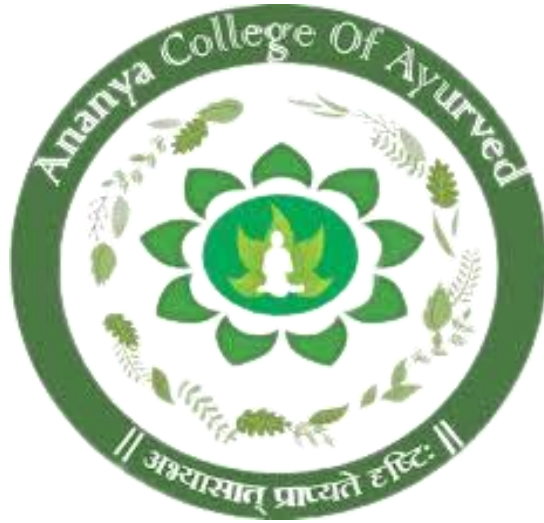


# ANANYA COLLEGE OF AYURVED KALOL



Ananya College of Ayurved

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

Ananya College of Ayurved, Kalol

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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 PRINCIPAL**

1. Principal has the authority to take all the necessary actions as and when required to maintain discipline in the Institute.
2. The Principal should form various college level committees which are necessary for the development of the Institute.
3. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
4. The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
5. The Principal should provide leadership, direction and co-ordination within the Institute.
6. The Principal should periodically review this Code of Conduct.
7. The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
8. The Principal should oversee and monitor the administration of the academic programs and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
9. The Principal should look after the development of academic programs of the Institute.
10. The Principal should arrange meetings of any of the authorities, bodies or committees, as and when required.
11. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
12. 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.

13. The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
14. The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
15. The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programs to the various committees and Management.
16. The Principal is expected to present proper demeanor towards the staff and pay attention to their requirements.
17. Proper administration from the Principal over the OPD and IPD of hospital.
18. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
19. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
20. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.

## **CODE OF CONDUCT FOR HEAD OF DEPARTMENT**

1. The work load (teaching and departmental) of all the staff should be distributed by the Head of the department as per curriculum.
2. The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
3. The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
4. The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
5. The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
6. The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/ Conferences.
7. The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
8. The Head of the Department should look after the maintenance of department library books, specimen, instruments, charts, stock register, attendance registers of staff and students.
9. The concern Head of the Department (clinical dept.) should look after the presence of their staff in OPD and IPD.
10. The concern Head of the Department (clinical dept.) should supervise the hospital work being carried out by the interns and residents in the department.
11. The Head of the Department should write confidential report for all staff members of his/her department and submit it to the Principal.

## **CODE OF CONDUCT FOR A FACULTY**

1. The teacher appointed in the college will be on probation for one year from the date of joining subject to the approval of her/his qualifications by the Gujarat University, Jamnagar.
2. On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his/her commitment to the vision, mission and goals of the institution.
3. During the probationary period if the teacher wants to leave the service at the end of an academic year he/she should give one month notice or one month pay in lieu of the notice.
4. If a teacher wants to leave the service after the completion of probationary period at the end of an academic year he/she shall give three months' notice or three months' pay in lieu of notice.
5. Any teacher who wants to leave the service in the middle of an academic year shall pay three months' salary.
6. The Teacher agrees to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.
7. The Teacher undertakes to fully abide by the leave rules and the code of conduct, copies of which have been inked to him/her and to which he/she is fully submitted as an integral part of the contract of employment with the College.
8. The college Management has the full authority to terminate his/her services by virtue of its authority and discretion, after issuing one month's notice or one month's salary in lieu thereof in respect of confirmed teachers who are not found to be compatible with the mission of the college.
9. The teacher undertakes not to carry on any other trade, business, or activity which goes against the contract of employment with the college, He/she shall not accept any work outside the Institution without the permission of the Secretary of the College, conduct any trade, business or like activity, raise/receive any money/donation without in any way tarnishing the name and goodwill of the college.
10. The Teacher shall actively associate, involve, participate himself/herself in all the College activities and programs irrespective of the Department, he/she

belongs to. He/She shall motivate his/her students likewise to actively involve, associate and participate in the various programs and activities of the college.

11. The Teacher shall not only confine his/her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
12. The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
13. The Teacher shall not directly apply for or seek another job except through the Secretary of the college.
14. The Teacher shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
15. The Teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any particular fund raising program.
16. The Teacher shall abide by the code of conduct and leave rules enclosed with terms and conditions of service hereto.
17. The College may at any time, terminate the services of any probationary or confirmed teacher, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.
18. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the College Management from time to time.
19. Every Teacher shall update his/her knowledge and skills to equip him/herself professionally for the proper discharge of duties assigned to him/her.
20. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.

21. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
22. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the Management.
23. No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
24. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
25. No teacher shall participate in any strike or demonstration and/or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
26. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct.
27. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College or the Management, or that seeks to disrupt the academic activities of the College.
28. No teacher shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
29. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
30. The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
31. 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.
32. 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/lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.



33. 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.
34. The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
35. The Faculty Member must strive to prepare him/her 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.
36. The staff should get the feedback from students and act / adjust the teaching appropriately.
37. 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.
38. Every Faculty Member should maintain academic record diary.
39. The staff should engage the full 60 minutes lecture and should not leave the class early.
40. The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
41. The staff should encourage students asking doubts / questions.
42. The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
43. The staff should motivate the students and bring out the creativity/ originality in the students and should make him/her available for doubt clearance.
44. The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.
45. Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.
46. All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.

47. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
48. Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
49. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extracurricular activities.
50. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.
51. Staff should get casual leaves, medical leaves, earned leaves, vacations as per rules of institute in concurrence with Gujarat Ayurved University, Jamnagar.
52. Every confirmed female teaching staff will be eligible for maternity leave of a maximum of 90 days during her entire period of service for any one of the first two babies. Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction of the management.

## **CODE OF CONDUCT FOR SUPPORTING & ADMINISTRATIVE STAFF**

1. Administrative staffs are expected to demonstrate courtesy and respect in all dealings with students, academic employees, and support staff.
2. Establish and maintain co-operative and collegial relationships with other administrative staff members and shall avoid any false, malicious, or indiscriminate injury to or criticism of the professional reputation or work of others.
3. The administrative staff should work diligently and maintain a respectful, co-operative and collaborative approach to all working and work related relationships and take all reasonable steps to resolve issues at the lowest possible level in a fair and timely manner.
4. They should be fully conversant with all aspects of the College policies and procedures and be prepared to implement them.
5. The administrative staff strives to avoid conflicts of interest. 6. Communications and information either given in confidence or such that confidentiality is required to serve the best interests of the immediate employer shall not be revealed by the administrative staff.
6. The administrative staff shall not accept outside employment or accept any form of compensation from outside sources which would impair the efficiency and effectiveness of the administrative section.
7. The administrative shall strive to maintain and enhance the dignity, status, competence, and standards of the profession and seek training in those areas where they are not equipped to meet the priorities of the College. Put reasonable efforts to actively engage in learning and in personal and professional development to continually improve skills and knowledge relevant to the role and area of expertise and for personal growth.
8. The administrative staff will cooperate with other members in extending public knowledge and appreciation of the profession and its achievements and will strive to protect it from misrepresentation and misunderstanding.
9. Administrative Staff shall resist, and if necessary report to the proper authorities, instances in the workplace of harassment for reasons of sex, creed, race, or age.
10. The administrative staff must consider the promotion and preservation of the safety and welfare of the students and other staff to be the paramount duty.
11. The administrative staff will behave in a way that upholds the Mission both as individuals and as representatives of the College and be committed, respectful, and honest, courage's and maintains sustainability.
12. The administrative staff should have a fundamental concern for justice and equity and for the dignity of all human beings. They should value and

celebrate difference and diversity and the ideas, contributions, choices and approaches of others. Behave and communicate in a manner that does not intimidate, offend, degrade or humiliate, and which does not harass, sexually harass, unlawfully discriminate or bully.

13. The administrative staffs are required to show consideration for the workplace and property of the College and others and behave in ways that uphold the Mission, values, reputation and name of the College.
14. The administrative staff should respect the confidentiality and privacy of students, other staff.
15. Use all forms of social media platforms and online activities belonging to or connected with the University in a responsible and appropriate manner, and will not bring the College into disrepute through the personal use of social media.
16. Be accountable in all work that they do and act with authenticity, sincerity and truthfulness; disclose all relevant information applying to effectively performing my role at the College. Perform duties diligently, ethically and conscientiously and in accordance with reasonable and lawful supervisory directions and comply with College policies and procedures.
17. Not to engage in unlawful behavior.
18. Avoid any conduct, including alcohol or substance abuse or misuse, which would adversely affect the work performance.
19. Only make public comment when relevant to do so and will not bring the College into disrepute through my comments.
20. Admit and take responsibility for the mistakes or involvement in situations that result in unfavorable outcomes and work to rectify problems as quickly as possible.
21. Provide constructive and accurate comments and feedback to students, staff and other members of the College community.
22. Work for Sustainability and the protection of the environment more broadly. Use the resources of the College as efficiently and effectively as possible and to avoid waste.
23. Actively participate and contribute to the workplace to foster productivity and equity in workload and a positive inclusive workplace culture.
24. 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.
25. Staff should take additional responsibilities if required as assigned by Principal or the management.

## **OFFICE SUPERINTENDENT**

1. Office superintendent should supervise the work assigned to staff working directly under his charge day to day.
2. He should maintain the record of valuable files, documents, registers of the office.
3. He should maintain the leave record of the staff working in the institute.
4. He should check the facts and records on the file before it is put up to Principal.
5. He should assist to Principal/Senior Administrative Officer in personnel matters of the institute and also help the subordinate staff for administrative matters.
6. He should bring into notice the daily activities of the institute.
7. He should work as per the directions given by the Management/Principal of the institute.

## **ACCOUNTANT**

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

## **STUDENT SECTION**

### **Student Section should**

1. Ensure the eligibility of the students and prepare related documents to submit them to different committees of the Gujarat Ayurved University, Jamnanagar, Gujarat within prescribed time limit.

2. Submit various "Forms" of Students' Welfare Scheme as and when notified to Gujarat Ayurved University, Jamnanagar in the time limit.
3. Ensure timely submission of examination forms to University
4. Ensure caste certificate/caste validity from concern divisional office.
5. Provide all necessary student data to prepare various committee reports.

### **LAB ASSISTANT**

1. Laboratory Assistant should support/help the lab in-charge to carry out the lab related work/activities.
2. Laboratory Assistant should maintain Attendance Register.
3. Laboratory Assistant should keep the setup ready before conduct of the practical.
4. Laboratory Assistant should ensure the cleanliness of laboratories.
5. Laboratory Assistant should follow the dos and don'ts of laboratory.
6. LaboratoryAssistant should follow the SOPs of Laboratory Procedures.
7. Laboratory Assistant should be careful for handling hazardous chemicals.
8. LaboratoryAssistant should maintain expiry record of different solutions.
9. LaboratoryAssistant should discard the biomedical waste as per the government rules.
10. LaboratoryAssistant should follow the dress code of the institute.

### **LAB. ATTENDANT**

1. LaboratoryAttendant should help the LaboratoryAssistant to carry out the lab related works.
2. LaboratoryAttendant should follow the dress code of the institute.

### **CLERK**

1. Clerk should maintain personnel file and record of all staff of the Institute.
2. S/he should maintain college level/department level all document files.
3. S/he should follow the dress code of the institute.

## **PEON**

1. Peon should report the college half an hour before the college time.
2. Peon should maintain cleanliness of laboratories, class and staff rooms.
3. Peon should do all the work assigned by the Head of the Department and other staff members.
4. Peon should not leave the office until and unless the higher authority.
5. Peon should follow the dress code of the institute

## **STORE INCHARGE**

1. The Stock-I/C should receive the materials supplied by the vendor as per the purchase order placed by the various departments of the institute.
2. S/he should check the materials thoroughly for quality, quantity, specification condition etc.
3. S/he should categorize materials category-wise and stock in the appropriate locations.
4. S/he must ensure shelves and racks are properly arranged and products do not fall off the shelves.
5. S/he should take appropriate action for care and preservation of the materials.
6. S/he should do periodical stock verification and ensure correctness of stock at all times.
7. S/he should take safety measures for the safety by store house, materials and person working in the stores.
8. S/he should maintain neat and tidiness of stores house.
9. S/he should issue materials to the departments as per the indents schedule by issue slip.
10. S/he should check the bills of materials received from vendor and send it to accounts dept. for payment after giving Goods Receipt Notes.
11. S/he should carry out periodical condemnation board for the unserviceable materials.

12. S/he should take action for disposal of scrap material as per the prescribed procedure.

13. S/he should maintain all the documents up to date.

### **LIBRARIAN**

1. Librarian should be responsible for supervision and administration of Library.
2. S/he should arrange a Library Committee meeting to discuss and solve library related issues
3. S/he should allocate budget for purchasing books for library and send bills to account section of the institute.
4. S/he should do classification and cataloging of the books.
5. S/he should supervise stock verification, misplacement of books.
6. S/he should resolve the problems of students.
7. S/he should maintain record of transaction of books to staff and students.
8. S/he should render information service to the users
9. S/he should maintain e-library.



## **CODE OF ETHICS AND PROFESSIONAL CONDUCT**

1. Staff must respect privacy of students and other staff members of the Institute.
2. They should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
3. They should respect with dignity, rights and opinions of colleagues and students.
4. They should avoid in such activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
5. They should act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
6. They should respect cultural, ethnic and religious differences of colleagues and students.
7. They should always practice in compliance with the philosophy and principles of Ayurveda.
8. Medico Professionals, particularly doctors should be honest and trustworthy and never abuse their professional position.
9. Doctors should put the well-being of the patient before all other considerations.
10. Doctors should cause no harm to patients and protect them from any risk of harm.
11. Doctors should treat all patients equally; regardless of their religion, nationality, race, culture, sex, political inclination, disability, sexual orientation or social standing.
12. Doctors should cultivate and promote their own personal development, well-being and self-respect alongside the patients' welfare.
13. Doctors should always practice in compliance with the philosophy and principles of Ayurveda.
14. Doctors should listen to the patient's views attentively so that it helps in diagnosis and determining the treatment required.

15. Doctors should respect and protect confidential information of the patient so that their privacy and dignity is protected.
16. Doctors should recognize and always work within the limits of their professional competence.
17. Doctors should refer every patient whose condition is beyond their expertise to an appropriate health care practitioner or to a primary care doctor.
18. Doctors should be willing to consult and cooperate with colleagues both within Ayurveda and other health care professions.
19. Doctors should respond promptly and constructively to any criticism or complaint from any source.
20. Doctors should continue to update their professional knowledge and skills in accordance with standards currently being developed.
21. Doctors should make no claim for the cure of any specific illness or disease.
22. Doctors should refrain from using any titles or descriptions suggesting medical, academic or educational qualifications that the professional has not officially acquired.
23. Doctors should comply with all applicable laws of the state and central government that affect their practice.
24. The Doctors must be familiar with all laws or regulations relevant to the practice of Ayurveda in the locality of their practice and to remain aware of any legal changes that may affect their practice.
25. Good communication between professionals and patients is essential for effective care and relationships of trust.

## **INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS**

### **DISCIPLINE**

1. First priority of the students is to learn, therefore, s/he must avoid all kinds of distractions that interfere with or may be counterintuitive to that mission.
2. Students should strictly follow the basic rules and regulations of the Institute while attending classes during regular hours or during college sponsored activities.
3. They should follow the academic calendar as per the instructions of Head of the Department.

4. Any act of indiscipline or misbehavior shall invite disciplinary actions.
5. Apart from disciplinary actions, the student shall have to pay for such damages as may have been caused by him/her knowingly or unknowingly.
6. To make the college campus and classrooms clean and free from plastic and litter, they shall only use the waste bins for disposing waste materials.
7. Students should park their vehicles in parking zone only, thus, any student found breaking the rule shall be dealt with accordingly.
8. It is mandatory for students to use helmets while traveling, without which, their vehicles will be restricted to enter college campus.
9. No person shall be invited to address or entertain the students of the college without the prior written permission of college authorities.
10. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
11. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
12. All educational tours or industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/ Guardian of the students' and with the written consent of the management.
13. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited.
14. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.

#### **I-CARD**

1. Every student must carry I-Card everyday while attending lectures and for appearing for various examinations in college and/or campus.
2. The student should take both I-Card and Library Card at the beginning of the academic year.
3. The student should carry I-Card regularly, which should be produced when demanded by the authorized persons of the Institute.

4. If student has lost either the I-Card or Library Card, it should be reported immediately to the HOD and the Librarian with an application.

## **HUMAN VALUES**

1. While being honest with all the stakeholders during his/her association with the academic pursuance, one is required to be attentive, fair and cooperative towards everyone.
2. It is expected that one practices loving, sharing and caring.

## **DRESS CODE**

Students are expected to wear formal pair of dresses regularly.

## **MOBILE PHONE**

1. The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
2. 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 students' risk.

## **RAGGING**

1. Action to be taken against students indulging and abetting in Ragging as per UGC Guidelines and directions of Hon'ble Supreme Court of India.
2. It invites cancellation of admission and debarring students from taking admission in any institution in India.
3. The college authority may suspend the student from attending any classes, shall withhold the results, can suspend or expel from the Institute.
4. It invites withholding or withdrawing of any kind Scholarship / Fellowship and other benefits extended to him/her.
5. Such students are debarred from appearing in any Tests / Examinations or other evaluation process.
6. Such students shall be restricted from representing the institutions in any regional, national or international meet, tournament, youth festival etc.
7. It shall invite collective punishment if larger number of students are involved in the act of ragging.
8. An FIR to be filed without any exception with local Police Station.

## **ATTENDANCE**

1. Student should be regular in attendance for all sessions during the day.
2. Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
3. If the student is found irregular in attendance, action shall be taken.
4. The student coming late shall not be allowed to enter the class.
5. The student must report about the sickness to their parent- guardian - teacher/office/Principal of the institute.
6. On no account shall students be allowed to remain absent for any term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
7. The student should complete all the Practical's and Term - work such as Journals, Assignments, compilations and Projects.

## **EXAMINATION**

1. Candidates must appear at the examination hall half an hour before the commencement of the examination.
2. Candidates should not communicate, transfer and pass on any cheating/copy / writing material to one another in any manner during the examination.

## **GENERAL**

1. Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
2. Expected to spend their free time in the Library/Reading Room.
3. Be in the assigned place with appropriate materials, ready to work at the designated time that class begins.
4. Be polite and respectful to everyone including students, teachers, administrators, support staff, patients and visitors.
5. Follow individual teacher instructions, class rules and expectations at all time.
6. Student's appearance, personal hygiene and demeanor should always be modest and reasonably conventional.

## **CODE OF CONDUCT FOR PROJECT**

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

## **CODE OF CONDUCT TOWARDS PATIENTS**

1. Being a medical student, treat patients politely and considerately, respect their views, their privacy and their dignity. Respect rights of the patients, and act without any discrimination with patients.
2. Always make clear that you are a student and not a qualified doctor; be aware of your limitations and do not exceed your ability when giving information to patients. Understand, accept and agree to be bound by the principle of confidentiality of patient data and also of information concerning staff and students.
3. Don't use mobile phones while examining patients. Switch off mobile phones in OPD and IPD.
4. Inform the clinical authority or college teacher (doctor) immediately if you come across any personal problems arising which may put the health and well-being of patients at risk.