

CRITERIA – VII

7.1. INSTITUTIONAL VALUES & SOCIAL RESPONSIBILITY

**7.1.9. (QIM).- CODE OF CONDUCT HANDBOOK EXISTS FOR
STUDENTS ,TEACHERS AND ACADEMIC AND ADMINISTRATIVE
STAFF INCLUDING THE DEAN/PRINCIPAL/OFFICIALS /AND
SUPPORT STAFF**



Shri Vithalrao Joshi Charities Trust's
SAMARTH NURSING COLLEGE
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CODE OF CONDUCT FOR STUDENTS

- ❖ The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- ❖ The student should follow the academic calendar as per the instructions of Head of the Department.
- ❖ Any act of indiscipline or misbehavior by any student will attract severe punishment.
- ❖ Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- ❖ Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- ❖ No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- ❖ Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- ❖ Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- ❖ 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.
- ❖ Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
- ❖ Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations.
- ❖ Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- ❖ Be attentive, fair and cooperative to your teachers and peers on various academic and nonacademic activities.
- ❖ Believe in loving, sharing and caring.
- ❖ We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
- ❖ Students are expected to wear college uniform regularly.
- ❖ Students are expected to wear formal dress while on college campus.
- ❖ The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- ❖ 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 student's risk.

RAGGING:

- ✓ **Ragging action to be taken against students indulging and abetting in ragging as per the directions of Honble 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)**
 - Cancellation of admission and also debarred from taking admission in any institution in India.
 - Suspension from attending classes.
 - Withholding/Withdrawing scholarship / fellowship and other benefits.
 - Debarring from appearing in any test/examination or other evaluation process.
 - With holding results.
 - Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
 - Suspension / expulsion from the institution.
 - Collective punishment if larger numbers of students are involved in the act of ragging.
 - An FIR filed without any exception with local police station.



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CODE OF CONDUCT FOR STAFF

- ❖ All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- ❖ All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- ❖ All staff shall devote their time and their best efforts for the progress of the Institute.
- ❖ Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- ❖ Staff must be punctual, sincere and regular in their approach.
- ❖ Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- ❖ Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - gender/sexuality/age/marital status
 - pregnancy or likelihood of pregnancy
 - physical features, disability or impairment (physical disability or medical status)
- ❖ Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- ❖ Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- ❖ The Faculty Member should show no partiality to any segment / individual student.
- ❖ Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of MUHS

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CODE OF CONDUCT FOR TEACHING-STAFF

- ❖ The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- ❖ 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.
- ❖ 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. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- ❖ Once the subject is allotted the staff should prepare lecture wise lesson plan.
- ❖ The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- ❖ The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- ❖ The Faculty Member must strive to prepare himself / herself 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.
- ❖ The staff should get the feedback from students and act / adjust the teaching appropriately.
- ❖ 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.
- ❖ Every Faculty Member should maintain academic record book.
- ❖ The staff should engage the full 60 minutes lecture and should not leave the class early.
- ❖ The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- ❖ The staff should encourage students asking doubts /questions.

- ❖ The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
 - ❖ The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
 - ❖ Every teaching staff demonstrate a high standard in teaching and learning
 - ❖ The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.
 - ❖ In problem oriented subject, regular tutorials have to be conducted.
 - ❖ The Tutorial problems to be provided to the students a week prior to the actual class.
- Mid-term, Pre-final exam and practical examination must be conducted as per the academic calendar.



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CODE OF CONDUCT FOR SUPPORTING STAFF

ADMINISTRATIVE STAFF

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

ACCOUNTANT

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

CLERK

- ❖ Clerk should maintain service book of all staff of the Institute.
- ❖ Clerk should maintain college level/department level all document files.

PEON

- ❖ Peon should report the college half an hour before the college time. Peon should maintain cleanliness of laboratories, class and staff rooms.
- ❖ Peon should do all the work assign by the Head of the department and other staff members.
- ❖ Peon should not leave the office until and unless the higher authority permits.

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CODE OF CONDUCT FOR DEAN/PRINCIPAL

- ❖ The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- ❖ The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- ❖ The Principal has authority to take all the necessary actions as and when required to maintain discipline in the, Institute.
- ❖ The Principal should form various college level committees which are necessary for the development of the Institute.
- ❖ The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- ❖ The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- ❖ The Principal should provide leadership, direction and co-ordination within the Institute.
- ❖ The Principal should periodically review this Code of Conduct:
 - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - Meets or exceeds Institute standards and any weaknesses
 - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- ❖ The Principal is responsible for the development of academic programmes of the Institute.
- ❖ The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- ❖ The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- ❖ The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- ❖ The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

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Monitoring Committee members of code of conduct

2016-2017

Sr. No	Name of the member	Position
1	Dr. Suvarna Patil Medical Director BKLW Hospital	Chairperson
2	Prof. S Mary Principal Samarth Nursing college	Secretary
3	Mrs. Sujata pawar Assistant Professor	Member
4	Mrs. Tejal Surve Assistant Professor	Member
5	Mr. Masthan Kishor Tutor	Member

Monitoring Committee members of code of conduct

2017-2018

Sr. No	Name of the member	Position
1	Dr. Suvarna Patil Medical Director, BKLW Hospital	Chairperson
2	Prof. Rekha Koppal Principal, Samarth Nursing college	Secretary
3	Mrs. Sujata pawar Assistant Professor	Member
4	Mrs. Tejal Surve Assistant Professor	Member
5	Mr. Masthan Kishor Tutor	Member

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2018-2019

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2	Prof.Rekha Koppal Principal, Samarth Nursing college	Secretary
3	Mrs.Sujata pawar Assistant Professor	Member
4	Mrs. Tejal Surve Assistant Professor	Member
5	Mr. Masthan Kishor Tutor	Member

Monitoring Committee members of code of conduct

2019-2020

Sr. No	Name of the member	Position
1	Dr.Suvarna Patil Medical Director, BKLW Hospital	Chairperson
2	Prof.Karpagalatha .S Principal, Samarth Nursing college	Secretary
3	Mrs.Sujata pawar Assistant Professor	Member
4	Mrs. Tejal Surve Assistant Professor	Member
5	Mr. Masthan Kishor Tutor	Member


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Monitoring Committee members of code of conduct

2020-2021

Sr. No	Name of the member	Position
1	Dr. Suvarna Patil Medical Director, BKLW Hospital	Chairperson
2	Prof. Karpagalatha S Principal, Samarth Nursing college	Secretary
3	Mrs.Sujata pawar Assistant Professor	Member
4	Mrs. Tejal Surve Assistant Professor	Member
5	Mr. Masthan Kishor Tutor	Member

Monitoring Committee members of code of conduct

2021-2022

Sr. No	Name of the member	Position
1	Dr. Suvarna Patil Medical Director, BKLW Hospital	Chairperson
2	Prof. Babasaheb Bhutkar Principal, Samarth Nursing college	Secretary
3	Mrs.Sujata pawar Assistant Professor	Member
4	Mrs. Tejal Surve Assistant Professor	Member
5	Mr. Masthan Kishor Tutor	Member

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Committee Composition code of conduct -2016

Objectives:

- Respect for laws and Regulations
- Respect for people
- Respect for environment
- Respect for competitive law regulations
- Respect for rules on inside the campus
- Transparency and integrity of information

Committee members of code of conduct

2016-2017

Sr. No	Name of the member	Position
1	Dr. Suvarna Patil	Chairperson
2	Prof. S Mary	Secretary
3	Mrs. Sujata pawar	Member
4	Mrs. Tejal Surve	Member
5	Mr. Masthan Kishor	Member

To implement the code of conduct for all area:

- a. Code of conduct for students
- b. Code of conduct for staffs
- c. Code of conduct for teachers
- d. Code of conduct for academic and administrative staff
- e. Code of conduct for dean/principal

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Committee Composition code of conduct -2017

Objectives:

- Respect for laws and Regulations
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- Respect for environment
- Respect for competitive law regulations
- Respect for rules on inside the campus
- Transparency and integrity of information

Committee members of code of conduct

2017-2018

Sr. No	Name of the member	Position
1	Dr. Suvarna Patil	Chairperson
2	Prof. S Mary	Secretary
3	Mrs.Sujata pawar	Member
4	Mrs. Tejal Surve	Member
5	Mr. Masthan Kishor	Member

To implement the code of conduct for all area

- f. Code of conduct for students
- g. Code of conduct for staffs
- h. Code of conduct for teachers
- i. Code of conduct for academic and administrative staff
- j. Code of conduct for dean/principal

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Committee Composition code of conduct -2018

Objectives:

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- Respect for environment
- Respect for competitive law regulations
- Respect for rules on inside the campus
- Transparency and integrity of information

Committee members of code of conduct

2018-2019

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1	Dr. Suvarna Patil	Chairperson
2	Prof. Rekha Koppal	Secretary
3	Mrs.Sujata pawar	Member
4	Mrs. Tejal Surve	Member
5	Mr.Masthan Kishor	Member

To implement the code of conduct for all area

- k. Code of conduct for students
- l. Code of conduct for staffs
- m. Code of conduct for teachers
- n. Code of conduct for academic and administrative staff
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Committee Composition code of conduct -2019

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- Respect for people
- Respect for environment
- Respect for competitive law regulations
- Respect for rules on inside the campus
- Transparency and integrity of information

Committee members of code of conduct

2019-2020

Sr. No	Name of the member	Position
1	Dr. Suvarna Patil	Chairperson
2	Prof. Karpagalatha S.	Secretary
3	Mrs.Sujata pawar	Member
4	Mrs. Tejal Surve	Member
5	Mr. Sobin John	Member

To implement the code of conduct for all area

- p. Code of conduct for students
- q. Code of conduct for staffs
- r. Code of conduct for teachers
- s. Code of conduct for academic and administrative staff
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Committee Composition code of conduct -2020

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- Respect for people
- Respect for environment
- Respect for competitive law regulations
- Respect for rules on inside the campus
- Transparency and integrity of information

Committee members of code of conduct

2020-2021

Sr. No	Name of the member	Position
1	Dr. Suvarna Patil	Chairperson
2	Prof. Karpagalatha S.	Secretary
3	Mrs.Sujata pawar	Member
4	Mrs. Tejal Surve	Member
5	Mr. Sobin John	Member

To implement the code of conduct for all area

- u. Code of conduct for students
- v. Code of conduct for staffs
- w. Code of conduct for teachers
- x. Code of conduct for academic and administrative staff
- y. Code of conduct for dean/principal

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Committee Composition code of conduct -2021

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- Respect for people
- Respect for environment
- Respect for competitive law regulations
- Respect for rules on inside the campus
- Transparency and integrity of information

Committee members of code of conduct

2021-22

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1	Dr. Suvarna Patil	Chairperson
2	Prof. Babasaheb Bhutkar	Secretary
3	Mrs.Sujata pawar	Member
4	Mrs. Tejal Surve	Member
5	Mr. Sobin John	Member

To implement the code of conduct for all area

- a) Code of conduct for students
- b) Code of conduct for staff
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- d) Code of conduct for academic and administrative staff
- e) Code of conduct for dean/principal

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