



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
**SITABAI NARGUNDKAR COLLEGE
OF NURSING FOR WOMEN**



CODE OF ETHICS AND CONDUCT HANDBOOK



Quality Health Care for All through Quality Education

PREFACE

This Education is a team effort, and we know that the students, parents, teachers, and other members, are all works together to make a difference. This Handbook indicates the standard procedures and practices of **Sitabai Nargundkar College of Nursing for women** (hereafter referred to as SNCON) for all students enrolling with the Institute for pursuing education at this institute. It is necessary that all teaching and non-teaching faculty of the college are aware, and it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

Students are enforced to follow this Code to pioneer and administer a student discipline process that is egalitarian, conscientious and expeditious. It provides a system which promotes student growth through individual and collective responsibility.

Both students and parents should become familiar with this Student Code of Conduct, which is a document adopted by the institution and intended to promote college safety and an atmosphere for learning.

The Student, teaching and academic Handbook is a general reference guide only and is designed to be in harmony with institutional policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.



MESSAGE FROM PRINCIPAL'S DESK

We, at Sitabai Nargundkar College of Nursing for women strive to achieve Quality Education while ensuring overall development of the students.

STUDENTS CODE OF CONDUCT

PREAMBLE

The Code of Academic and Clinical Conduct are based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing students in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

Students have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

PURPOSE AND SCOPE

- The institute is “committed to developing conscientious, confident and caring nursing professionals of international repute.”
- **Sitabai Nargundkar College of Nursing for women** is committed to creating a safe and supportive environment which empowers, encourages and promotes the personal and professional development of students.
- The Student Code of Conduct establishes the standard of conduct expected of all students of the College.

OBJECTIVE

- The student will uphold and respect the rules and regulation of SNCON
- The student will be able to identify the need for rules and regulation of SNCON
- The students will follow all the rules and regulation of SNCON
- The students will understand the need for punishment for malpractice and misbehaviour either in the clinic or SNCON.

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CODE OF CONDUCT FOR STUDENTS

STUDENT'S RESPONSIBILITIES OF LEARNING:

The code of conduct for student are divided in following areas

- a) General code of conduct
- b) Code of conduct for attendance.
- c) Code of conduct for academic conduct
- d) Code of conduct for college conduct
- e) Code of conduct for clinical conduct
- f) Code of conduct for assignment
- g) Code of conduct for examination
- h) Code of conduct for library
- i) Code of conduct and rules for laboratory for the student

a) GENERAL CODE OF CONDUCT FOR STUDENTS :-

- Appreciate the Institutional goals and objectives and contribute to the realization of the same by participating in relevant institutional activities.
- Have a clear knowledge of the programmes, rules and regulations of the Institution.
- Follow the time schedules, rules and regulations of the Institution.
- Undertake regular and intense study of learning materials.
- Make optimum use of the learning resources and other support services available in the Institution.
- Prepare for continuous internal assessment and term-end examinations.
- Give feedback for system improvement.

- Have faith and ability to pursue lifelong learning.
- Live as worthy alumni of the Institution. Sitabai Nargundkar college of nursing Recommends student to have good behaviours and conduct with junior students and other students.
- Shall restrict from all activities Deemed under the preview of ragging which is a criminal offence.
- There shall be no discrimination based on face, colours, caste, creed, religion, nationality.
- The students found to be involved in ragging will take strict action against students.
- In the event of any ragging, student must complain immediately to the authorities. Telephone numbers of ant ragging members and University officials will be put up on notice board for information of all.
- All the students and parents have to an undertaking that they are aware that 'Ragging is an offence' and in case any student indulges in such activity, she will be punished as per rules.
- Students must respect all the staff members at all the times. They must however refrain from socializing with staff members, whether inside or outside the campus.
- Students are not permitted to visit residential quarters of staff members unless it is for unavoidable and urgent work or when the staff member concerned has invited them.
- Staff members are not expected to visit students in their hostel room even if invited by the students.
- All Institutional get together of staff members and students will require prior approval of the authorities.
- Treat all students and staff of the College with respect, dignity, courtesy and sensitivity
- Act with impartiality, integrity and honesty in all their dealings with other students and with College staff

- Respect the privacy of other students and staff
- Maintain a collaborative and cooperative approach
- Behave in a manner which does not adversely affect the freedom of other members of the Sitabai Nargundkar college of nursing to pursue their studies, duties or activities
- Comply with directions given by College authority to promote the good order and management of SNCON
- Comply with all health and safety requirements and instructions given by College staff and act in accordance with the Work Health and Safety Policy
- Report any major illness, pregnancy & medical leave to be reported to immediate supervisor and Principal.
- Maintain the highest standards of professional ethics relevant to the profession or industry for which they are being trained
- Health record is maintained by each class coordinator regarding health status of student is done. Counselling is provided if any major illness is identified.
- Morning assembly is imperative to bring positive vibes.
- Class rooms should always be kept clean and if found dirty coordinators will take strict action against student.
- The monitor should ensure that all fan ,electric lights are switched off, while leaving the classroom. During day time all the curtain, Windows should be open and minimum electric light should be used unless the need to do so.
- LCD, OHP and other college A.V. Aids should be handled with utmost care. No playing games, misusing or manipulating is allowed. If any instruments malfunctioning, breakage and lost with this A.V. aids should be informed immediately to the concerned authority.
- Students are not allowed to make noise in the classroom, corridor, library and demonstration room, if found breaking this rule, class-coordinators will take strict action.
- For any misconduct surrounding the premises of the college and clinics, the student's parents will be informed by sending letters through the institution.

- Students should respect all the teaching and non-teaching staff of the college, seniors students, as well as the sister in-charges and the hospital staff in the clinics.
- Students should sign in the student muster roll daily in the morning and in the evening in the college and clinics.
- Students are not allowed to have tea and breakfast in the classroom. If found strict action will be taken from the teachers against the students.
- The students are not allowed to have marriage during the admitted course programme.
- Already married student should avoid pregnancy during the course of study to prevent inconvenient for student and college.

b) CODE OF CONDUCT FOR ATTENDANCE

- 80% of Theory attendance and 100% of clinical attendance is compulsory for examination.
- Successful achievement of course outcomes is facilitated by regular class attendance and Active engagement in the learning process.
- Students absence should be avoidable, timely notification of faculty in accordance with syllabus instructions is expected.
- There may be opportunities to make up missed clinical hours and faculty are required to make arrangements for additional clinical hours.
- In case of uninformed leave the student has to do compensation at a rate 1;3 ,if inform 1;1
- Leave application take from student, and record are maintain by coordinator .
- Sick leave for 10 days can be availed with proper medical certificate. (Medical certificate both fit and unfit should be produced at time of joining)
- Students with 100% attendance throughout the academic year will be awarded during the Graduation ceremony.

c) CODE OF CONDUCT FOR ACADEMIC

Ethical conduct, academic integrity and honesty are fundamental to the mission of the College and are qualities expected of graduates.

In undertaking their studies, students are expected to:

- meet unit and course requirements to the best of their abilities
- make genuine attempts to progress successfully in their course by meeting course requirements and deadlines for assessment and by regular attendance and/or engagement with learning activities
- undertake academic work in a manner consistent with the principles of academic integrity
- conduct themselves in a professional manner while undertaking industrial or clinical placements, field trips, of work integrated learning

d) CODE OF CUNDUCT FOR COLLEGE

- All the students should wear proper uniform. Jewellery, ear rings, painted fingernails, threads and bracelets on hands etc. are not allowed.
- Students should maintain silence in the class room, library, reading room and in the corridors.
- Regular and punctual attendance in all class activities like lectures, demonstrations, practical, clinical teaching, tutorials, tests etc. is a must.
- Students are required to carry/wear their identity cards during college.
- All lights and fans must be switched off before leaving the room, failing which a fine will be imposed for each item found to be on when the room is locked.
- Student will co-operate to keep campus neat, clean and green.

e) CODE OF CONDUCT FOR CLINICAL

- Uniform should be clean, neat and tidy with only white Shoes and white socks at hospital and black shoes at white socks at community. students nurses should wear proper decorum of profession.

- Hair should be tied up in clinical and while wearing apron.
- Students should maintain discipline while in the clinical postings. .
- Regular and punctual attendance in all practical, clinical teaching etc. is a must
- Students are required to carry/wear their identity cards during clinical.

f) CODE OF CONDUCT FOR HOSTEL

- Hostilities have to remain compulsory in the hostel between 6pm to 6 am on week days
- After 3 late marks the student will be served a notice and her parents will be informed about the same
- After 2 late marks thereafter , 2 night outs of the students will be cancelled
- After 8 late marks the student shall be dismissed from the hostel
- The visitors to the hostel will be allowed strictly between 4 pm to 6 pm. visitors must enter their name and address in the visitors book
- After 11pm hostilities shall not be allowed to visit rooms of other students and cause disturbance to them.
- No function or celebration will be organized will be organized by hostilities in the hostel without prior permission of the hostel authorities
- Lending and borrowing money among the hostilities is strictly prohibited
- By law physical or mental ragging is a serious crime and is strictly prohibited. If such incident happens the concerned hostilities will be handed over to police.
- The hostel Authorities shall conduct a roll call every night between 7 pm and 7:45 pm. the attendance in the room at the time of roll call is compulsory
- Complete silence must be observed in the hostel between 11pm and 6 am violation of this rule shall be viewed seriously.

- A hostilities is liable to be expelled from the hostel under disciplinary action on account of breach of rules and regulation indiscipline, misconduct etc. the decision of the hostel managing committee shall be final in such case.
- Class rooms should always be kept clean and if found dirty coordinators will take strict action against student.
- The monitor should ensure that all fan, electric lights are switched off, while leaving the classroom. During day time all the curtain, Windows should be open and minimum electric light should be used unless the need to do so.
- LCD, OHP and other college A.V. Aids should be handled with utmost care. No playing games, misusing or manipulating is allowed. If any instruments malfunctioning, breakage and lost with this A.V. aids should be informed immediately to the concerned authority.
- Students are not allowed to make noise in the classroom, corridor, library and demonstration room, if found breaking this rule, class-coordinators will take strict action.
- For any misconduct surrounding the premises of the college and clinics, the student's parents will be informed by sending letters through the institution.
- Students should respect all the teaching and non-teaching staff of the college, seniors students, as well as the sister in-charges and the hospital staff in the clinics.
- Students should sign in the student muster roll daily in the morning and in the evening in the college and clinics.
- Students are not allowed to have tea and breakfast in the classroom. If found strict action will be taken from the teachers against the students.
- The students are not allowed to have marriage during the admitted course programme.
- Already married student should avoid pregnancy during the course of study to prevent inconvenient for student and college.

g) CODE OF CONDUCT FOR ASSIGNMENT/PROJECT FOR THE STUDENT:

- All students should submit assignments on time, given by their respective concerned faculty.
- All students should complete their assignments on their own efforts. Copying from other classmates is not allowed.
- If the student does the proxy sign of anyone e.g. teaching, non-teaching, librarian or parents, etc.in their assignment or project, discipline committee will take action and parents of that student meet the discipline committee and class co-ordinator.

h) CODE OF CONDUCT FOR EXAMINATION

- Appearing for formative and summative examination is mandatory. If any candidate remains absent for any examination no marks will be given for the same.
- Make a note of correct timings and days of the examinations and attend accordingly.
- Reach the examination hall 20 minutes before the schedule time.
- Bring the admission tickets to the examination hall every day.
- Read the instructions given in the admission tickets and act accordingly.
- Shall follow all the rules and regulations of the University for appearing examination.

i) CODE OF CONDUCT IN LIBRARY FOR THE STUDENTS;

- Students should issue books according to the library's rules and regulations.
- Students should submit or renew the books on time.
- Late submissions of books will have a fine of Rs2/day book for normal books and Rs. 5/day book for reference books.
- Reference books can be issued only by keeping their identity card and should be returned on the same day itself before 5:00Pm.
- Silence should be maintained inside the library hall while utilizing the LIBRARY FACILITIES.

- Book borrowed should be used properly. No student is allowed to damage the borrowed book including the book bank in any form including tearing pages, rough handling, underlining pages, or writing on pages of the book's issue by the library.

J) CODE OF CONDUCT FOR LABORATORY:

Common rules are as follows:

- The student should inform the responsible in-charge faculty for using the laboratory room or articles in writing through proper channels and arrange room appropriately after use.
- The students should follow the rules and protocol set down by the particular lab.
- Article use for the procedure by the students should be returned in proper working condition after the use is over.
- The student before taking the key from keyboard should take prior permission from the concern in charge faculty.
- The inventory monitor of each class should check the articles for its cleanliness and damages. Daily inventory should be performed during the clinical posting time and any missing article or breakage should be reported to the concerned departmental faculty.
- If any inventory articles are lost, the responsible student should replace them within 15 days. If not replaced within given duration necessary action will be taken.

NURSING FOUNDATION LABORATORY:

- Students should inform the responsible in charge faculty or class coordinator for using the demonstration room.
- Students should enter time and date with sign-in demonstration room by the college.
- Students should follow the rules and protocol set down for the demonstration room by the college.
- Articles use for the procedure by the students should be cleaned, dried, and then replaced.
- Any breakage by the student has to be informed immediately to the concerned faculty and should be replaced within the allotted time/duration.

- Beds in the demonstration room should not be used for taking rest or sitting, if found strict action will be taken.
- Laboratory should be kept clean and tidy regularly after its use.

Nutrition laboratory:

- Students should inform in a written application the responsible in charge faculty or class coordinator for using the nutrition lab.
- Article used for cookery should be cleaned, dried and then replaced in proper condition and replace on time.

Anatomy and physiology laboratory

- Students should inform the responsible in-charge faculty or class coordinator for using the anatomy lab.
- Articles should be replaced within the given time.
- Students should handle the model and project properly. Any breakage done by the student will be replaced by the student within 15 days.

Maternal child health laboratory:

- Students should inform the responsible in-charge faculty or class coordinator and make an entry in the MCH register notebook.
- A written application should be submitted to the MCH Lab In charge mentioning the details of date, time and class issued.
- Any item taken from MCH should be handled properly and replace on time.
- In case of any breakage or loss of items should be reported to the MCH lab in charge & the same item must be replaced within 15 days.
- All items should be taken only during college hours, in presence of MCH Lab in charge.

Community health nursing laboratory:-

- Students should inform the responsible in charge faculty or class coordinator for using the CHN room and written application for taking articles with the list of articles required.

- Article should be replaced to the lab in presence of the in-charge or class coordinator.
- Articles should be cleaned and dried, before replacing.
- Bag should be kept empty.
- Any articles if damaged or lost by the student, same articles should be replaced within 15 days of allotted time/duration.
- CHN inventory monitor should regular check the articles in presence of the in-charge faculty.

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SITABAI NARGUNDKAR COLLEGE OF NURSING NAGPUR
CODE OF ETHICS OF FACULTY AND NON-TEACHING STAFF

A code of ethics is a set of guiding principles that all members of a profession accept.

2. CODE OF CONDUCT FOR PRINCIPAL/HEAD OF THE INSTITUTE IN SNCON:

The Principal/head of an Institution should always be honest, fair, objective, supportive, protective, and law abiding. Code of professional conduct and ethics that are expected from the principal are as follows.

1. He/she should ensure that the staff and students are well aware of rules, policies and procedures lay down by the institute.
2. Outline various important policies and plan to execute the vision and mission of SNCON.
3. He/ She has to be fair in his/her actions for all the members of faculty, Non-teaching staff
4. Listen to the student's ideas and set a supportive tone.
5. Execute any other qualitative and quantitative work for the welfare of the institution.
6. Recommend and forward communication about the institute progress from time to time to the authorities/ Samstha's Management authority.
7. Laid down any change in SOP as per prevailing situation in the institution and enforce them fittingly.
8. Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skill.
9. He / She should uphold the dignity of the profession.

THE PRINCIPAL AND FACULTY OF SNCON IS COMMITTED TO AND RESPONSIBLE FOR:-

1. THE PUBLIC :-

They have a professional responsibility to serve the public interest and welfare and to further the knowledge of science. They should actively be concerned with the health and welfare of society. Public comments on scientific matters should be made with care and precision, without unsubstantiated, exaggerated, or premature statements.

2. THE HEALTH SCIENCE INNOVATION AND RESEARCH AND NURSING TEACHING TECHNOLOGY:-

They should seek to advance science, understand the limitations of their knowledge, and respect the truth. They should ensure that their scientific contributions are thorough, accurate, and unbiased.

3. THE PROFESSION :-

They should remain up-to-date with developments in their fields, share ideas and information, keep accurate and complete records, maintain integrity in all conduct and publications, and give due credit to the contributions of others. They should not be involved in conflicts of interest and scientific misconduct, such as fabrication and plagiarism.

4. THE INSTITUTE :-

They should promote and protect the legitimate interests of the Institute, perform work honestly and competently, fulfil obligations, help the development of the Institute, and safeguard proprietary information.

5. EMPLOYEES :-

They should be cordial and respectful to all their colleagues. They should assist their seniors in the Institutional and Departmental activities. They should treat subordinates with respect for their professionalism and concern for their well-being, and provide them

with a safe, congenial working environment, and proper acknowledgement of their scientific contributions.

6. STUDENTS:-

They should regard the tutelage of students as trust conferred by society for the promotion of the students learning and professional development. Each student should be treated respectfully without exploitation.

7. THE ENVIRONMENT:-

They should understand and anticipate the environmental consequences of their work and avoid pollution and protect the environment.

8. WORK :-

They should have integrity in teaching and service. Integrity requires a readiness to follow sound methods and analysis wherever they may lead, an awareness of one's own bias. Indifference to error, or efforts to ignore or conceal it, should stand to the professional discredit. Integrity in teaching involves presenting the substance and variant interpretations of the material covered in the course with intellectual honesty, fairness in judging students' work on its academic merits alone, and readiness to discuss students' views with open-mindedness and on their intellectual merits. Integrity in service involves the exercise of all those qualities that enable colleagues to have confidence in one another and, with mutual respect, to pursue common goals.

3) CODE OF CONDUCT FOR TEACHING STAFF

Commitment to the Profession and Institute

Every teaching staff shall -

- Be governed by code of conduct notified by the Competent Authority from time to time.
- Observe strict moral and ethical standards in their work and personal life.
- Render services with complete personal integrity.
- Be proud of the dignity of his work or profession.

- Maintain absolute integrity, a high sense of devotion to duty, good behaviour and standard of conduct.
- Staff should be honest and loyal to the Institute and institution and abide by the rules notified from time to time.
- They should Carry out the work assigned to them by his superiors conscientiously in accordance with the specific or general instructions and shall maintain discipline at all times in the department or work places or premises of the institute or institution.
- Always be neatly dressed while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the Institute and institution.
- Teachers should take care of their departmental instruments, machines and not damage the institutional property.
- Every teacher shall comply with all safety and health rules and procedures at all times and shall perform the work assigned to him/her carefully in such manner as will protect him and others from any risk.
- No teaching staff should misuse the records or notices of the Institute or Institution.
- No staff shall disturb the peaceful atmosphere of the Institute or Institution by demonstration, shouting, loud talking or in any manner whatsoever, or shall indulge in an act which is prejudicial to the interest of peaceful working of the Institute or Institution.
- No staff shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behaviour on the premises of the Institute or Institution.
- No staff shall collect money in any manner on any premise without a written permission of the Competent Authority.
- No staff shall discriminate or be discriminated on any ground including but not limited to colour, race, religion, gender, sexual orientation, national origin, ethnicity, age, disability, pregnancy, veteran status or other legally protected factors.
- No teaching staff shall, without a written permission of the Competent Authority of the Institution undertake employment while in service of the Institute or institution or carry on,

directly or indirectly a business or trade or private practice, tuition or associate himself/herself directly or indirectly with any coaching classes.

- No teaching staff shall indulge in or encourage, any form of malpractice or any other anti-social activity prejudicial to the fair name, credit and credibility of the Institute or Institution.
- Each teaching staff shall render necessary assistance and service in respect of works related to examination, preceptor-ship, autonomous cell & any other ancillary work assigned to him from time to time over and above his routine duties.
- Teaching staff shall not make any improper use of the residential accommodation or any other facility or concession granted to him by the Institute or Institution. Save as otherwise expressly permitted by the Institute or Institution, no employee shall sub-let, lease out or otherwise allow occupation or use by any other person of the residential accommodation allotted to him by the Institute or the Institution. He also shall not use it or allow it to be used for the purpose of business, trade or any other purpose.
- Teaching staff, after the cancellation of his allotment of residential accommodation, vacate the same within the specified time limit.
- Teaching staff should not indulge in activity which may embarrass the cause of the Institute or Institution.
- Teaching staff should not bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
- No staffs shall carry on or propagate any political activity, or canvas for contesting elections to any political party, or hold any such meeting for the purpose within the premises of the Institute or Institution without prior permission.
- No staff shall commit an act in contravention of or in derogation of any of the provisions of these service rules and any other enabling provisions of relevant statutory rules or instructions.
- A staff, who has been granted leave, or has been laid off, suspended, discharged, dismissed or has resigned or is not working for any reason, shall vacate the premises of the institution forthwith unless allowed to stay back by the Competent Authority.

- Teaching staff shall always act in the best interest of the Institute and Institution and shall ensure that any business or personal association which he may have, does not involve a conflict of interest with the working of the Institute and Institution and his role therein.

a) Commitment to Co Workers

- Be impartial, sympathetic and helpful to all Learners and co-workers.
- Strive to cultivate the freedom of thought and expression and to develop a scientific temper in himself/ herself and in his learners and co-workers.
- Organize and promote all activities which foster a feeling of universal brotherhood among pupils and co-workers.
- Take a stand against unhealthy customs and practices in modern society and strive his best to instil into the minds of his pupils and co-workers the principles of co-operation, justice and social service.
- Strive to inculcate by precept and example, into the mind of the pupils the care and love for the motherland and respect for all and for rule of law.
- All times be courteous and considerate towards the authorities of institute or institution, students, parents, patients, colleagues, visitors, superiors and co-workers.
- Staff should always be co-operative towards their colleagues.
- At any time, not indulge in maligning or falsely implicating the authorities, superiors or any other employee of the institute or institution.
- The staff should always accept any work allotted to him/her by the head of the Institute or institution or Department or by the Appointing Authority in addition to the work allotted to the particular post held by the teacher, keeping in mind the ethos of the Institute or institution.
- No staff shall interfere with the work of other employees, disturb or cause annoyance to them at work.
- Teachers should co-operate and collaborate with colleagues to support the development of college and students.

- Teachers should act in professional manner towards the colleagues irrespective of their relative position, gender or status within institutional hierarchy.
- Teachers should work for development of students in academic and clinical aspect and also contribute for development of institution.

b) Attendance, Leave & Absence

- Every teaching staff shall to report at his work place at the time prescribed by the Head of the Institution. However, a grace period of ten minutes may be allowed over and above the stipulated time. If an employee fails to report for work within such grace period, he shall be considered as late for the day. For every three late comings in a month, one day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay. If an employee comes late by more than thirty minutes than the stipulated reporting time, then half-day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay.
- Teaching staff should strictly follow the institutions in and out timings, if in case teaching staffs leaves his work place prior to the scheduled clock time; he/she shall be considered to have left early. For every three such early goings by less than thirty minutes each, in a month, one day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave.
- The provision relating to late coming & early going shall run consecutively.
- After being marked present the staff can leave the college for any work only after the permission from their respective head of institution.
- After entering the premises of the Institute or Institution to report for duty & being marked present, no teaching staff shall be permitted to go out of the premises of the Institute or Institution unless he/she has obtained the permission in writing from the authorized person & has made an entry to that effect in the movement register kept at the gate with his name, time of exit & signature. On return, such employee shall record in the same register the time

of his return in the premises & put his signature, otherwise he/she shall not be allowed to enter the premises.

- No teaching staff shall, without proper sanction, avail himself, for private or personal purpose, or take out any material, which is the property of or has been paid for by the Institute or Institution.

c) Commitment to the Students & Patients

- Teaching staff are not permitted to accept gifts in cash or kind from students, visitors, parents, patients, contractors, vendors or any other parties connected with the activities of the Institute or Institution.
- Teaching staff should respect the confidentiality of information acquired in the course of his work about the students, patients and should not disclose any such information to a third party without specific approval from the Competent Authority unless there is a legal obligation to disclose the same.
- Place high value on and demonstrate to student's commitment for excellence in work, manners and achievement.
- Encourage students to practice respect for other and to be thoughtful and helpful at all times
- 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.
- Encourage students to show respect and appreciation for personal and public property.
- Help students to understand and appreciate that the development of acceptable attitudes and standards is more important than blind obedience to rules.
- Work towards developing and promoting good human relations and qualities.
- Do not encourage undue familiarity with students.

- 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 bylaw.
- Undertake to constantly pursue the improvement of learning facilities and opportunity.
- Make responsible efforts to protect students from conditions harmful to health and safety.
- Do not discriminate on grounds of ability, caste, colour or creed.
- Co-operate, as far as your professional obligation will allow you, in securing the wishes of parents for their children.
- Seek to foster the interest of parents in the progress of their children.

d) Commitment to the Community

- The Teaching vocation occupies a position of public trust. 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.
- Respect the community in which you are employed and be loyal to the community and nation.
- Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- Co-operate with approved agencies concerned with student Welfare.

4) CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Be governed by code of conduct notified by the Competent Authority from time to time.
- The University is committed to provide an environment of equal opportunity, free from discrimination, for existing and prospective staff and students in pursuit of their academic and professional goals and the realization of their potential to contribute to the achievement of KIMSDU mission.

- In an equitable community all members can access opportunities that allow for their full participation in that community.
- The members are committed to fair assessment of employees and a workplace culture that values and supports life balance in order to attract, develop and retain highest quality staff.
- The administrative staffs shall be committed to maintain an environment where students and staff are valued, respected and able to realize their full potential.
- All forms of harassment and discrimination are unacceptable and all complaints will be dealt with fairly and promptly.
- All administrative staffs must act lawfully, act within their delegations of authority, and comply with University policies.
- The University expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the University and other relevant funding bodies. Ethical clearances must be gained where appropriate.
- Administrative staffs should not solicit, encourage or accept gifts or benefits if it could be reasonably seen as an inducement to act in a particular way, or to place a staff member under an obligation that may either directly or indirectly compromise or influence them in their official capacity.
- In particular, Administrative staffs should indicate to the prospective givers that gifts cannot be accepted from those with whom the University has, or potentially has, commercial dealings.
- SNCON strives at all times to maintain the highest standards of quality and integrity.
- Financial matters shall be dealt with utmost honesty, accuracy and fairness.
- Members of the University must be committed to protecting health and safety of its members by providing safe workplaces.
- The University shall provide information and training about health and safety, hazards and safeguards.

- Administrative staff members must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
- All administrative staffs are expected to cooperate fully in the investigation of any misconduct.
- Observe strict moral and ethical standards in their work and personal life.
- Render services with complete personal integrity.
- Be proud of the dignity of his work or profession.
- Maintain absolute integrity, a high sense of devotion to duty, good behaviours and standard of conduct.
- Staff should be honest and loyal to the Institute and institution and abide by the rules notified from time to time.
- Administrators shall strive to maintain peaceful atmosphere of the Institute.
- Administrators should not discriminate on any ground including but not limited to colour, race, religion, gender, sexual orientation, national origin, ethnicity, age, disability, pregnancy, veteran status or other legally protected factors.
- Each Administrative staff shall render necessary assistance and service in respect of works related to examination, preceptor-ship, autonomous cell & any other ancillary work for which they are responsible from time to time over and above their routine duties.
- Administrative staff shall not make any improper use of the residential accommodation or any other facility or concession granted to him by the Institute or Institution. Save as otherwise expressly permitted by the Institute or Institution, no employee shall sub-let, lease out or otherwise allow occupation or use by any other person of the residential accommodation allotted to him by the Institute or the Institution. He also shall not use it or allow it to be used for the purpose of business, trade or any other purpose.
- No staff shall commit an act in contravention of or in derogation of any of the provisions of
- These service rules and any other enabling provisions of relevant statutory rules or instructions.

- Be impartial, sympathetic and helpful to all employees and co-workers.
- Strive to cultivate the freedom of thought and expression and to develop a scientific temper in himself/ herself and in his employees and co-workers.
- Organize and promote all activities which foster a feeling of universal brotherhood among employees and co-workers.
- Take a stand against unhealthy customs and practices in modern society and strive his best to in still into the minds of his employees and co-workers the principles of co-operation, justice and social service.
- Strive to inculcate by precept and example, into the mind of the employees the care and love for the motherland and respect for all and for rule of law.
- All times be courteous and considerate towards the Institute, students, parents, patients, colleagues, visitors, seniors and co-workers.
- Administrators should work for development of students/employees in academic and administrative aspect and also contribute for development of Institution.
- Administrative staff should respect the confidentiality of information acquired in the course of his work about the employees, students, patients and should not disclose any such information to a third party without specific approval from the Competent Authority/Court of the law unless there is a legal obligation to disclose the same.
- Place high value on and demonstrate to employee's commitment for excellence in work, and achievement.
- Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.

5) CODE OF CONDUCT FOR NON TEACHING STAFF/ OFFICIAL AND SUPPORT STAFF:-

GENERAL RULES

Every employee shall :-

- Be governed by code of conduct notified by the Competent Authority from time to time.

- Observe strict moral and ethical standards in their work and personal life.
- Render services with complete personal integrity.
- Organize and promote all activities which foster a feeling of universal brotherhood among pupils and co-workers.
- Should at all times be polite towards higher authorities, patients, visitors, parents, students.
- Have good conduct, devotions towards the work allotted to them by the institute.
- Be honest and loyal to the Institute and institution and abide by the rules notified from time to time.
- Always respect the institutional authorities and carry out the work allotted to them with responsibility and devotion.
- Co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others.
- At any time, not indulge in maligning or falsely implicating the authorities, superiors or any other employee of the institute or institution.
- Accept any work allotted to him by the head of the Institute or institution or Department or by the Appointing Authority in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos of the Institute or institution.
- Always be neatly dressed while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the Institute and institution.
- Employees who are required to follow the dress code or have been provided with uniform shall wear it while on duty. Any employee, who shall violate the dress code on any day, shall be liable for being marked absent on the day of such violation as also for disciplinary action.
- Every employee shall wear the identity card issued to him by the Institute or Institution while on duty.
- The uniform and identity card provided by the Institute or Institution shall not be worn during off-duty hours.

- Employees shall take proper care of machines, tools, materials, equipment, furniture,
- Movable and immovable property and all other sundry property of the Institute or Institution and shall not misuse or carelessly use the material and facilities provided by the Institute or Institution.
- Every employee shall ensure that work environment is safe by identifying and controlling hazards or unsafe situation, helping and encouraging others to work safely, and placing safety first.
- Every employee shall to report at his work place at the time prescribed by the Head of the Institution. However, a grace period of ten minutes may be allowed over and above the stipulated time. If an employee fails to report for work within such grace period, he shall be considered as late for the day. For every three late comings in a month, one day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay. If an employee comes late by more than thirty minutes than the stipulated reporting time, then half-day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay.
- In case an employee leaves his work place prior to the scheduled clock time, he shall be considered to have left early. For every three such early goings by less than thirty minutes each, in a month, one day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay. If an employee leaves the workplace early by more than thirty minutes than the scheduled clock time, then half-day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay.
- The provision relating to late coming and early going shall run consecutively.

- No employee, after being marked present, shall abstain himself from the Institute or duty which he/she is required to attend except with the prior permission of the Head of the concerned Institution.
- After entering the premises of the Institute or Institution to report for duty and being marked present, no employee shall be permitted to go out of the premises of the Institute or the Institution unless he has obtained permission in writing from the authorized person.
- No employee shall, without proper sanction, avail himself, for private or personal purpose, or take out any material, which is the property of or has been paid for by the Institute or Institution.
- The employee should not misuse the office data/records available.
- No employee shall disturb the peaceful atmosphere of the Institute or Institution by demonstration, shouting, loud talking or in any manner whatsoever, or shall indulge in an act which is prejudicial to the interest of peaceful working of the Institute or Institution.
- No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behaviour on the premises of the Institute or Institution.
- No employee shall collect money in any manner on any premise without a written permission of the Competent Authority.
- No employee shall interfere with the work of other employees, disturb or cause annoyance to them at work.
- No employee shall disfigure or damage in any manner the property of the Institute or Institution.
- No Employee shall discriminate or be discriminated on any ground including but not limited to color, race, religion, gender, sexual orientation, national origin, ethnicity, age, disability, pregnancy, veteran status or other legally protected factors.
- No employee shall bring or consume alcohol or intoxicant drugs in the premises or report to work in an unfit condition resulting from previous indulgence in or under the influence of intoxicants or drugs.

- No employee, while in the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the Institute or Institution or persons thereat.
- No employee shall indulge in or encourage, any form of malpractice or any other anti- social activity prejudicial to the fair name, credit and credibility of the Institute or Institution.
- Every employee shall at all times conduct himself in accordance with the specific or implied order of the head of the Institute or institution or any other person authorized in this behalf regarding behaviours and conduct which may be issued and enforced from time to time.
- No employee shall indulge in activity which may embarrass the cause of the Institute or Institution.
- No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
- No employee shall carry on or propagate any political activity, or canvas for contesting elections to any political party, or hold any such meeting for the purpose within the premises of the Institute or Institution without prior permission.
- No employee shall be a member of any group or organization that is banned or outlawed by the government.
- No employee shall commit an act in contravention of or in derogation of any of the provisions of these service rules and any other enabling provisions of relevant statutory rules or instructions.
- An employee, who has been granted leave, or has been laid off, suspended, discharged, dismissed or has resigned or is not working for any reason, shall vacate the premises of the institution forthwith unless allowed to stay back by the Competent Authority.
- An employee shall make full disclosure to the competent authority of any interest which he or any member of his family may have with the Institute or Institutions. Any deliberate nondisclosure on the part of an employee shall render him liable for disciplinary action.
- Nondisclosure of any conflict of interest by the employee to the Competent Authority would amount to disciplinary breach on his part.
- They should strictly follow the bio-metrics.

- Maintaining the service book of all the staff of the institute.
- Maintaining the college level/ department level all the document files.
- To maintain the teaching & Nonteaching personal file and maintain their records up-to-date.
- To prepare and maintain student role calls, filling their exam forms, preparing their exam id cards and distributing it to them.
- To fill and maintain the records of various scholarships for the students, timely submitting it to the concern higher offices.
- Typing all the letters pertaining to the section & at the time of emergency typing work assigned by the Authority in charge.
- To maintain Inward Outward register.
- To distribute different letter to concern staff.
- To maintain leave record.
- Typing all the required documents and maintain their records in appropriate files.
- They should inform the head of departments while going.
- To do the dictation typing given by the dean, typing various letters to be submitted to various departments, getting it signed and filing it in appropriate files.
- To carry out the admission responsibilities assigned to them during the admissions of the students. Making the admission letters. Receiving the original documents from the students and maintaining the admissions and eligibility files of the students.
- To maintain the cleanliness of class, staffrooms and demo rooms.
- To do all the works assign by head of department and other staff members.
- They should not leave the office until and unless higher authority permits.
- They should be attentive in attending the bell of the office or of the dean.

- To display different time table, notice related to examination, Hall ticket, Eligibility and others circulars given on the notice boards.
- To submit the forms, necessary documents to the university offices.
- They should do the examination duties allotted to them like helping the staff in preparing the exam halls, arranging the answer sheets, putting the stamps on it, helping in packing of the exam answer sheets and question paper, handing it to the concerned staff with signature of the staff.
- To ensure cleanliness of all the academic & administrative building.
- To ensure regular and neat cleaning of toilets, urinals and bathrooms provided in all administrative academic building of the college.
- To ensure that the classroom boards and plinths are kept clean and class is kept ready at least 10 minutes prior to the lecture.
- They should make necessary arrangements of duster, chalks for the lectures of the teaching staff.
- To keep the library of the college clean with all the computers of digital library.
- Take daily round of all buildings & ensure that all the premises are maintained neat, clean & hygienic.
- To make a daily report to the principal on all aspects of maintenance, cleanliness and hygiene of the campus.
- They should timely sweep the corridors and maintain the cleanliness.
- To carry out any other duties assigned by the principal & other staffs from time to time.
- They should ensure that the lights, fans are switched off wherever is not needed.
- They should switch off the lights, fans, close the windows of the class rooms, offices and lock it.
- They should submit the keys at the appropriate authority office and leave the premises with due permission from higher authority.

- An employee shall make full disclosure to the competent authority of any interest which he or any member of his family may have with the Institute or Institutions. Any deliberate non-disclosure on the part of an employee shall render him liable for disciplinary action.
- Every employee is liable to be searched while entering into, remaining in or leaving out of, the premises of his work. Search may be conducted every day or on any day or days as the Competent Authority may direct by an order passed in writing in this behalf. The search of an employee shall be carried out by another person of the same gender.
- Nondisclosure of any conflict of interest by the employee to the Competent Authority would amount to disciplinary breach on his part.
- They should ensure that the lights, fans are switched off wherever it is not needed. They should off the lights, fans, close the windows of the class rooms, offices and lock it.
- They should submit the keys at the appropriate authority office and leave the premises with due permission from higher authority.

5) CODE OF CONDUCT FOR ACADEMIC DISHONESTY

- Academic dishonesty is a form of misconduct that is subject to disciplinary action under the Student Code of Conduct and includes the following:
- **Plagiarism:** Any attempt to pass of other's work as your own.
- **Cheating:** The intentional use of, or attempted use of unauthorized materials, Information, study aids, or previously prepared solutions in any academic exercise, exam, paper, or other assignment.
- **Collusion:** Occurs when two or more students work together to produce individually submitted work without the permission of the faculty member.
- **Fabrication/ Fraud:** It is the unauthorized falsification or invention of any information, data, or citation in an academic exercise.
- **Bullying:** It is a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that has the

effect of physically harming a student, damaging a student's property. And creating an intimidating, threatening, or abusive educational environment for a student.

- **Cyber bullying:** It is done through the use of any electronic communication device, through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.
- Furthermore, any attempt to facilitate any act of academic dishonesty on the part of oneself or others shall constitute a violation of this policy.

6) CODE OF CONDUCT FOR DISCIPLINARY ACTION

- If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain

The misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

Warning

Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

Restrictions

Reprimanding and restricting access to various facilities on the campus for a specified period of time.

Expulsion

Expulsion of a student from the Institute permanently indicating prohibition from entering the institute premises or participating in any student related activities or campus residences etc. is done only in extreme case of violation of code not redeemable by counselling.

Suspension - A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. in addition, the student will be forbidden to use various institute facilities unless permission is obtained

from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

- Ineligibility to reapply for admission to the institute for a period of three years, and
- Withholding the grade or certificate for the courses studied or work carried out.

Grievance committee takes decision on individual basis

APPEAL

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, she may appeal to the Principal. The Principal may decide on one of the following:

- Accept the recommendation of the committee and impose the punishment as suggested by the Committee.
- Modify and impose any of the punishments as stipulated in this code which is
- commensurate with the gravity of the proved misconduct , or
- Refer the case the case back to the committee for reconsideration. In any case the Principal's decision is final and binding in all the cases where there is a possible misconduct by student.

Individual undertaking to the effect of following rules & regulation of the college or MUHS shall be taken at the time of Admission.

DISCLAIMER

The nursing program at Sitabai Nargundkar college of Nursing reserves the right to make changes in the regulations and policies announced in this handbook as circumstances arise. If changes in the handbook are required during the academic year, the student will be given notice of those changes and asked to verify by signature that the required changes were received and understood.