

GODAVARI COLLEGE OF NURSING

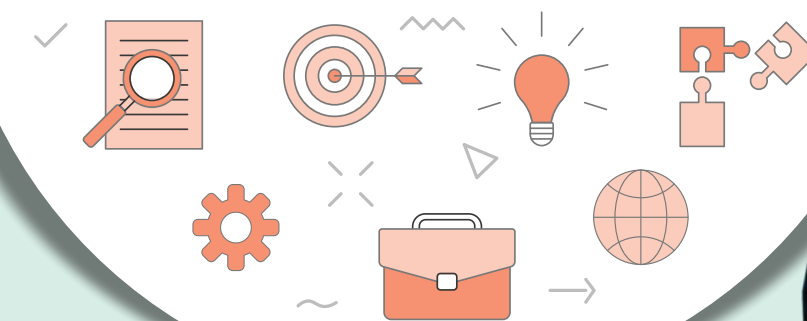
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HANDBOOK OF INSTITUTIONAL CODE OF CONDUCT



CODE OF CONDUCT



**GODAVARI
COLLEGE OF NURSING**
JALGAON, MAHARASHTRA

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PREFACE

The code of conduct for Students, Principal, Teaching faculty, Non-teaching staff and Parents should be characterized by integrity. The code of conduct has prepared to make known about the rules and regulations of the institute to the Students, Principal, Teaching faculty, Non-teaching staff and Parents. It is expected that all should strictly follow the code of conduct mentioned in this document.

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WHAT IS CODE OF CONDUCT?

A code of conduct is a set of rules around behaviour for the employees to follow within an institution. The code acts as a standard that staff need to meet so that they can know what is expected of them to produce a generally more efficient business. Often mixed up with a code of ethics, the code of conduct refers specifically to behaviour, whereas the ethics provides guidance on the decision-making skills that employees need when they are working.

WHY IS A CODE OF CONDUCT IMPORTANT?

A code of conduct serves not only as a set of internal guidelines for the employees to follow, but also as an external statement of corporate values and commitments.

A code of conduct can:

- Define the institutional culture.
- Set standards and expectations for employees to follow when it comes to their behaviour.

A well-written code of conduct clarifies an institution's values and principles, linking them with standards of professional conduct when it comes to the behaviour of the employees. As a result, codes of conduct set the benchmarks for organization to live up to.

Additionally, a code can support employees in general decision making by giving them a structure to follow when it comes to behaviour, allowing them to be prepared to handle ethical dilemmas in the workplace.

Having a code of conduct can give employees a structure to follow from the moment they join the institution and reducing the chances of problems coming up, but also making the process of dealing with issues a lot easier should the worst occur. There should be no ambiguity when it comes to a code of conduct, because as soon as lines are blurred, rules can be broken.

As well as setting rules to follow, the code of conduct can let employees to know what they need to do if they ever need to report a violation of institutional policy and lets them know the consequences of using false information.

Employees have a greater understanding of the rules by having a code of conduct to follow, making life a bit easier for all parties involved. It improves the working situation for all staff and students and promotes the institutional values too.

THE NEED OF CODE OF CONDUCT

Employers might want to believe that their staff know what's right and wrong, but by having a code of conduct the employers can spell out whether specific behaviour or action is acceptable or not, making everyone's lives a bit easier. Having rules to follow gives employees a structure from day one, making the whole process much more black and white if trouble is caused. There should be no ambiguity about a policy because this can lead to rules being bent, contradicting the whole point of the code in the first place.

The code sums up what staff should and shouldn't be doing at work. This could include detailing the behaviour that must be prevented:

- Taking shortcuts in work to get the job done quicker, which could lead to adverse side-effects.
- Treating people disrespectfully due to their race, gender, social class or religion. This is known as workplace discrimination.
- By having a set of rules for the institution to follow, it makes everyone's lives easier in the long term. Not only does it have a positive impact on the workforce, but the image of an institution is enhanced.

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 FACULTY

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. In case 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.

5) CODE OF CONDUCT FOR PARENTS

Alone we can do so little, together we can do so much.

1. STUDENT PERFORMANCE

1. Parents must motivate and support their child to achieve the best result. Students performance in the midterm and Prefinal or internal examination mark sheet will be send on the parents whats app group to aware parents about the academic performance of their child.
 2. Parents are requested to visit the institution / class coordinator / class teacher at least twice in a six month.
- ### 2. LEAVE
3. Parents should not interfere in students leave. In emergency situations only parents are allowed to call class coordinator.
 4. Parents request for leave in other conditions will be accepted only if they personally visited the institution.
 5. In case of sickness, the student will not be permitted to leave hostel or college alone. Parents must come and take their child to home with prior permission from Mr. Pravin Kolhe sir (Administrative Officer) and Prof. Vishakha Ganvir madam (Vice Principal) and Ms. Ashwini Mankar madam (Class Coordinator)
 6. Parents are requested to cooperate with class coordinator and class teacher, If teachers want to call and clarify any issue.
 7. Students outing (Out of the campus) will be permitted only twice in a month. (Remember out of the campus student is not the responsibility of institution.)
 8. Extension of leave will not be permitted. If any students extend the leave then parents must come with their child end explain the reason behind extension of leave, After parents request only the students will be permitted to join the institution again.

3. STUDENT BEHAVIOUR

9. The parents will completely responsible for their child's behaviour. The strict disciplinary action will be taken against students misbehavior such as coming late to the college, arrogant behaviour with batchmates and teachers, not following rules and regulations said by the teachers/.
10. The affidavit will be taken from parents, if the student found in any illegal activity. Parents need to visit the institution for any misbehavior of their children.
11. Parents are requested to instruct their child to wear clean clothes at college, clinical, hostels and in entire campus. And also maintain mannerism and strictly mobiles are prohibited in the college.

12. Bad behaviour or any type of illegal activity specially by the boys will not be tolerated. The student will be immediately suspended if he/she found in such cases.

4. STUDENT ABSENTEEISM

13. Parents please take note - 100% attendance for practical examination and 85% for theory examination is mandatory to appear for final university examinations.

14. Parents are requested to pay attention towards their childrens attendance. Monthly percentage of attendance of all the student will be send on the parents whats app group.

15. Parents request will not be considered at final moment or before the submission of exam form for university examination if your child is found not eligible to appear for university examination.

5. RULE AND REGULATION FOR HOSTEL

16. Electronic gadgets such as induction, heater and iron is not allowed inside the hostel.

17. Last entry to hostel at night is 08.00 pm. If student came late then strict action will be taken by the principal against students.

18. All students must present for the evening prayer at the hostel corridor at 08.10 pm.

19. Parents kindly instruct your child to keep their room clean, hygienic and tidy all the time as their home and maintain cleanliness in the hostel and also adjust and co-operate their roommate.

20. Parents kindly complete all the college fees such hostel, mess etc. on time or in installment before final examination.

6. RULE AND REGULATION FOR MESS

21. Students must follow the timing of lunch and dinner.

22. Maintain cleanliness and hygiene at the mess and do not waste food also do not brought food at the hostel.

23. Parents kindly encourage your children to eat healthy food at college canteen or outside.

IMPORTANT DISCIPLINARY ACTION – After completion of four year of educational journey with Godavari College Of Nursing, Jalgaon if the student attendance is very low or lots of absenteeism found then student will not be relieved from the institution unless and until they compensate their duties and complete the allotted hours/days by Maharashtra University Of Health Sciences, Nashik.

1820-1910

FLORENCE NIGHTINGALE

