



VINAYAKA MISSION'S
ANNAPOORANA
COLLEGE OF NURSING



VINAYAKA MISSION'S
RESEARCH FOUNDATION
(Deemed to be University under section 3 of the UGC Act 1956)

VINAYAKA MISSION'S ANNAPOORANA COLLEGE OF NURSING, SALEM.

CODE OF CONDUCT HAND BOOK

A. Code of Conduct for Students

General Discipline

- The students are expected to maintain a high standard of discipline and uphold the reputation of the institution. The students are personally responsible for the college properties like the furnitures, electric fittings, lab equipments etc. In case of any damage, penalty will be levied.
- The students are expected to keep the surroundings clean. They should not scribble on the walls or throw litter in the class rooms.
- The students must bring their ID cards daily to the college and they must produce the cards on demand.
- There is no ragging in the campus. The Anti-ragging committee will keep a watch over the attitude and behaviour of the senior students towards the juniors and *vice versa*. The relationship between the seniors and juniors must be warm, friendly and cordial.
- Students discontinuing the courses should pay the fees of the remaining academic years before collecting Transfer Certificate.

Attendance

- Each student should earn 80% attendance to appear for the University Examination.
- Leave letter should be submitted by the students before taking leave. Dayscholars should get their leave letters signed by their parents or guardians and hostel students by their warden.
- In case a student suffers from illness for more than three days, she/he should produce a medical certificate.

Dress Code

The students are expected to dress modestly and wear clothes that reflect Indian culture. They may wear all formal dresses. They will be provided with two different uniforms which must be worn during clinical and community postings.

Hostel

The students must maintain discipline within the hostel. They should be civil to one another in the hostel and obey the rules of the hostel. All problems should be sorted out through proper channel. Wastage of food and water is strictly prohibited. They will be sent home periodically and holidays will be given for important local and national festivals. They must return to college promptly on the appointed day, failing which punishment will be levied. They should not extend their stay at home unofficially and without permission. Gym, parlour, stores and other recreational facilities like Indoor games are available in hostel.

Library

- Students should scan their ID card and register their entry.
- The Library is fully automated with Internet and DELNET facility.
- The Library is kept open from 8.00 am to 8.00 pm on all working days.
- Strict silence must be observed inside the Library.
- The students must leave their belongings like books, notes, purses, files etc. in the place provided at the entrance for the purpose. They must carry pen and paper only inside the Library.
- Each student will be given a member ID card which can be used for barrowing books.
- Writing in the books or marking in the books or folding the books or causing damage to the books in any other way is strictly prohibited.
- The books must be returned promptly on the due date, or a fine of 5 per day will be collected.
- Reference books are not meant for circulation.
- Transaction of books is also carried out through computers.

College Disciplinary Rules – Students

- Students are requested to maintain highest standard of behaviour and discipline both inside and outside the College.
- They shall strictly observe the disciplinary rules framed by the College. Violation of which will be dealt by the Principal in the manner she considers fit and her decision will be final.
- Every class coordinator will keep a close watch on the students' attendance, progress and conduct.
- Irregular attendance, indifference in regard to class work and examination, discourtesy towards teachers, insubordination, obscenity in word and act etc., are liable for disciplinary action which includes expulsion from the College.
- Attendance to the College functions like association meetings, College competitions, seminars, group discussions, field visits, conferences etc. are mandatory to all students.
- Without the permission of the Principal students shall not organize any activities or associate with any outside group concerned with the College.
- The Principal shall have the power to expel any student from the College if the student is guilty of serious misconduct or student's presence in the College is injurious to the order and discipline.
- During class hours the permission of the faculty is needed to move from one seat to another or to leave the room.
- Every student should possess an identity card issued by the College which should be produced whenever asked for specially when dealing with the office.
- The College has developed the tradition of a homely informal atmosphere of freedom with responsibility, treating one another with love and respect. We have proud Alumni who have set very good tradition. However, we lay down some norms of general conduct.

GENERAL INSTRUCTIONS FOR NURSING STUDENTS DURING CLINICAL POSTING

During clinical postings all students

- ❖ Must come to the hospital (or) clinical at 8am each day.
- ❖ Should come in proper uniform
- ❖ Students should come well groomed (neat dress code with proper ironing, shoes & socks, nail trimming without nail polish, neat shaving hair cut (for male students).
- ❖ Must wear the Identity card
- ❖ Should bring the pocket articles without fail.
- ❖ Should not wear the Jewells during clinical (big ear rings, bangles, anklets, neck chain, finger ring)
- ❖ Should not wear slippers
- ❖ Must not bring mobile phones
- ❖ Should follow the hospital regulations
- ❖ Must present in their respective wards without fail.
- ❖ Students should not sit and lying down on the hospital beds.

B. Code of Conduct for Teachers

The Code of Professional Conduct for teachers serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

I. Teachers and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.

5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. Teachers and the Students

Teachers should:

Respect the right and dignity of the student in expressing his/her opinion; 2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics; 3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs; 4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare; 5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace; 6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason; 7. Pay attention to only the attainment of the student in the assessment of merit; 8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward; 9. Aid students to develop an understanding of our national heritage and national goals; and 10. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever

necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life ;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

VIII. Leave

1. Prior written permission is required from the Principal / at least a day in advance while availing OD.
2. Not more than 25% of staff members in a Department will be allowed to go on OD on a particular day.
3. Twelve days of causal leave can be availed in a calendar year.
4. Medical Leave will be sanctioned only for medical reasons. Medical Certificate must be submitted along with such leave.

IX. Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.

General Rules - Teachers

- ❑ Teachers should handle the subjects assigned by the Head of the Department.
- ❑ Tutor- Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- ❑ 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.
- ❑ Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- ❑ Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- ❑ Teachers should sign the attendance register while reporting for duty.
- ❑ Teachers are expected to attend Department academic association meeting, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
- ❑ Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
- ❑ 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, electrical appliances) must be reported to the Principal in writing immediately.

Code of Ethics for Non-Teaching Staff

- ❑ Trustworthiness to the College by punctual and reliable in all duties.
- ❑ Integrity by being honest in words and actions.
- ❑ Creating and maintaining with strong relationships with:
 - a. Proper interactions with students
 - b. Maintaining professional boundaries with students and staffs.

- ❑ Dignity by treating students by care and kindness.
- ❑ Being supportive and cooperate with other staff members.
- ❑ Responsibility by meeting the required standards for every assigned task.
- ❑ Respect by mutual respect, trust and confidentiality.
- ❑ Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
- ❑ He/ She must respect and maintain the hierarchy in the Administration.
- ❑ He/ She should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
- ❑ Must not use unauthorized persons to perform official duties.
- ❑ NonTeaching Staff assigned to Laboratories should keep the Labs clean.
- ❑ Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- ❑ NonTeaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.

D. Code of Ethics for Principal

1. General administration of the college
2. Accountable for all matters concerning nursing education
3. Administration and overall supervision of teaching programmes
4. Reviews and revises the policies, rules, regulations and philosophy of the college
5. Recruitment of staff and students.
6. Supervision and guidance of teaching staff including organization of in service education of staff
7. Organize orientation programme for the new faculty members.

8. Co-ordinates the activities of the teaching through regular meetings with co-coordinators and faculty.
9. Co-ordinates the process of student evaluation of courses and teaching, maintenance of student records and reports as prescribed by the academic and educational policies and practices of the university.
10. Meeting with students as needed to interpret or implement program philosophy, purposes & objective.
11. Selects clinical area appropriate to the objective of the curriculum in consultation with the H.O.D's of the concerned field.
12. Maintenance contractual arrangements with offer allied health institutions/Hospitals.
13. Provides for continuous follow-up and revision of education programme.
14. Maintains recognition of the educational programmes by the accrediting bodies / university.
15. Determines the scope and responsibilities of teaching and non-teaching staff
16. Plan and revise budget for college
17. Responsible for students disciplines and welfare
18. Responsible in Research activities in college of nursing
19. Conduct meetings and prepare periodic reports to review the progress and problems of various programmes and presents plans for its continuous developments.
20. Prepares, secures approval of and administrates the budget.
21. Encourages studies, research and writing of publications.
22. Recognizes the needs for continuing education for self and staff and provides simulation opportunities for such developments.
23. Decides regarding procurement of equipments supplies stationery and books for library.
24. Delegates authority commensurate with responsibilities by regularly meeting with the H.O.D.'s and staff as desired.