

NANDHA MEDICAL COLLEGE AND HOSPITAL
ERODE-52
CODE OF CONDUCT FOR FACULTY

A. Code of Ethics for Faculty members:

In fulfillment of their obligations to the teaching profession, teachers will strive to:

- Faculty should advance their interests of the teaching profession through responsible ethical practices.
- Faculty should update their knowledge and skills to equip themselves professionally for the proper discharge of duties assigned and regard themselves as learners and engage in continual professional development.
- Faculty should be truthful when making statement about their qualifications and competencies.
- Faculty should contribute to the development and promotion of sound educational policy.
- Faculty should maintain absolute dignity and decorum in dealing with their superiors, colleagues and students every time.
- Faculty should get prior permission from their higher official before taking leave.
- Faculty should not associate with any political parties or take part in any other organisational actively which is not in line with the duties and ethics of the teaching profession.
- Faculty should maintain college details confidentially.
- Faculty should maintain cordial relationship with their colleague, no act of degrade, harass or insult in any other person for any reason whomsoever.
- It is mandatory for faculty members to display Identity cards at all times when they are inside the college campus.
- Faculties should avoid taking Identity cards from students when they are involved in undesirable activities. Identity cards can be demanded only to ascertain the identity of students. After verifying the details of student, Identity card must be returned to the student concerned on the spot.

- Faculty should not involve in any strike or riot in any criticism of college management policy or of the government for any reason.
- Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.
- Faculty must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HOD/Dean for necessary action.
- Faculty in the service of the college shall at all the time strive for academic excellence in the discharge of their duties and conduct in the manner of a perfect role model for others to emulate.
- Every teacher must maintain a course file with all the details prescribed in checklist for each subject as well as lab offered during semester/year.
- Faculty members must take attendance within first 5 minutes of starting the period.
- Teachers are advised to refrain from awarding punishments like dismissal from the class rooms, making them stand in the class rooms, summoning their parents to campus
- Faculty are allowed to take up duties for paper setting work, oral / Practical examination, moderation / Revaluation work, Expert Lectures etc. with other educational institution without disturbing the college work load with the permission of Dean.
- Faculty can avail 12 Days of casual leave during the academic year, if not that leave cannot be carried forward to the next year. Medical leave may be considered if the illness is serious or on maternity grounds requiring prolonged absence from duty.
- Faculty are eligible for college activity compensatory leave if worked on Holidays for college work. Work done on holidays must be approved from HoD, just after the activity is over.

CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

- HOD is responsible for conducting all academic programmes of the concern department.
- To formulate Time- Tables to provide adequate hours to complete the syllabus well in time.

- Ensure that all classes are held as per the time - table. He should make alternate arrangement for the class work of teachers absent on that day. He should recommend for disciplinary action against that availing leave without prior arrangement for class work.
- To ensure the maintenance of laboratories in good order to provide training to the students effectively.
- To maintain tuneful relationship between students and faculty while ensuring discipline and ethical behaviour of students.
- To ensure for conducting Faculty development programs, Personality development programs, Seminars, Workshops, Conference and so on.
- Train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To verify the student attendance on every weekend to check for proper marking of attendance and implementation of lecture plans.
- Supervise the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Organize Faculty meeting once in a week to review Academic and R&D activities of the Department.

CODE OF CONDUCT FOR DEAN

- The Dean shall direct 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.
- The Dean shall plan the budgetary requirements and go through the financial audited statements of the Institute.
- The Dean shall form various college level committees which are essential for the development of the Institute.
- The Dean has right to take all the necessary actions as and when required to uphold discipline in the Institute.
- The Dean shall encourage Faculty Members to write text books and publish research papers in reputed National/International / Indian Journals/Magazines and

encourage faculty Members to update their knowledge by attending seminars/workshops/conference.

- The Dean shall convene meetings of any of the authorities, bodies or committees, as and when required.
- The Dean shall monitor that quality in education and academic services is maintained for continuous development and turn the students into better individuals and responsible citizens of the country.
- The Dean shall ensure that the long-term and short-term progress plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Dean 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.



NANDHA MEDICAL COLLEGE AND HOSPITAL

ERODE-52

CODE OF CONDUCT FOR STUDENTS

A. Code of Ethics for Students:

1. INTRODUCTION

This Handbook indicates the standard procedures and practices of Nandha Medical College and Hospital for all students enrolling with the Institute for pursuing varied courses. All students must know that it is mandatory to abide by this Code of Ethics and Conduct. All Students are requested to be well aware with this Code.

2. JURISDICTION

The Institute shall have the jurisdiction over the conduct of the students/ associated with the Institute and to take notice of all acts of misconduct include,

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- c) Possession or use of weapons, explosives, or destructive devices off campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

3. ETHICS AND CONDUCT

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises and any off-campus conduct that have serious consequences impact on the Institute's reputation.

1. At the time of admission, each student must sign a statement accepting this Code.
2. Students shall be regular and must complete their studies in the within the duration of course.

If a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Dean.

3. As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

4. RULES, REGULATIONS & CODE OF CONDUCT

1. Institute believes in promoting a safe and conducive climate by implementing behavioural standards.
2. Students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
3. Students are not encouraged from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's reputation substantially.
4. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, face, religion or religious beliefs, colour, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc are not encouraged inside college premises.
5. Intentionally damaging or destroying Institute property, property of other students and faculty members will be dealt severely.
6. Students are not allowed to create any troublemaking activity in a class room or in an event organised by the Institute.
7. Students should not make any noise while moving from class to class.
8. No students shall leave the class room without the permission of the teacher or he/ she asked the class to disperse.
9. Student should not organise meetings and processions without permission from the Institute.
10. Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks are contrary to our law or policy.
11. Unauthorized possession or use of harmful chemicals, banned drugs and smoking on the campus are strictly prohibited.
12. Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty potties on the campus of the Institute are strictly prohibited.
13. Students are asked to park their two or four wheeler only in parking zone.
14. Students are not allowed inside the campus without helmet.

15. Rash driving on the campus must be punishable.
16. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
17. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
18. Students are not permitted to take either audio or video record lectures in class rooms or actions of other students, faculty without prior permission.
19. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
20. Students are not involved in theft or abuse of the Institute computers and other electronic resources.
21. Students are asked to follow formal dress code such as
 - Boys are not allowed to wear T shirt, jean, low-hip pants, ring or stud in the ears.
 - Girls are not allowed to wear western wears like T shirt, jean, and leggings.
22. Students are expected to read respective department and college notice board frequently.
23. Students should not indulge in any kind of malpractice during examination.

4. VIOLATION OF CODE OF CONDUCT

If there is a case against a student for a possible rupture of code of conduct, then a committee will be formed to recommend a suitable disciplinary action to be taken against the said student.

The following disciplinary actions based on the nature of misconduct.

1. WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
2. RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus for a specified period of time.
3. COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
4. EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences et.

5. MONETARY PENALTY-- May also include suspension or forfeiture of Scholarship/fellowship for a specific time period.

6. SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.