF CONDUCT

**CODE OF CONDUCT HANDBOOK EXISTS FOR STUDENTS,
TEACHERS, ACADEMIC AND ADMINISTRATIVE STAFF
INCLUDING THE DEAN/ PRINCIPAL / OFFICIAL AND
SUPPORT STAFF.**

CODE OF CONDUCT FOR PRINCIPAL

- 1) The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- 2) The Principal should form various college level committees which are necessary for the development of the Institute.
- 3) The Principal should encourage Faculty Members to update their knowledge by attending seminars / workshops / conferences.
- 4) The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Magazines and Periodicals.
- 5) The Principal should provide leadership, direction and co-ordination within the Institute.
- 6) The Principal should periodically review this Code of Conduct.
- 7) The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- 8) The Principal should oversee and monitor the administration of the academic programs and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- 9) The Principal should look after the development of academic programs of the Institute.
- 10) The Principal should organize meeting of LMC / BOG with prior permission of the chairman of the LMC, as a member secretary.
- 11) The Principal should arrange meetings of any of the authorities, bodies or committees, as and when required.
- 12) The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- 13) The Principal should ensure that quality in education and academic services are maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- 14) The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
- 15) The Principal should fill confidential report of all staff members of the Institute and submit it to the Management.
- 16) The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programs to the various committees and Management.
- 17) The Principal is expected to present proper demeanor towards the staff and pay attention to their requirements.
- 18) Proper administration from the Principal over the OPD and IPD of hospital.
- 19) To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution.
- 20) The Principal should nourish and enforce equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- 21) The Principal should maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.

CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- 1) The work load (teaching and departmental) of all the staff members should be distributed by the Head of the department as per curriculum.
- 2) The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- 3) The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- 4) The Head of the Department should coordinate and conduct half yearly meetings with the staff to appraise the progress of academic and administrative work.
- 5) The Head of the Department should participate in college council / CDC / curriculum meetings as a member.
- 6) The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- 7) The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- 8) The Head of the Department should look after the maintenance of department library books, specimen, instruments, charts, stock register, inward - outward register, attendance registers of staff members and biometric attendance of theory and practical of students.
- 9) The concern Head of the Department should look after the presence of their staff in OPD - IPD and should supervise the hospital work being carried out by the staff, residents and interns in the department.
- 10) The Head of the Department should write confidential report for all staff members of his/her department and submit it to the Principal.

CODE OF CONDUCT FOR TEACHING-FACULTY

- 1) Teaching faculty should take efforts to accomplish the vision and mission of the institution.
- 2) The Teacher should 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.
- 3) The Teacher shall actively associate, involve, participate himself/ herself in all the College activities and programs 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 programs and activities of the college.
- 4) 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.
- 5) Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the College Management from time to time.
- 6) Every Teacher shall update his/her knowledge and skills to equip him/herself professionally for the proper discharge of duties assigned to him/her.

- 7) Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
- 8) The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution
- 9) Once the subject is allotted the staff should prepare lecture wise lesson plan. The Staff should get the lesson plan and course file
- 10) The Faculty Member must strive to prepare him/ her academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- 11) The staff should engage the full 60 minutes lecture and should not leave the class early.
- 12) The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- 13) The staff should encourage students asking doubts / questions.
- 14) The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- 15) The staff should motivate the students and bring out the creativity /originality in the students and should make him/her available for doubt clearance.
- 16) The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.
- 17) Test, prelim, mid-term, periodic, submission and practical examination must be conducted as per the academic calendar and MUHS guidelines.
- 18) All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format
- 19) Faculty Members are expected to update their knowledge by attending seminars/ workshops/ conference, after obtaining necessary permission from the Head of the Department and Principal.
- 20) Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- 21) Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extracurricular activities.
- 22) The Teacher undertakes to fully abide by the leave rules and the code of conduct, copies of which have been linked to him/her and to which he/she is considered as an integral part of the contract of employment with the College.
- 23) Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation etc. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- 24) After completion of Probation period, female teaching staff will be eligible for maternity leave as per the Norms during her entire period of service for any one of the first two babies. Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction of the management.
- 25) Paternity leave is applicable as per norms for permanent Teaching staff.

- 26) The teacher undertakes not to carry on any other trade, business, or activity which goes against the contract of employment with the college.
- 27) The Teacher shall not indulge in any organized anti-institutional, anti – social, anti-national activity and shall not promote, abet, assist or motivate any racism or unhealthy activity.
- 28) The Teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any particular fund raising program.
- 29) Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- 30) No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
- 31) No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
- 32) No teacher shall attempt to bring any political or outside pressure in respect of service matters.
- 33) No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- 34) No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- 35) No teacher shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- 36) The staff should interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
- 37) 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 or one month pay in lieu of the notice.
- 38) 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 or one month's salary in lieu thereof in respect of confirmed teachers who are not found to be compatible with the mission of the college.

CODE OF CONDUCT FOR SUPPORTING STAFF & ADMINISTRATIVE STAFF

- 1) Administrative staffs are expected to demonstrate courtesy and respect in all dealings with students, academic employees, and support staff.
- 2) They should establish and maintain co-operative and collegial relationships with other administrative staff members and shall avoid any false, malicious, or indiscriminate injury to or criticism of the professional reputation.
- 3) The administrative staff should work diligently and maintain a respectful, co-operative and collaborative approach to all working and work related relationships and take all reasonable steps to resolve issues at the lowest possible level in a fair and timely manner.

- 4) They should be fully aware of all aspects of the College policies and procedures and be prepared to implement them.
- 5) The administrative staff strives to avoid conflicts of interest.
- 6) Communications and information either given in confidence or such that confidentiality is required to serve the best interests of the immediate employer shall not be revealed by the administrative staff.
- 7) The administrative staff shall not accept outside employment or accept any form of compensation from outside sources which would impair the efficiency and effectiveness of the administrative section.
- 8) The administrative staff shall strive to maintain and enhance the dignity, status, competence, and standards of the profession and seek training in those areas where they are not equipped to meet the priorities of the institute. The staff should make the reasonable efforts to actively engage in learning and in personal and professional development to continually improve skills and knowledge relevant to the role and area of expertise and for personal growth.
- 9) The administrative staff will cooperate with other members in extending public knowledge and appreciation of the profession and its achievements and will strive to protect it from misrepresentation and misunderstanding.
- 10) Administrative Staff shall resist, and if necessary report to the proper authorities, instances in the workplace of harassment for reasons of sex, creed, race, or age.
- 11) The administrative staff must consider the promotion and preservation of the safety and welfare of the students and other staff to be the paramount duty.
- 12) The administrative staff will behave in a way that upholds the Mission both as individuals and as representatives of the College and be committed, respectful, and honest.
- 13) The administrative staff should have a fundamental concern for justice and equity and for the dignity of all human beings. They should value and celebrate difference and diversity and the ideas, contributions, choices and approaches of others. Behave and communicate in a manner that does not intimidate, offend, degrade or humiliate, and which does not harass, sexually harass, unlawfully discriminate or bully.
- 14) The administrative staffs are required to show consideration for the workplace and property of the College and others and behave in ways that uphold the Mission, values, reputation and name of the institute.
- 15) The administrative staff should respect the confidentiality and privacy of Students, other staff.
- 16) Use all forms of social media platforms and online activities belonging to or connected with the University in a responsible and appropriate manner, and will not bring the institute into disrepute through the personal use of social media.
- 17) Be accountable in all work that they do and act with authenticity, sincerity and truthfulness; disclose all relevant information applying to effectively performing my role at the institute. Perform duties diligently, ethically and conscientiously and in accordance with reasonable and lawful supervisory directions and comply with institute policies and procedures.
- 18) Avoid any conduct, including alcohol or substance abuse or misuse, which would adversely affect the work performance.
- 19) Admit and take responsibility for the mistakes or involvement in situations that result in unfavorable outcomes and work to rectify problems as quickly as possible.

- 20) Work for Sustainability and the protection of the environment more broadly. Use the resources of the institute as efficiently and effectively as possible and to avoid waste.
- 21) Actively participate and contribute to the workplace to foster productivity and equity in workload and a positive inclusive workplace culture
- 22) 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.
- 23) Staff should take additional responsibilities if required as assigned by Principal.

CODE OF CONDUCT FOR ACCOUNTANT

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

CODE OF CONDUCT FOR LAB ASSISTANT

- 1) Lab. assistant should help the lab in-charge to carry out the lab related work.
- 2) Lab. assistant should maintain attendance register.
- 3) Lab. assistant should keep the setup ready before conduct of the practical.
- 4) Lab. assistant should ensure the cleanliness of laboratories.
- 5) Lab. assistant should follow the dos and don'ts of lab.
- 6) Lab. assistant should follow the SOPs of lab procedures.
- 7) Lab. assistant should be careful while handling hazardous chemicals.
- 8) Lab. assistant should maintain expiry record of different solutions.
- 9) Lab. assistant should discard the biomedical waste as per the government rules.
- 10) Lab. assistant should follow the dress code of the institute.

CODE OF CONDUCT FOR LAB. ATTENDANT

- 1) Lab attendant should help the lab assistant to carry out the lab related responsibilities.
- 2) Lab attendant should follow the dress code of the institute.

CODE OF CONDUCT FOR CLERK

- 1) Clerk should maintain service book of all staff of the Institute.
- 2) Clerk should maintain institute level/department level all document files.
- 3) Clerk should follow the dress code of the institute.

CODE OF CONDUCT FOR PEON

- 1) Peon should report the college half an hour before the college time.
- 2) Peon should maintain cleanliness of laboratories, class and staff rooms.
- 3) Peon should do all the work assign by the Head of the department and other staff members.
- 4) Peon should not leave the office until and unless the higher authority permits.
- 5) Peon should follow the dress code of the institute

CODE OF CONDUCT FOR STORE INCHARGE

- 1) Stock-in charge should receive the materials supplied by the vendor as per the purchase order placed by the various departments of the institute.
- 2) He should check the materials thoroughly for quality, quantity, specification condition etc.
- 3) He should categories materials category-wise and stock in the appropriate locations.
- 4) He must ensure shelves and racks are properly stocked and products do not fall off the shelves.
- 5) He should take appropriate action for care and preservation of the materials.
- 6) He should do Periodical stock verification and ensure correctness of stock at all times.
- 7) He should take safety measures for the safety by store house, materials and person working in the store.
- 8) He should maintain the neat and tidiness of store house.
- 9) He should issue materials to the departments as per the indents schedule by issue slip.
- 10) He should check the bills of materials received from vendor and send it to accounts dept. for payment after giving Goods Receipt Notes.
- 11) He should carry out periodical condemnation board for the unserviceable materials
- 12) He should take action for disposable of scraps material as per the procedure. :
- 13) He must maintain documents up to date.

CODE OF CONDUCT FOR LIBRARIAN

- 1) Librarian should supervise and administration of library
- 2) He should arrange a library committee meeting to discuss and solve library related issues
- 3) He should allocate budget for purchasing books for library and send bills to account section of the institute.
- 4) He should do classification and cataloging of books.
- 5) He should supervise stock verification, stands of books.
- 6) He should solve the problems of students.
- 7) He should maintain record of transaction of books to staff and students.
- 8) He should render information service to the users
- 9) He should maintain e-library.

CODE OF ETHICS AND PROFESSIONAL CONDUCT

- 1) Staff must respect the person, privacy of students and other staff members of the Institute.
- 2) Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- 3) Staff should respect the dignity, rights and opinions of colleagues and students.
- 4) Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- 5) Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- 6) Staff should respect cultural, ethnic and religious differences of colleagues and students.
- 7) Staff should always practice in compliance with the philosophy and principles of Ayurveda.
- 8) Staff (Doctor) should be honest and trustworthy and never abuse their professional position.
- 9) Staff (Doctor) should put the well-being of the patient before all other considerations.
- 10) Staff (Doctor) should cause no harm to patients and protect them from any risk of harm.
- 11) Staff (Doctor) should treat all patients equally; regardless of religion, nationality, race, culture, sex, politics, disability, sexual orientation or social standing.
- 12) Staff (Doctor) should cultivate and promote their own personal development, well-being and self-respect alongside the patients' welfare.
- 13) Staff (Doctor) should listen attentively to the patient and respect his or her point of view
- 14) Staff (Doctor) should take time to explain their findings and treatment approach to the patient and answer any questions that arise.
- 15) He should respect the right of patients to take part in decisions about their care and actively involve them in designing their Ayurvedic plan.
- 16) He should respect and protect confidential information.
- 17) He should recognize and always work within the limits of their professional competence.
- 18) He should refer every patient whose condition is beyond their expertise to an appropriate health care practitioner or to a primary care doctor.
- 19) He should be willing to consult and cooperate with colleagues both within Ayurveda and other health care professions.
- 20) He should respond promptly and constructively to any criticism or complaint from any source.
- 21) He should continue to update their professional knowledge and skills in accordance with standards currently being developed.
- 22) He should make no claim for the cure of any specific illness or disease.
- 23) He should refrain from using any titles or descriptions suggesting medical, academic or educational qualifications that the professional has not officially acquired.
- 24) He should comply with all applicable state and federal laws that affect their practice.
- 25) Ayurvedic professionals must be familiar with all laws or regulations relevant to the practice of Ayurveda in the locality of their practice and to remain aware of any legal changes that may affect their practice.
- 26) He should respect the privacy and dignity of your patients.
- 27) Good communication between professionals and patients is essential for effective care and relationships of trust.

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

- 1) Student's first priority at college & hospital is to learn. Avoid distractions that interfere with or are counterintuitive to that mission.
- 2) Students are supposed to follow strictly the basic rules and regulations of the Institute while attending college during regular hours or during college sponsored activities.
- 3) The student should follow the academic calendar as per the instructions.
- 4) Any act of indiscipline or misbehavior by any student will be punishable.
- 5) Any type of damage to Institute & campus property will be punishable.
- 6) To keep the college campus and classrooms clean and free from plastic and litter, Students shall only use the waste bins for disposing waste materials.
- 7) Students should park their vehicles in parking zone only.
- 8) It is mandatory for students to use helmets while travelling. Without wearing helmets they will be restricted to enter college campus.
- 9) No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- 10) Students are prohibited from indulging in anti- institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- 11) Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- 12) All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/ Guardian of the students' and with the written consent of the management
- 13) Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
- 14) Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
- 15) The students should follow the appropriate dress code.

CODE OF CONDUCT: FOR CLASSROOM

- 1) Every student shall come to college on time as per the time table, in clean and decent dress as per the dress code defined by college.
- 2) Every student shall carry his identity card with him and show the same whenever he/she is asked to do so by any staff member.
- 3) All students are expected to maintain excellent attendance in all classes (more than 75%) and maximum attendance in guest lecture, seminar, workshop and other college activities.
- 4) Boys & girls will always sit on the allotted side of the classroom.
- 5) Students are expected not to make noise in the college, and stay in proper discipline.
- 6) Any student found scribbling on desks, walls or any other college property or any other act of vandalism shall not be tolerated.

- 7) Any act of ragging, harassment or discrimination on the basis of race, religion, creed, sex, and disability is a punishable offence and shall be strictly dealt with. It may also lead to cancellation of admission.
- 8) No student shall be allowed to leave the class room without the permission of concerned class teacher.
- 9) Mobile phones must be on silent mode at all times inside the college or hospital premises.
- 10) Any student found not following the code of conduct or doing any such act which is in contra version of the code of conduct may lead to strict action in the form of punishment, fine, suspension or expulsion from the college as decided by the disciplinary committee.

CODE OF CONDUCT: LABORATORIES

A. GENERAL GUIDELINES

- 1) Students should behave in a mature and responsible manner at all times in the laboratory or wherever chemicals are stored or handled.
- 2) Students must follow all verbal and written instructions carefully.
- 3) Students should not touch any equipment or chemicals unless specifically instructed to do so.
- 4) Students must not eat or drink in the laboratory.
- 5) Wash hands thoroughly after participating in any laboratory activities.
- 6) Students can perform only those experiments authorized by the teacher.
- 7) Students must wear proper uniform, gloves and lab coat if necessary.

B. HANDLING CHEMICALS AND EQUIPMENT

- 1) Students must properly dispose of all chemical waste as directed.
- 2) Students must report any incident (including all spills, breakages or other releases of hazardous materials) to the instructor immediately; no matter how insignificant it may appear. This should include all injuries such as cuts, burns or other signs of physical harm.
- 3) Students must carefully examine all equipment before each use and report any broken or defective equipment to the teacher immediately.

C. HEATING SUBSTANCES

- 1) Students must never reach over an exposed flame or hot plate, or leave a flame or hot plate unattended.
- 2) Students must never point a test tube or reaction vessel of any type toward another person.

I-CARD

- 1) Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations.
- 2) The student should take his / her Identity Card for Home Lending, from the Library at the beginning of the year.
- 3) The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- 4) If student has lost I-card, it should be reported immediately to the coordinator / HOD and the Principal with an application.

HUMAN VALUES

- 1) Be honest in all academic activities and with all the stakeholders of the institute.
- 2) Be attentive, fair and cooperative to your teachers and peers on various academic and non- academic activities.
- 3) Believe in loving, sharing and caring.

DRESS CODE

College Uniform: The student will be required to be in college uniform as per the notification/decision announced from time to time.

Prohibited Dress Code:

- Rugged jeans, graphic T-shirts, crop tops, shorts, short skirts, chappals, sneakers etc.
- Obscene dress means any dress which is considered obscene by the students affair committee of the college and the students will be bound to follow.

Grooming:

- Students' are advised to be well groomed in the college. Hairstyle is expected to be decent and acceptable. Funky style and absurd hair cut is not permitted.
- In case the student's affair committee suggests any modification, you will be bound to follow without argument.

MOBILE PHONE

- 1) The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- 2) Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

RAGGING

- 1) Action to be taken against students indulging and abetting in Ragging as per the Directions of Hon'ble Supreme court of India. Maharashtra act no. XXXIII of 1999, the Maharashtra prohibition of ragging act, 1999. (As modified up to the 29th august 2012) IX or as per the law stated.
- 2) Cancellation of admission and also debarred from taking admission in any institution in India.
- 3) Suspension from attending classes.
- 4) Withholding/Withdrawing scholarship and other benefits.
- 5) Debarring from appearing in any test/examination or other evaluation process.
- 6) Withholding results.
- 7) Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- 8) Suspension / expulsion from the institution.
- 9) Collective punishment if larger number of students is involved in the act of ragging.
- 10) An FIR filed without any exception with local police station.

ATTENDANCE

- 1) Student should be regular in attendance for all sessions during the day.
- 2) Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- 3) If the student is found irregular in attendance, disciplinary action will be taken.
- 4) The student coming late shall not be allowed to enter the class.
- 5) The student must report about the sickness to their parent- guardian / mentor - teacher/office/Principal of the institute.
- 6) On no account will students be allowed to remain absent for any term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- 7) The student should complete all the Practical's and Term — work such as Journals, Assignments, compilations and Projects etc.

EXAMINATION

- 1) Candidates must appear at the examination hall half an hour before the commencement of the examination.
- 2) Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.

GENERAL

- 1) Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- 2) Expected to spend their free time in the Library/Reading Room.
- 3) Be in the assigned place with appropriate materials, ready to work at the designated time that class begins.
- 4) Be polite and respectful to everyone including students, teachers, administrators, support staff, patients and visitors.
- 5) Follow individual teacher instructions, class rules and expectations at all time.
- 6) Student's appearance, personal hygiene and demeanor should always be modest and reasonably conventional.

CODE OF CONDUCT FOR PROJECT

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

CODE OF CONDUCT TOWARDS PATIENTS

1. Non-Discrimination

Students will not refuse to participate in the care of a person based on race, religion, ethnicity, socioeconomic status, gender, age, or sexual preference. Students will treat all patients, faculty, staff, classmates, medical specialties, and health care team members with respect

and consideration without regard to gender, age, race, religion, ethnicity, class, or sexual orientation.

2. Confidentiality

The patient's right to the confidentiality of his or her medical information is fundamental. The discussion of a patient and the handling of their medical record shall not violate their confidence.

3. Professional Demeanour

The student should be thoughtful and professional when interacting with patients and their families, faculty, and colleagues. Inappropriate behaviour includes, but is not limited to, the use of offensive language, gestures. Students must dress in accordance with hospital policy when interacting with in-patients, out-patients and faculty when in a clinical posting. The student should seek supportive services when appropriate.

4. Misrepresentation

A student should accurately represent him/herself. Students should never introduce themselves as doctor as this is a misrepresentation of the student's position, knowledge, and authority.

5. Integrity

Students are expected to demonstrate honesty and integrity in all aspects of their education and in their interactions with patients, staff, faculty, and colleagues. They will not cheat, plagiarize, or assist others in the commission of such acts. The student must ensure the accuracy and completeness of his or her part of the medical record and must make a good-faith effort to provide the best possible patient care. Students should seek consultation and supervision whenever they are unsure of their level of knowledge and/or experience. Students are encouraged to report any breach of the guidelines stated in this code of conduct by other students through the appropriate channels. The student should understand the protocols for such reports.

6. Sexual Misconduct

The student will not engage in romantic, sexual or other non-professional relationships with a patient or a patient's family, even at the request of the patient or family member, while the student is involved with the patient's care. The student is not expected to tolerate inappropriate sexual behaviour on the part of faculty, staff other medical personnel, or patients.

7. Impairment

The student will not use alcohol or drugs in a manner that could compromise patient care. It is the responsibility of every student to protect the public from an impaired colleague, and to attempt to assist a colleague who is impaired to receive the appropriate intervention.

NOTE: Any violation of the code of conduct would be treated as indiscipline and will lead to an appropriate disciplinary action.

