

COMMITTEE FOR CODE OF CONDUCT

In order to maintain discipline, dignity and smooth conduction of the institutional work, Godavari College of Nursing, Jalgaon has formed the committee for code of conduct. The committee members will be responsible for adherence of the code of conduct.

MEMBERS OF COMMITTEE FOR CODE OF CONDUCT

S.N.	NAME OF THE MEMBERS	DESIGNATION	POST HELD AT INSTITUTION
1	Dr. Mousmi Lendhe	Chairperson	Principal
2	Ms. Menaka S.P.	Vice Chairperson	Vice Principal
3	Ms. Ashwini Mankar	Secretary	Assistant professor
4	Mrs. Vishakha Wagh	Member	Professor
5	Mrs. Ashwini Vaidya	Member	Associate Professor
6	Mrs. Jacinth Dhaya	Member	Associate Professor
7	Mrs. Manorama Kashyap	Member	Associate Professor
8	Mr. Shivanand Biradar	Member	Assistant Professor
9	Ms. Ujwala Kadam	Member	M.Sc. Tutor

SIGN. OF SECRETARY

SIGN. OF CHAIRPERSON

AIMS AND OBJECTIVES

- 1) To maintain strict discipline among students, teaching and non-teaching faculties of the institution.
- 2) To facilitate smooth conduction of the institutional work.
- 3) To provide a set of rules that outlining the norms, rules, and responsibilities or proper practices of an individual in an institution.
- 4) To make known the rules and regulations of the Institute to the Students, Teachers & Non-teaching staff.

1) CODE OF CONDUCT FOR PRINCIPAL

1. Principal should be fair to faculty, staff, and students and need to know that they will be treated fairly when making decision.
2. Principal must apply honesty in his/her job. He/She should never directly lie to anyone and never withhold vital information that should be made public.
3. The Principal assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.
4. The Principal endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
5. Principal should maintain professional boundaries.
6. Principal must train the teachers to be responsible for their actions.
7. The Principal shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

8. The Principal shall not submit fraudulent requests for reimbursement, expenses, or pay.
9. The Principal shall not fake records, or direct or force others to do so.
10. The Principal shall be of good moral character.
11. The Principal shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
12. The Principal makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
13. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
14. Staff members are encouraged to take up Research projects.
15. Principal should encourage continuing nursing education (CNE) for staff upliftment and updation.

2) CODE OF CONDUCT FOR TEACHING STAFF

1. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
2. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
3. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
4. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

5. Teachers must report on time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
6. Teachers should sign the attendance register and bio-metric while reporting for duty.
7. Teachers should remain in the campus till the end of the College hours.
8. Prior written permission is required from the Principal at least a day in advance while availing leave (CL).
9. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
10. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
11. Teachers Associations should not be formed without the permission of the Management.
12. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
13. Teachers should attend the college neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Jeans pant & T-Shirts are prohibited.
14. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
15. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.

16. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.

17. Teachers are barred from using cell phones while taking classes.

18. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like College Day, Independence Day and Republic Day celebrations without fail.

19. Teachers are expected to Volunteer, to take up extra classes for students of Degree, Diploma and other Career Oriented Programmes.

20. Departmental HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments and electrical appliances) must be reported to the Principal in writing immediately.

3) CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-Teaching staff working in the college office or departments should remain on duty during the duty hours assigned to them. They should report for duty at least 15 minutes in advance.

2. They should always behave courteously with students and all the faculty members and help them solve their problems. Arrogant/bad behavior will be dealt with seriously.

3. Non-Teaching Staff assigned to Laboratories should keep the laboratories clean.

4. Any Loss or damage to any article in the Lab or Class Room should be reported to the concern Departmental HODs in writing immediately.

5. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment etc. It shall be submitted to the HOD at the end of each academic session and their signatures should be obtained.

6. For articles damaged by the students, a separate register should be maintained and Record along with the cost of material should be submitted to the authority at the end of the session.

7. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached

8. Non-Teaching staff shall not leave the college premises before their duty hours.

4) CODE OF CONDUCT FOR STUDENTS

All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student.

Students are required to follow the following rules:

1. The Students should be punctual regarding timing of the college.
2. Students are expected to be in the classrooms at least 5 minutes before start of a lecture session.
3. Every student must carry his or her Identity card inside the campus.
4. Students must help to keep the college campus neat and clean.
5. Students should wear clean college uniform with proper grooming of hairs.
6. Use of Mobile phones during the lectures is strictly prohibited and mobile should be on silent mode always during college timings.

7. Students are expected to read notices/circulars displayed on the notice board. College administrative will not be responsible if any loss is recurred due to not observing the notice displayed on the notice board.
8. Spitting, smoking and throwing bits of paper in the premises should be avoided.
9. Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the Supreme Court & any other competent authority from time to time. Anti-ragging guidelines laid by the Indian Nursing Council (INC) must be followed.
10. All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.
11. Students should behave with respects with Teaching and Non Teaching staff of the college.
12. Students should take care of college property and should not involve in damaging the property. No outside political or any influence should be brought in the college directly or indirectly. Admission will be cancelled if they behave against the rules.
13. Students attendance for lectures, practicals, tutorials, tests and term examinations is a must. 80% attendance in the theory class and 100% in the clinical/practical is a must. Severe action will be taken against the absentees.
14. Students should not make any change in the documents like Bonafide, T.C., Identity Card etc. issued by the college.
15. Students should return the library books on or before the due date and take care of library books and materials. Incase of any damage must inform prior to librarian, else while returning if found damage students will have to submit new issue book.
16. Students should pay the fees in the account section and preserve their receipt.
17. The students will not get any concession in the Board/University Exam fees.
18. The students will be fined if his/her attendance for lecture and practical is not satisfactory and also will have to do compensatory duties too.

19. The Principal keeps final authority to make changes in the above rules and regulations.

20. No student shall communicate or write any information regarding the college/ University in any manner to the Press or Media.

21. Prior permission from the management is required to be taken for organizing any Get together/ Function/ Party or any other event and use of college facilities.

22. Students must visit college website and social media links to keep them self updated.

COMMITTEE MEMBER AGREEMENT TO ABIDE BY THIS CODE

I Confirm that I have read and understand this committee code of conduct document :-

1) Name & Signature :-----

2) Name & Signature :-----

3) Name & Signature :-----

4) Name & Signature :-----

5) Name & Signature :-----

6) Name & Signature :-----

7) Name & Signature :-----

8) Name & Signature :-----

9) Name & Signature :-----