Dinsha Patel College of Nursing, Nadiad

HANDBOOK OF INSTITUTIONAL CODE OF CONDUCT

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INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

- 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.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- 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 molestation, ragging, harassment, bullying and untoward incidents.
- 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
- 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.

I-CARD

- Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
- I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- The student should collect his / her I- Card within 15 days from the date of admission.

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- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the entry in Library.
- If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

HUMAN VALUES

- 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 non academic activities.
- Believe in loving, sharing and caring.

DRESS CODE

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
- Students have to wear uniform in college and Clinical regularly.
- Students are can wear formal dress on Saturday in College campus only.

MOBILE PHONE

- 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 students' risk.

ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 80% attendance in the Lectures of every subject
- Student should have 100% attendance in the clinical posting as per INC rules.
- If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any mid-semester, 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.
- Leave Travel Concession as per the rules and regulations of transport authorities.

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- The student should complete all the Practical's and Term – work such as Journals, Assignments and Projects.

EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of university published by university examination department.

GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/Reading Room.

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.

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

DISCIPLINE

- All staff of the Institute is 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.

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- 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.

LEAVES

- Staff shall get leave and vacations as per rules of college.

CODE OF CONDUCT FOR TEACHING-STAFF

DISCIPLINE

- 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.

LEAVES

- 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.

CONTINUOUS ASSESSMENT

- 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.

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- 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.

CLASSROOM TEACHING

- 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 by:
- engaging students in their learning
- working to achieve high level outcomes for all students
- maintaining records to manage, monitor, assess and improve student learning
- using research and student achievement data to inform professional practice
- engaging in reflective practice and developing their professional knowledge and teaching skills
- supporting the personal and professional development of others
- providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
- assisting in developing and mentoring less experienced staff members
- accepting responsibility for their own professional learning and development

LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

TEST/ASSIGNMENTS/MID-TERM/MOCK

- In problem oriented subject, regular tutorials have to be conducted.

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- The Tutorial problems to be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

APPRAISAL REPORT

- 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.
- 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.
- 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.
- 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 extra-curricular activities.
- 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.

CODE OF CONDUCT FOR NON-TEACHING 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.

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- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

STUDENT SECTION

- Ensure the eligibility of the students and prepare related documents to submit them to University within prescribed time limit.
- Ensure the student document verification University within time limit
- Ensure timely submission of examination forms to University
- Ensure caste certificate/caste validity from concern divisional office
- Provide all necessary student data to prepare various committee reports

LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

LAB ATTENDANT

- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

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.

CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
- The Head of the department should ensure that the work load of the teacher should not be less than 15-16 hours a week, of which teaching-contact hours should be at least as follows:
- Head of Department/ Professor 8 hours / week
- Associate Professor 12 hours / week
- Assistant Professor 16 hours/week.
- 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.

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- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- 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 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 jointly with Nursing director.
- 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.

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- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- 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 ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- 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.

CODE OF CONDUCT FOR DIRECTOR OF NURSING

In Dinsha Patel College of Nursing, Nadiad, a post of "Director" is established and sanctioned, who wish to assume more responsibility in a managerial capacity towards college with the help of principal, College/ School of Nursing.

Their duties can include:

General

- Maintaining high standards of education in college.
- Forward college name for participation in various assessment, Accreditation and ranking programmes in India.
- Identifies the present needs related to the educational program & investigate, evaluate & secure resources.
- Develop and approve policies and procedure related to college administration.
- Consistently makes administrative decision based on established policies.
- Provides for continuous follow-up & revision of education program.
- Act as a chairperson for various committees to guide for appropriate decisions.
- Act as link between subordinates and management to procure demands.
- Act as representative for having MOU in the matter of the benefit for college.
- Facilitates participation in community, professional & institutional activities by providing time, opportunity for support for such participation.
- Procures & maintains physical facilities which are required as per standard.

Finance and administration

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- Overseeing the Nursing College budgets i.e. Prepare, secure, approve & administrates the budget.
- Develop college budget based on documented program needs, estimated enrollment of personnel & other final needs & keeps the program within the budget time.

Students and parents

- Interacting with students for solving ongoing issues and instructs for corrective actions through open forum meetings and discussion.
- Subscribes & encourages developmental aspects with reference to welfare of students.

Teaching and non teaching faculty

- Interacting with faculty for solving ongoing issues through open forum meetings or one to one discussion and acts as mentor to all subordinate.
- Determines the number of position & scope & responsibility of each teaching & non-teaching staffs.
- Delegate's authority commensurate with responsibility.
- Recommends appointment & promotion based on qualification & experience of the individual staff, scope of job & total staff composition.
- Subscribes & encourages developmental aspects with reference to welfare of staff.
- Recognizes the needs for continuing education for staff and provides stimulation of opportunities for such development.
- Supervising and reviewing faculty performance and suggest for increments and incentives to management.
- Promotes staff participation in research.

Management and Trust

- Reporting to high-level management for progress of college.
- Perform duties as assigned by management.

CODE OF CONDUCT FOR GOVERNING BODY

- To ensure that the institute is well run, meets the needs for which it has been set up.
- To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate

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- To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making
- Make such provisions, as may enable institute to undertake specialized studies with proper provision for laboratories, libraries, museums and equipment.
- Establish departments, colleges, schools, institutes of higher learning, research and specialized studies, hostels.
- Present the budget estimates as received from the finance and accounts committee with modifications, if any, to the principal for its final approval.
- Provide infrastructure, premises, furniture, apparatus and other means needed for the smooth conduct of the work of the institute.
- Consider the perspective plan for the academic development of the institute.

Approved by:

Dr. B. H. Shelat
Director

DIRECTOR
DINSHA PATEL COLLEGE OF NURSING
NADIAD - 387 001.

DINSHA PATEL COLLEGE OF NURSING
NADIAD
387 001

Mr. Virendra Jain
Principal

PRINCIPAL
DINSHA PATEL COLLEGE OF NURSING
NADIAD - 387 001.

Date:
Place: Nadiad

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