

**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL
COLLEGE OF NURSING, 56, MATIYARI, DEVA ROAD, CHINHAT,
LUCKNOW-226028**



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 students shall follow the academic calendar as per the instructions of Head of the Department.
- Any act of indiscipline or misbehavior by any student shall attract severe punishment.
- No person shall be invited to address or entertain the students of the collage without the prior written permission of collage authorities.
- Unauthorized entry of outsiders into the campus as well as hostels shall strictly be prohibited
- Students shall be prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus and hostels.
- Disciplinary action shall be initiated against students indulging into molestation, ragging & harassment.

- All educational tours shall be accompanied by the faculty members after obtaining necessary undertaking from the parents/Guardian and with the written consent of the management.
- Damage to institute & campus property due to negligence / lack of care shall 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 litters.
- Any case of criminal activity or violation of law and order in the college campus shall be reported to the police.

I-CARD:

- Every student must carry with him/her college I-card everyday while attending lectures and appearing for any examination. I-card should be produced when demanded when demanded by the authorized persons of the institute.
- I-card shall be available a week after he/she produces his/her I-card size photograph along with admission receipt.
- The students shall collect his/her I-card within 15 days from the date of admission.
- At the time of issuing a book, the I-card must be presented along with the library card.
- In case of loss of I-card or library card, it shall be reported immediately to the coordinator/HOD and the librarian with a written application.

Human Values:

- To be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- To be attentive, fair and cooperative to the teachers and peers in all academic and non academic activities.
- Shall believe in loving, sharing and caring.

Dress Code:

- Students shall wear clean & well ironed uniform for all academic activities.

Mobile Phone:

- The students shall switch off their mobile phones in the classrooms, laboratory, & library etc.
- Mobile phones shall strictly be prohibited in the examination hall.

Attendance:

- Students shall be regular in classroom for all session during the day. If any student is found irregular in attendance, disciplinary actions shall be taken.
- Students shall have at least 80% attendance in all subjects.
- Students shall have 100% attendance in the clinical posting as per INC rule.
- The students coming late shall not be allowed to attend the lecture.
- The students must report about the sickness to the institute.
- On no ground shall 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. This may detrimental to the overall performance and result of the student.
- Leave travel concession as per the rules and regulation of transport authorities.
- The students must complete all the practical's and term-work such as Journals, Assignments & Projects.

Examination:

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phones shall strictly be prohibited in the examination hall. If mobile phone is seized by flying squad, it will not be returned in any circumstance.
- Communication, transfer and pass on any written material during examination shall be considered as a punishable offence.
- A candidate shall be permitted to bring the following items in the exam hall: stationary items, if specifically permitted non programmable calculators.
- All students must follow the rules of university published by university examination department.

Institutional code of conduct for staff

Discipline:

- All the staff members shall follow the rules and regulations of the institution as prevalent from time to time.
- All staff members shall devote their time & their best efforts for the progress of the institute.
- Staff members shall contribute to the vision, mission and goals of the institute through engagement of working hours.
- Staff members shall be punctual, sincere and regular in their approach.

- Staff members shall attend all the functions of the college as per the instructions of coordinators & Head of the Department.
- Staff members shall be responsible for protecting and taking reasonable steps to prevent any theft, misuse of or damage to institutional assets (movable and immovable).
- Staff members must refrain from any kind of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/marital status/pregnancy or likelihood of pregnancy/any kind of disability or impairment.
- Staff members shall work in cooperation and collaborative manner with others through academic and administrative activities to achieve institutional goals.
- All staff members shall maintain the confidentiality regarding the college affairs and the affairs of its constituents and shall not to divulge directly or indirectly, any information of confidential nature either to a member of public or of the college staff, unless compelled to do so by a judicial or other authority or unless instructed by superior officer in the discharge of his/her duties.
- The faculty member shall show no partiality to any segment/ individual student.

Leave:

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

Code of conduct for Teaching Staff:

Discipline:

- The faculty member shall report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff shall ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/institution.

Leave:

- Whenever a faculty member intends to take leave, he/she shall 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:

- All faculty members shall prepare lecture wise lesson plans as soon as the subjects are allotted.
- The Faculty members shall get the lesson plan and course file approved by HOD and Principal. The course file shall be maintained as per the prescribed format.
- The staff shall not involve themselves in any unethical practice while doing continuous assessment.
- 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 shall get the feedback from students and act /adjust the teaching appropriately.
- The faculty members shall interact with the coordinators and HODs or student counselor and inform him/her about the habitual absentees, slow learner students, objectionable behavior etc.
- Every faculty member shall maintain academic record book.

Classroom Teaching:

- The faculty member shall engage the full 60 minutes lecture and shall not leave the class early.
- Information Communication Technology (ICT) shall be used for effective delivery of lectures.
- The teachers shall encourage students asking doubts/questions.
- The teachers shall take care of slow learners and pay special attention to their needs in remedial coaching classes.
- The teachers shall encourage students and bring out the creativity / originality and shall make themselves available for doubt clearance.
- Every teaching staff shall demonstrate a high standard in teaching & 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 developments 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 shall involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff shall involve themselves in demonstrating models, charts and innovative methods of teaching for better and improved interaction with students.

Test/Assignments/Mid-term/Mock:

- In problem oriented subjects regular tutorials shall be conducted.
- The tutorial problems shall be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examinations shall be conducted as per the academic calendar.

Appraisal Format:

- All the staff members shall be required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty members shall be expected to update their knowledge by attending seminars/workshops/conference after obtaining necessary permission from HOD and Principal.
- Faculty members shall attempt to publish research papers and articles in reputed national / International journals, Magazines & Periodicals. Further they shall also author and coauthor textbooks as per changing curriculum.
- Every faculty member shall be expected to extend their beneficial influence in building up the personalities of the students and they shall associate themselves actively in such extra-curricular activities.
- In addition to the teaching, the faculty member shall 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

- Personal files of all the employees shall be kept confidential by the staff members working with this department.
- Staff shall take additional responsibilities if required as assigned by Principal.

Accountant

- Accountant shall prepare, examine and analyze accounting records, financial statements and other financial reports.
- Accountant shall prepare accounts, taxes and tax returns, ensuring compliance with payments, reporting and other tax requirements.
- Accountant shall establish tables of accounts and assign entries to proper accounts.
- Accountant shall report to the principal regarding the financial status of the college at regular intervals.
- Accountant shall assess accuracy completeness and conformance to reporting and procedural standards.
- Accountant shall provide all the necessary accounts statements and documents for various committees of the institute.
- Accountant shall provide all necessary accounting documents and financial statements for yearly account audits.

Student Section:

- The staff shall ensure the eligibility of the students and prepare related documents to submit them to University within prescribed time limit.
- The staff shall ensure the student document verification by University within the time limit.
- The staff shall ensure timely submission of examination forms to the University.
- The staff shall ensure the caste certificate /caste validity from concerned divisional office.
- The staff shall provide all necessary students data for preparation of various committee reports.

Lab assistant:

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

Lab attendant:

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

Clerk:

- Clerk shall maintain the service book of all the staff of the Institute.
- Clerk shall maintain college/ department level document files.

Peon:

- Peon shall report the half an hour before the college time.
- Peon shall maintain cleanliness of laboratories, classes and staff rooms.
- Peon shall perform all the responsibilities assigned by HOD and other senior staff members.
- Peon shall leave the office until and unless the higher authorities permits.

Code of conduct for Head of the Department (HOD)

- The work load (teaching & departmental) of all the staff shall be fixed by the Head of the Department.
- The HOD shall ensure that the workload of teaching staff should not be less than 15-16 hours a week, of which teaching-contact hours should be at least as follows:
 - Head of the Department/ Professor- 8 hours/week
 - Associate Professor- 12 hours/week
 - Assistant Professor- 16 hours/week
- The HOD shall be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- The teaching load shall be allotted by the HOD after taking into account the faculty member's interests/choices.
- The HOD shall arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
- The HOD shall encourage faculty members to update their knowledge by attending seminars/workshops/conferences.
- The HOD shall encourage faculty members to author text books and publish research papers.
- The HOD shall arrange for feedback responses from students and the parents on quality related department processes.
- The HOD shall write confidential reports for all staff members of his/her department and submit it to the Principal.

Code of conduct for Principal:

- The Principal shall oversee and monitor the administration of the academic programmes and general administration of the institute to ensure efficiency and effectiveness in overall administrative tasks and assignments jointly with Nursing Director.

- The Principal shall plan the budgetary provisions and go through the financial audited statements of the Institute.
- The principal shall have the authority to take all the necessary actions as and when required to maintain discipline in the institute.
- The Principal shall form various college level committees which are necessary for the development of the Institute.
- The Principal shall encourage faculty members to update their knowledge by attending seminars/workshops/conferences
- The Principal shall encourage faculty members to author text books and publish research papers.
- The Principal shall provide leadership, direction and coordination within the Institute.
- The Principal shall periodically review this Code of Conduct.
- The Principal shall ensure that this Code of Conduct conforms to applicable laws.
- The Principal shall responsible to eliminate or correct any existing system if required through monitoring, auditing and reporting.
- The Principal shall be responsible for the development of academic programmes of the Institute.
- The Principal shall convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal shall ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal shall ensure that the quality in education and academic service is being maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal shall 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 shall forward confidential reports of all the staff members of the Institute & submit it to the Management.
- The Principal shall be responsible for the 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:

The Director's duties can include

General

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

Finance and Administration

- Oversee the Nursing college budget i.e. Prepare, secure, approve & administrates the budget.
- Develop college budget based on documented program needs, estimated enrollment of personnel & other financial needs & keeps the program within the budget.

Students & parents

- Interacts with students for solving ongoing issues and instructs for corrective actions through open forum meetings and discussions.
- Subscribe and encourage developmental aspects with reference to welfare of students.

Teaching & Non-Teaching faculty

- Interacts with faculty for solving ongoing issues through open forum meetings or one to one discussions and acts as mentor to all subordinates.
- Determine the number of positions, scope and responsibility of each teaching and non-teaching staffs.
- Delegate authority commensurate with responsibility.
- Recommend appointment and promotion based on qualification and experience of the individual staff, scope of job and total staff composition.
- Subscribe and encourage development aspects with reference to welfare of staff.
- Recognize the needs for continuing education for staff and provides stimulation of opportunities for such development.

- Supervise and review faculty performance and suggest increments and incentives to management.
- Promote staff participation in research.

Management & Trust

- Report to high level management on 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.
- To regularly attend meetings of the committees on which they serve, and acquire appropriate knowledge to contribute effectively in 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 & specialized studies & hostels.
- Present the estimated budget 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 functioning of the institute.
- Consider the perspective plan for the academic development of the Institute.