



**N.K.P. Salve Institute of Medical Sciences & Research Centre and
Lata Mangeshkar Hospital**

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NKPSIMS & RC and LMH/U.G. /591 /2016


Date: 05/10/2016

Code of Conduct & College Rules

(For Under Graduate Students)

(It shall be bounden duty of every student to abide by the rules and regulations of the college, and to conduct himself/herself with discipline and decorum in all places and under all circumstances.)

1. A minimum attendance of 75% (Theory) & 80% (Practical) is mandatory in each subject as per MUHS guideline for appearing in Post - end /Terminal /Prelims / University exam.
2. It is compulsory for students to appear for all internal examinations conducted from time to time as per guidelines of the University.
3. Ragging is prohibited & the institute will strictly follow the prescribed anti- ragging laws.
4. Smoking (tobacco in any form) and use of alcohol and drugs are strictly prohibited in the college premises.
5. Wearing of college uniform is compulsory.
6. Any student shall not address any gathering in the college premises without the special permission of the Hon'ble Dean.
7. Leave application:
 - a) Prior permission to be taken in prescribed format available in UG Cell for leave in case the student is representing college in any curricular/extra curricular activities.
 - b) Prior permission application is to be submitted within 7days of joining along with the relevant certificates. The grant of attendance is subject to approval by the Hon'ble Dean.
 - c) Attendance of Medical Leave will be subject to approval by Medical Board and Hon'ble Dean. It is to be submitted within 7 days of joining along with Fitness Certificate & all relevant documents.


Dean
N.K.P. Salve Institute
Of Med. Sciences & RC
and LMH, NAGPUR

8. Re-Totaling of Attendance

Applications to be submitted within 7 days from the date the attendance is displayed on the Notice-board in prescribed format.

9. Readmission Form to be submitted before last date.

10. Every student shall handle college property with care & preserve cleanliness.

Disciplinary action for breach of code of conduct and college Rules

1. Disciplinary Action Category

a. **Minor** : (warning with or without fine)

- i. Students found without complete uniform fine of Rs 100/- per day.
- ii. Student found throwing wastage/breaking furniture/writing on walls in college premises.
- iii. Students not filling the readmission form
- iv. Any other

b. **Major** : (suspension / detention / expulsion from college/imprisonment)

- i. Students with Attendance below 75% (Theory) & 80% (Practical) will not be allowed to appear for terminal / post - end /Prelims / University exam .
- ii. Students found indulging in ragging.
- iii. Students indulging in antisocial activities in or outside the college.
- iv. Any other



By Order

DR. J. K. SINGH
HOD



CODE OF CONDUCT

The matter of policy for Code of Conduct for Teaching & Non Teaching Staff of NKPSIMS&RC&LMH, Nagpur was under due consideration of the management and is as follows;

I. Aim: -

The aim of the policy is to define the Code of Conduct for the Teaching & Non Teaching Staff of NKPSIMS&RC&LMH, Nagpur in order to bring in more clarity with respect to it and thereby helping in administrative discipline, individual staff responsibilities towards the institute and improving work culture in the institute. The policy will help to define minimum standards/norms/rules for responsibilities & expected behaviour in day to day work from employees in the institute and in order to take action against the ones who are not complying with the same.

II. Definition: -

A **code of conduct** is a set of rules outlining the norms, rules, and responsibilities of, and or proper practices for an individual.

III. Policy

Code of Conduct for the staff of the institute is as follows:

1. Staff should not get indulged in any kind of discrimination against any employee based on age, sex, religion, region, caste etc. in the organization.
2. Every staff member should treat others with respect and dignity. They should treat all patients, patient relatives, clients, co-workers with respect & dignity.
3. Every staff should follow proper channel for raising their complaint/grievance related to work/individual.
4. Every staff member should try to be compassionate and maintain good harmonious relationship with everyone in the institute.

5. Every staff should first discuss about any issue with their immediate supervisor/HOD before approaching the higher authorities.
6. Staff should inform their supervisor/HOD before availing the leaves & take proper approvals from them before proceeding for the leaves. They should avail leave after sanctioning it from HOD & intimation to the HR department.
7. Staff should obey the orders of the supervisor/HOD/higher ups and should not argue with them for any work.
8. Staff should do all the work as mentioned in their job profile.
9. Staff should seek clarification and obtain information from seniors in case they are unaware about anything / working of any machine/ hazards with respect to job.
10. Staff should follow the directives of the higher ups.
11. Staff should attend all trainings in the institute if they have been called up for the trainings.
12. Staff should get themselves proper orientation of the job before going for actual work.
13. Staff should not hide any known issue from seniors/higher ups.
14. Staff should not indulge in any kind of unrecognized union, instigation of other staff, indulging in bad mouth about the institute, fighting inside the campus, harassment of other staff, use foul or derogatory language, spread gossips & rumors & any other kind of anti-institute activities.
15. Staff should always believe in Collective Bargaining by indulging in health dialogue with the authorities rather than resorting to unwanted & unfair means.
16. Every staff member should take details of risks & hazards related to any specific work from their colleagues & supervisor. Staff should follow all health & safety norms of the work and should not take undue risks that would put their health/life in danger. They should learn and follow safety rules and practices that has been established for the job position. Employer can't discipline the employee for willful violations of

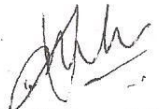
- any safety rules or standard. Every employee has to comply with safety standards & protocols; wear proper masks & follow hand hygiene; report unsafe & hazardous work conditions to the supervisor; report the job-related injuries; and seek treatment promptly.
17. Staff should adhere to professional work practices as per the hospital's rules, regulations and practices.
 18. Staff should provide complete and accurate information to the hospital management as mentioned in their resumes & interview during employment process.
 19. Staff should maintain confidentiality of all things related to the institute. Employee should not divulge confidential data / secretes or any other valued information gained during the employment to any other individual or institution while in service or even after leaving the service.
 20. Staff should understand and adhere to patient's rights and responsibilities and should not divulge patient information to others.
 21. Staff should report for duty on time and should not waste time by indulging in unproductive & unrelated work.
 22. Employee represents the hospital, so they should behave professionally on & off the job and should come in descent formal clothing/uniforms. Staff should come in designated uniform & wear id cards daily without fail.
 23. Employees should not consume any kind of toxic substances (tobacco, pan masala, or alcohol) on & off the job.
 24. Staff should use the mobile phones /landline of the hospital for official purpose only.
 25. Staff members should enroll their biometric Punching (In & Out) on daily basis in time without fail. They should punch in and out in the biometric machine daily at the time of arrival and departure from the institute.
 26. Staff should inform HR department in writing if there is any change in the permanent/local address.

27. Staff should not interfere or misuse any material resource provided by the hospital. They should ensure office stationary is minimally used & is not misused. They should switch off fan / A.C / light / computer etc. while leaving the work place and should not waste water.
28. Staff should accept, where applicable, adaptation to the environment to ensure a safe & secure stay in the hospital for self, co-workers, patients and others.
29. Staff should not get indulged in any kind any kind of malpractice or corruption and any type of harassment to fellow colleagues.
30. Staff should report immediately to the Hospital Management or HR about others with respect to untoward incident, dangerous unsafe practice, any kind of malpractice or corruption from fellow colleagues and any type of harassment.
31. Employee should not put the organization in any legal or financial trouble due to their off-the-job behavior.


IV. Consequences of not following Code of Conduct:-

- The staff is generally expected to behave responsibly in the institute as per the above mentioned points in the Policy.
- If the staff is not following the Code of Conduct in the Institute, they are liable for disciplinary action if they are found guilty of it. And the policy acts as a guideline for deciding future course of action by the management in case staff is deviating away from the Institute's Code of Conduct.

The policy has been issued in the interest of the Institute.


(Dr. Nishant Dhodre)
Group HR Head
VSPM AHE

Group HR
VSPM AHE, Nagpur


(Dr. Kajal Mitra)
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