



**BHAUSAHEB MULAK AYURVED COLLEGE & RESEARCH
HOSPITAL, BUTIBORI, NAGPUR**



HAND BOOK FOR CODE OF CONDUCT
INTERNAL QUALITY AND ASSURANCE CELL (IQAC)

PRINCIPAL

7.1.9 Code of conduct handbook exists for students, teachers and academic and administrative staff including the Dean/ Principal/ Official and support staff.

❖ Code of Conduct for the Principal

The Principal plays a crucial role in fostering a positive and productive academic environment. This Code of Conduct outlines the responsibilities and expectations for the Principal in leading the institution effectively.

❖ Responsibilities of the Principal

1. Discipline and Authority

The Principal has the authority to take necessary actions to maintain discipline within the Institute, ensuring a conducive learning environment.

2. Committee Formation

The Principal shall establish various college-level committees essential for the Institute's development and governance.

3. Faculty Development

The Principal is committed to encouraging Faculty Members to enhance their expertise by participating in seminars, workshops, and conferences.

4. Research and Publications

Faculty Members are encouraged to author textbooks and publish research papers in esteemed international and Indian journals, magazines, and periodicals.

5. Leadership and Coordination

The Principal provides leadership, direction, and coordination across all levels of the Institute to ensure harmony and collaboration.

6. Code Review

Periodic reviews of this Code of Conduct will be conducted by the Principal to ensure its relevance and effectiveness.

7. Financial Oversight

The Principal shall plan budgetary provisions and review the Institute's financial statements to ensure fiscal responsibility and transparency.

8. Administrative Oversight

The Principal is responsible for monitoring the administration of academic programs and general operations to ensure efficiency and effectiveness.

9. Academic Program Development

The Principal will oversee the development and enhancement of academic programs, aligning them with institutional goals.

10. Meetings Coordination

The Principal shall arrange and lead meetings for authorities, bodies, or committees as needed to facilitate communication and decision-making.

11. Compliance with Management Directives

The Principal ensures that management directives are promptly complied with and implemented at all levels.

12. Quality Assurance in Education

The Principal is dedicated to maintaining high standards in education and academic services, fostering student growth into responsible citizens.

13. Strategic Planning

The Principal will process and implement both long-term and short-term development plans for academic programs through relevant authorities and committees.

14. Confidential Reporting

The Principal is responsible for compiling and forwarding confidential reports on all staff members to the Management.

15. Annual Reporting

The Principal shall submit an annual report on the progress of various developmental and collaborative programs to the Management and committees.

16. Supportive Leadership

The Principal is expected to maintain a professional demeanor towards staff and be attentive to their needs and concerns.

17. Hospital Administration

Effective administration over the Outpatient Department (OPD) and Inpatient Department (IPD) of the associated hospital is a key responsibility of the Principal.

18. Collective Interests

The Principal will protect the collective interests of all institutional sections, ensuring an environment where everyone can thrive.

19. Equal Treatment

The Principal shall institute and enforce equitable treatment for all stakeholders, eliminating any scope for discrimination at all levels.

20. Promotion of Academic Activities

The Principal is committed to maintaining and promoting academic pursuits and will encourage the exploration of new avenues for further academic development.

❖ Code of Conduct for Head of Department (HOD):

The Head of Department (HOD) plays a vital role in ensuring the academic excellence and operational efficiency of their department. This Code of Conduct outlines the responsibilities and expectations for the HOD to lead effectively and foster a collaborative environment.

❖ Responsibilities of the Head of Department

1. **Workload Distribution**

The HOD shall distribute the teaching and departmental workload among staff members in accordance with the curriculum requirements and institutional guidelines.

2. **Teaching Load Allocation**

Teaching loads will be assigned by the HOD after considering the interests and preferences of Faculty Members to promote engagement and effectiveness.

3. **Academic Planning and Audit**

The HOD is responsible for academic planning, conducting audits within the department, and ensuring the implementation of academic policies approved by the Principal.

4. **Weekly Staff Meetings**

The HOD will arrange weekly meetings to review and discuss the progress of academic and administrative tasks, fostering open communication among staff.

5. **Continuous Professional Development**

The HOD shall encourage Faculty Members to update their knowledge and skills by participating in seminars, workshops, and conferences relevant to their fields.

6. **Research and Publication Encouragement**

Faculty Members are encouraged to author textbooks and publish research papers in reputable international and Indian journals and conferences to contribute to the academic community.

7. **Feedback Mechanisms**

The HOD will facilitate the collection of feedback from students and parents regarding the quality of departmental processes, ensuring continuous improvement.

8. **Library and Resource Management**

The HOD shall oversee the maintenance of the departmental library, including books,

specimens, instruments, charts, and the management of stock and attendance registers for staff and students.

9. Clinical Supervision

For clinical departments, the HOD is responsible for monitoring the presence of staff in Outpatient Departments (OPD) and Inpatient Departments (IPD), ensuring adequate coverage and support.

10. Intern and Resident Supervision

The HOD will supervise the work carried out by interns and residents in clinical settings, providing guidance and support to enhance their learning experiences.

11. Confidential Reporting

The HOD shall prepare confidential reports for all staff members in the department and submit them to the Principal, ensuring accurate assessments of performance.

12. Collaboration and Team Building

The HOD is expected to foster a collaborative environment within the department, encouraging teamwork and open communication among faculty and staff.

13. Resource Allocation

The HOD will manage departmental resources efficiently, ensuring that faculty and students have access to the necessary tools and materials for effective teaching and learning.

14. Policy Implementation

The HOD should ensure that departmental activities align with the overall institutional goals and that all policies are implemented consistently and effectively.

15. Professional Conduct

The HOD should exemplify professionalism and integrity in all interactions, serving as a role model for faculty and students alike.

❖ Code of Conduct for Teaching Faculty

The Code of Conduct for Teaching Faculty outlines the expectations and responsibilities essential for maintaining a professional, collaborative, and productive academic environment. Adherence to these guidelines ensures the integrity and excellence of our educational institution.

❖ Responsibilities of Teaching Faculty

1. Probation Period

New faculty members will serve a one-year probation period, subject to approval by the Maharashtra University of Health Sciences, Nashik.

2. Extension of Probation

Upon completion of the initial probation, management may extend it for an additional year based on performance review and alignment with institutional goals.

3. Notice for Leaving Service

Faculty wishing to leave at the end of the academic year during probation must provide one month's notice or pay. After probation, a three-month notice or payment is required.

4. Work Assignments

Faculty agree to fulfill all tasks assigned by the Head of Institution and Department, executing them with integrity and dedication.

5. Compliance with Policies

Faculty must adhere to all leave rules and the established code of conduct, acknowledging it as part of their employment contract.

6. Termination of Services

Management reserves the right to terminate services with one month's notice for confirmed teachers who do not align with the institution's mission.

7. Conflict of Interest

Faculty shall not engage in external employment or business activities without prior permission and must avoid actions that could tarnish the college's reputation.

8. Participation in Activities

Faculty are encouraged to participate in college programs and motivate students to engage in various activities.

9. Holistic Student Development

Faculty should contribute beyond classroom teaching, helping develop students into confident, competent individuals.

10. Professional Integrity

Faculty must avoid any anti-institutional activities or groupism, maintaining a professional environment.

11. Job Applications

Faculty should only seek other employment through the college Secretary.

12. Reporting Obligations

Faculty must report any criminal actions taken against them to management.

13. Fundraising Policies

Faculty cannot collect money for any purpose without written authorization from management.

14. Conduct and Demeanor

Faculty should conduct themselves with dignity and professionalism, serving as role models for students and colleagues.

15. Punctuality

Faculty must arrive at least 10 minutes before class to prepare adequately.

16. Leave Management

Faculty should seek advance approval for leave and ensure proper arrangements for class coverage.

17. Lesson Planning

Faculty are required to prepare detailed lesson plans, approved by the HOD and Principal, and maintain organized course files.

18. Assessment Integrity

Faculty must conduct assessments ethically and fairly.

19. Professional Development

Faculty should continuously update their skills and knowledge to meet educational demands.

20. Student Support

Faculty must assist slow learners through remedial coaching and ensure a supportive learning environment.

21. Feedback Mechanism

Faculty should regularly seek feedback from students to enhance teaching effectiveness.

22. Use of Technology

Faculty are encouraged to incorporate ICT tools to improve lecture delivery and student engagement.

23. Extracurricular Involvement

Faculty should actively participate in extracurricular activities to enrich student experiences.

24. Self-Evaluation

Faculty must submit a Self-Evaluation Report at the end of each term to reflect on their performance.

25. Research and Publication

Faculty should pursue opportunities to publish research and author textbooks in line with evolving curricula.

❖ Code of Conduct for Supporting Staff (Administrative Staff)

The Code of Conduct for Administrative Staff outlines the principles and responsibilities essential for maintaining a respectful, efficient, and professional environment within the College. Adherence to these guidelines ensures the integrity and success of our institution.

❖ Key Responsibilities

1. **Professional Conduct**

Treat all students, faculty, and staff with courtesy and respect in all interactions.

2. **Collaborative Relationships**

Foster cooperative relationships with colleagues, avoiding negative or harmful criticism of others.

3. **Diligence and Respect**

Work diligently and collaboratively, resolving issues promptly and fairly at the lowest possible level.

4. **Policy Awareness**

Be knowledgeable about College policies and procedures, ready to implement them effectively.

5. **Conflict of Interest**

Strive to avoid conflicts of interest in all professional dealings.

6. **Confidentiality**

Maintain confidentiality in communications and information to protect the College's best interests.

7. Outside Employment

Do not accept outside employment that compromises efficiency or effectiveness.

8. Professional Development

Engage in ongoing personal and professional development to enhance skills and meet the College's priorities.

9. Promoting the Profession

Advocate for the profession and protect its reputation from misrepresentation.

10. Harassment Reporting

Report any incidents of harassment based on sex, creed, race, or age to the proper authorities.

11. Safety and Welfare

Prioritize the safety and welfare of students and staff above all else.

12. Mission Alignment

Uphold the College's Mission through respectful, honest, and sustainable practices.

13. Equity and Diversity

Value and celebrate diversity, communicating respectfully and without intimidation or harassment.

14. Respect for Property

Show consideration for the College's property and maintain its reputation and values.

15. Confidentiality of Information

Respect the privacy of students and colleagues at all times.

16. Responsible Social Media Use

Use social media responsibly, avoiding actions that could bring the College into disrepute.

17. Accountability

Take responsibility for your actions, perform duties ethically, and comply with College policies.

18. Lawful Behavior

Adhere to all laws and avoid any unlawful behavior in the workplace.

19. Substance Use

Avoid any conduct, including substance misuse, that could negatively impact work performance.

20. Public Comments

Make public comments only when relevant and ensure they do not harm the College's reputation.

21. Responsibility for Mistakes

Acknowledge and rectify mistakes promptly, striving for continuous improvement.

22. Constructive Feedback

Provide constructive and accurate feedback to students and colleagues.

23. Sustainability Commitment

Work towards sustainability and efficient resource use to minimize waste.

24. Positive Workplace Culture

Actively contribute to a positive, inclusive workplace culture and equitable workload.

25. Confidential Reporting

Maintain confidentiality regarding departmental reports in personal files.

26. Additional Responsibilities

Accept additional duties as assigned by the Principal as needed.

❖ Office Superintendent

1. Supervision

Oversee daily work assigned to office staff.

2. Record Maintenance

Keep records of valuable files, documents, and office registers.

3. Leave Records

Maintain staff leave records.

4. **Fact-Checking**

Verify facts and records on files before submission to the Principal/Administrative Officer.

5. **Assistance**

Support the Principal/Administrative Officer with personnel matters and assist subordinate staff with administrative tasks.

6. **Daily Activities**

Report daily activities of the institute.

7. **Direction Compliance**

Follow directions from Management/Principal.

❖ **Accountant**

1. **Financial Reporting**

Prepare and analyze accounting records, financial statements, and reports.

2. **Tax Compliance**

Handle accounts, taxes, and ensure compliance with tax requirements.

3. **Account Management**

Establish tables of accounts and assign entries appropriately.

4. **Financial Reporting**

Report financial status to the Principal regularly.

5. **Accuracy Assessment**

Ensure accuracy and compliance with reporting standards.

6. **Document Provision**

Provide necessary accounting documents for committees.

7. **Audit Support**

Prepare documents for yearly audits.

❖ Student Section

1. Eligibility Documentation

Verify student eligibility and prepare documents for submission to MUHS, Nashik.

2. Welfare Schemes

Submit welfare scheme forms to MUHS within deadlines.

3. Examination Forms

Ensure timely submission of examination forms to the University.

4. Caste Certificates

Obtain caste certificates and validity from the relevant office.

5. Data Provision

Provide necessary student data for committee reports.

❖ Lab Assistant

1. Support

Assist the lab in-charge with lab-related tasks.

2. Attendance

Maintain the attendance register.

3. Setup Preparation

Prepare lab setup before practicals.

4. Cleanliness

Ensure laboratory cleanliness.

5. Safety Protocols

Follow lab dos and don'ts and SOPs.

6. Chemical Handling

Handle hazardous chemicals carefully.

7. **Expiry Records**

Maintain records of solution expirations.

8. **Waste Disposal**

Dispose of biomedical waste according to government regulations.

9. **Dress Code**

Adhere to the institute's dress code.

❖ **Lab Attendant**

1. **Support Role**

Assist the lab assistant with lab responsibilities.

2. **Dress Code**

Follow the institute's dress code

Clerk

1. **Service Book Maintenance**

Maintain service books for all staff.

2. **Document Management**

Manage college and department-level document files.

3. **Dress Code**

Adhere to the institute's dress code.

Peon

1. **Timeliness**

Report to college half an hour early.

2. **Cleanliness**

Maintain cleanliness in laboratories, classrooms, and staff rooms.

3. **Task Completion**

Perform all tasks assigned by the Head of the Department and staff.

4. **Office Hours**

Do not leave the office without permission from higher authority.

5. **Dress Code**

Follow the institute's dress code.

Store Incharge

1. **Material Receipt**

Receive materials from vendors per purchase orders.

2. **Quality Check**

Thoroughly check materials for quality, quantity, and specifications.

3. **Organization**

Categorize and stock materials appropriately.

4. **Shelf Management**

Ensure shelves are properly stocked and materials are secure.

5. **Care and Preservation**

Take actions to care for and preserve materials.

6. **Stock Verification**

Conduct periodic stock checks to ensure accuracy.

7. **Safety Measures**

Implement safety protocols for the storehouse and personnel.

8. **Tidiness**

Maintain cleanliness in the storeroom.

9. **Material Issuance**

Issue materials to departments as per request.

10. **Bill Processing**

Check vendor bills and send them to accounts after issuing Goods Receipt Notes.

11. **Condemnation Board**

Manage periodic condemnation of unserviceable materials.

12. **Scrap Disposal**

Follow procedures for scrap disposal.

13. **Document Maintenance**

Keep all documents up to date.

Librarian

1. **Library Supervision**

Oversee library administration.

2. **Committee Meetings**

Arrange library committee meetings to address issues.

3. **Budget Allocation**

Allocate budget for book purchases and send bills to accounts.

4. **Classification and Cataloging**

Classify and catalog library books.

5. **Stock Verification**

Supervise stock verification and address misplaced books.

6. **Student Support**

Assist students with their library-related problems.

7. **Transaction Records**

Maintain records of book transactions.

8. **Information Services**

Provide information services to library users.

9. **E-Library Maintenance**

Manage the e-library effectively

❖ **Institutional Code of Conduct for Students**

• **Discipline**

1. **Focus on Learning:** Prioritize learning and avoid distractions that hinder your academic mission.
2. **Follow Rules:** Strictly adhere to the Institute's rules during college hours and all college-sponsored activities.
3. **Respect the Calendar:** Abide by the academic schedule set by the Head of Department.
4. **No Indiscipline:** Acts of indiscipline or misbehavior will be met with disciplinary actions.
5. **Protect Campus Property:** Any damage to campus property will result in penalties.
6. **Keep the Campus Clean:** Use waste bins to maintain a plastic-free and litter-free environment.
7. **Parking Regulations:** Park only in designated areas. Violations will lead to disciplinary measures.
8. **Helmet Requirement:** Helmets are mandatory for vehicle riders; non-compliance will restrict campus access.
9. **Guest Permissions:** Prior written approval is required to invite guests to address or entertain students.
10. **Prohibited Activities:** Avoid any anti-institutional, anti-national, immoral, or political activities on campus.
11. **Harassment and Bullying:** Strict action will be taken against harassment, ragging, or bullying.
12. **Educational Tours:** All tours or visits require faculty supervision and written parental consent.

13. **No Unauthorized Visitors:** Outsiders are not allowed without permission in the campus or hostels.

14. **Report Violations:** Criminal activities or violations of law will be reported to the police.

- **I-Card**

1. **Carry Your ID:** Students must carry their ID cards daily and present them when requested.

2. **Lost Cards:** Report any loss of ID or library cards immediately to the concerned authorities.

- **Human Values**

1. **Integrity:** Be honest in all academic and interpersonal dealings.

2. **Cooperation:** Engage fairly and supportively with teachers and peers.

3. **Empathy:** Practice kindness, sharing, and consideration for others.

- **Dress Code**

1. **Uniform:** Wearing the prescribed college uniform is expected at all times.

- **Mobile Phones**

1. **Usage Restrictions:** Mobile phones must be switched off in classrooms, labs, and the library.

2. **Exam Hall Prohibition:** Mobile phones are strictly prohibited during exams, and any loss of personal items is at the student's own risk.

- **Ragging**

1. **Zero Tolerance for Ragging:** As per Supreme Court directives, ragging is strictly prohibited, and severe actions such as suspension, expulsion, and legal proceedings will be taken against offenders.

- **Attendance**

1. **Regular Attendance:** Students must attend all sessions and maintain at least 75% attendance in each subject.
2. **Punctuality:** Latecomers will not be allowed to enter the class.
3. **Absences:** Inform the college immediately in case of illness or any other valid reason for absence.
4. **No Exam Absences:** Missing exams or assessments can affect your academic performance and future.

- **Examination Conduct**

1. **Punctuality in Exams:** Arrive 30 minutes before the exam starts.
2. **No Cheating:** Sharing or using unauthorized material during exams is strictly prohibited.

- **General Behavior**

1. **Respectful Communication:** Avoid loud, impolite, or abusive language.
2. **Use Free Time Wisely:** Spend free periods in the library or study areas.
3. **Preparedness:** Be ready for classes with necessary materials and adhere to class rules.
4. **Modest Appearance:** Maintain clean, modest, and appropriate personal hygiene and appearance.

- **Code of Conduct for Projects**

1. **Project Guidelines:** Follow instructions from your project guide and submit work on time.

- **Code of Conduct towards Patients (Medical Students)**

1. **Respect for Patients:** Treat patients with dignity, respect, and consideration. Uphold confidentiality and act without discrimination.

2. **Know Your Limits:** Always clarify that you are a student, not a qualified doctor, and avoid exceeding your role.
3. **No Mobile Use:** Do not use mobile phones while attending to patients in hospitals.
4. **Report Issues:** Immediately inform clinical authorities of any concerns that may affect patient care.

❖ **Code of Ethics and Professional Conduct for hospital staff**

1. **Respect and Sensitivity:** Staff must respect the person, privacy, dignity, rights, and opinions of students, colleagues, and stakeholders.
2. **Courtesy and Cultural Awareness:** Treat students, parents, and colleagues with courtesy, respecting cultural, ethnic, and religious differences.
3. **Compliance with Institute Guidelines:** Avoid activities that conflict with the Institute's Code of Conduct.
4. **Honesty and Integrity:** Maintain the highest standards of honesty and ethical conduct, both on and off the college premises.
5. **Patient Care (Doctors):**
 - Prioritize patient well-being and do no harm.
 - Treat all patients equally, regardless of background.
 - Be honest, trustworthy, and respectful of patient confidentiality.
 - Involve patients in care decisions and explain treatments clearly.
 - Refer patients beyond their expertise and collaborate with other health professionals.
6. **Professional Development:** Continuously update knowledge and skills while promoting personal well-being.
7. **Legal Compliance:** Adhere to all relevant local, state, and federal laws related to the practice of Ayurveda.
8. **Communication:** Foster effective communication with patients to build trust and ensure quality care.

