



**Pune District Education Association's
College of Ayurved & Research Centre**

Affiliated to Maharashtra University of Health Sciences, Nashik

Recognized by Ministry of AYUSH and NCISM

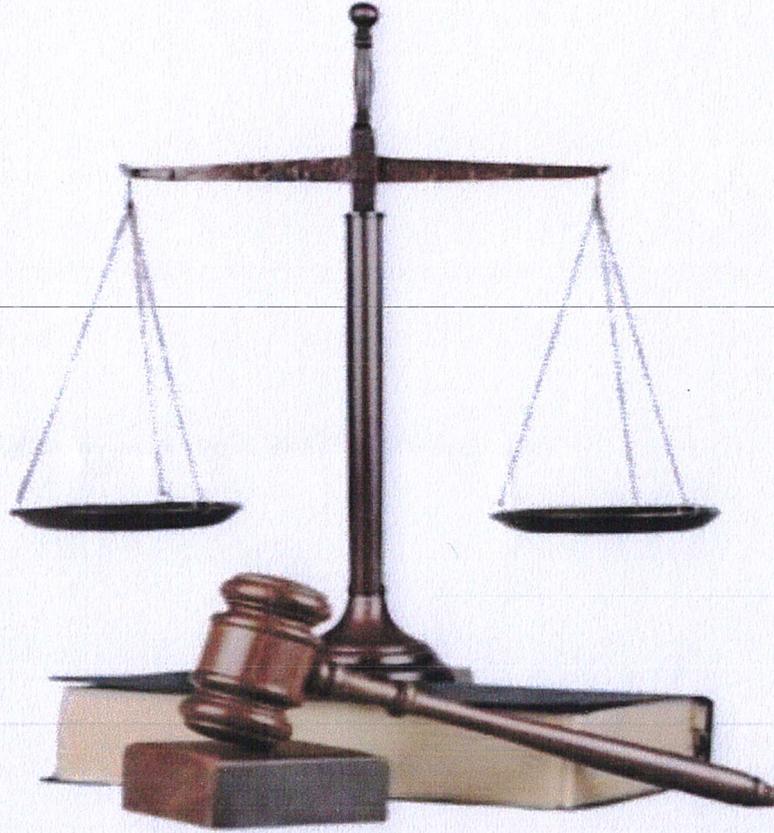
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CODE OF CONDUCT





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Year- 2023



Pune District Education Association's
College of Ayurved & Research Centre

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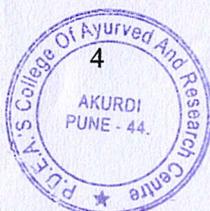
INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

• Discipline

- 1) The student must observe and strictly follow the disciplinary rules and regulations laid down by PDEA's CARC, Nigdi, Pune 44.
- 2) All students must wear apron and I-card in the college, hospital campus and for study tours, health camps etc. As per MUHS Guidelines students should not wear apron casually; outside the college campus.
- 3) Every student must arrive to class in time, mark biometric attendance and stay present for the entire period as random arrivals and exits in the class are disrespectful and distracting.
- 4) The student should follow the academic calendar as per the instructions of Head of the Departments.
- 5) Any act of indiscipline or misbehavior by any student will attract severe punishment.
- 6) Damage to Institute and campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- 7) 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.
- 8) Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- 9) Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. No person shall be invited to address or meet the students of the college, without the prior written permission of college authorities. □
- 10) Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral, or political expressions and activities within the Campus and hostels.
- 11) Disciplinary action will be initiated against students indulging into eye teasing, molestation, drugs, smoking, consumption of alcohol, ragging, harassment, bullying and untoward incidents in the institute premises and hostels or entering the institute premises.
- 12) All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students.
- 13) Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
- 14) Strict silence must be observed in reading room and library.

• I-Card

- 1) Every student must carry I card with him / her in college and campus every day while attending lectures, practical, CP, study tours and appearing for various examinations and the identity card should be produced when demanded by the authorized persons of the Institute.
- 2) I-Card will be available a week after he / she produces his / her application form along with



recent Identity Card size photographs and fee receipt.

- 3) The student should collect his / her I- Card within 15 days from the date of admission and within 15 days from declaration of MUHS results.
- 4) At the time of issuing a book, the Identity Card must be presented along with the library card. Without I- Card the student may not be allowed to use the home lending facility.
- 5) If student has lost library card or I-card, it should be reported immediately to the librarian with an application for duplicate I card.

• **Human Values**

- 1) Be thoroughly honest and obey discipline in all academic activities and with all the stakeholders of the institute.
- 2) Be attentive, fair, and cooperative to your teachers and peers on various academic and non-academic activities.
- 3) Believe in loving, sharing, and caring.

• **Mobile Phone/ Modern Means of Communications**

- 1) The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- 2) 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.

• **Ragging**

Anti-ragging committee is actively working in the institute.

- 1) Strict action will be taken against students indulging and supporting in **Ragging** by anti-ragging committee of the institution as per the Directions of Hon'ble Supreme court of India.(MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th of August 2012). And as per the guidelines of UGC prescribed in June 2009.
- 2) Every 1st year BAMS student must give online undertaking/ affidavit in prescribed format as per guidelines (www.antiragging.in).

Involvement in ragging may be subjected to-

- 1) Cancellation of admission and debarred from taking admission in any institution in India.
- 2) Suspension from attending classes.
- 3) Withholding/Withdrawing scholarship / fellowship and other benefits.
- 4) Debarring from appearing in any test/examination or other evaluation process.
- 5) Withholding results.



- 6) Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- 7) Suspension / expulsion from the institution.
- 8) Collective punishment if larger number of students are involved in the act of ragging.
- 9) An FIR filed without any exception with local police station.

- **Attendance**

- 1) Student should be regular in attendance for all sessions during the day.
- 2) Student should have at least 75% attendance in the Lectures of every subject and 75% in Practical.
- 3) If the student is found irregular in attendance, parents will be informed and disciplinary action will be taken as per MUHS guidelines i.e. black listing the name, suspension of admission.
- 4) The student must be punctual to attend the classes.
- 5) The student must report about the sickness to the Institute.
- 6) On no account will students be allowed to remain absent for internal examinations conducted by the Institute or continuous assessment conducted by faculty in class.
- 7) Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever may be the reason except study tour.
- 8) Student's performance is declared in Parent- Teacher Association (PTA) meetings.

- **Examination**

- 1) Candidates must appear at the examination hall half an hour before the commencement of the examination.
- 2) Mobile phone and other electronic gazettes are strictly prohibited in the exam hall during the examination.
- 3) Candidates should not communicate, transfer and pass on any cheat / copy / writing material to one another in any manner during the examination.
- 4) A candidate is permitted to bring the writing material (pen, pencil etc.) only in the hall. All equipment brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- 5) Internal Examination will be conducted as per guidelines of NCISM New Delhi, MUHS, Nashik and Institutional Examination SOP.

- **Discipline In Hospital**

- 1) Students' approach must be polite, caring and helpful towards the patients.
- 2) The students should try to understand and speak the local language for better communication With patients.
- 3) The students must complete their case recording, clinical examinations work in time and



save patient's appointment without any delay.

- **Hostel Accommodation Rules**

- 1) Accommodation in the boys/girls hostels is allotted to students as per the policies of the Management.
- 2) No student is permitted to stay in a hostel room without having paid the hostel fee in full.
- 3) No student is allowed to share his/her room with anyone who is not an authorized occupant of the room.
- 4) Parents/relatives of occupants are not permitted to stay in the hostels without prior approval from management.
- 5) A student will be debarred from the hostel by giving a notice of 48 hrs. on the grounds of indiscipline and hostel fees of the students will not be refunded.

- **Care of Hostel Assets/Property**

- 1) All furniture and fixtures in the rooms allotted to students must be cared properly. Students are prohibited from interchanging any furniture/fixture.
- 2) All students are expected to exercise care and restriction in the use of water and electricity. Lights/fans not in use must be switched off whenever a student leaves his/her room.

- **General Rules**

- 1) Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- 2) Students shall utilize their free time in the Library, Reading Room and botanical garden for study.
- 3) Students shall avoid giving false information to the college.
- 4) Students shall maintain the beauty, serenity and greenery of the campus.
- 5) Students shall not endanger the health and safety of others.

- **Assignments, Activities Journals and Electives**

Students are instructed to follow the information and guidelines given by the subject teacher from time to time and make the timely submission of their assignments, activities, journals and electives completed in all respect.

- **Dress Code**

Students must wear formal dresses in college and hospital premises. Students must wear white aprons during practical, clinics and hospital duties with I card.



- **Mentor –Mentee Scheme**

All students are distributed among mentors who are from teaching faculty. Students should be in touch with their mentors for any problem regarding academic, boarding or personal support.

- **Library – Rules and Regulations**

- 1) UG Students are allowed to get 02 books and PG students can avail 05 issued books for the period of 15 days from the library by producing library borrower card at the issue counter
- 2) After 15 days, they have to return it or renew it.
- 3) Renewal process will be subject to claims by other readers.
- 4) Students must pay late fine if they don't return/renew the book in time.
- 5) Fine will be charged at Rs.5/- per day.
- 6) Online Public Access Catalogue (OPAC) is available in the library for the students and teachers. They can use this online library cataloguing software to find out any book, e-books, journals etc. under control of our library.
- 7) Student can refer the reference book in the library during library hours by submitting I card. They must return the book on the same day
- 8) For book damage, fine will be charged at 100% of the book cost.
- 9) In case of book loss, students have to replace the book of the same author and latest edition or will have to pay book mentioned price.
- 10) In case of loss of library borrower card, students have to fill the fresh application for getting new borrower card.
- 11) PG students can avail the facility of open access. They have provided computers with internet in PG library. But use of internet other than academic purpose is strictly prohibited.

- **College and Hostel Fees, Stationary charges**

- 1) The college fees are to be paid in time as per the due date stipulated by the management. Non-payment of the fees beyond the due date will attract penalty.
- 2) Fees once paid will not be refunded. However, refund of caution deposit may be claimed after completion of the Internship. Students must produce the original receipt and no dues form for claiming refund of the caution deposit.

- **Internship rules**

The internship program is conducted according to the rules and regulations of NCISM and MUHS time to time. The batches for Internship posting are prepared on the basis of merit of the final year.



• Urban internship rules

It is mandatory for the interns to follow the rules for internship violation of any rule will be punished by extension or cancellation of the whole internship and the interns will be responsible for their academic loss.

- 1) Working hours in hospital are from 9:00 a.m. to 5:00 p.m. (minimum 8 hours). Extra hour work can be asked according to the need of the hospital and by the instructions of the consultants.
- 2) The interns may be called for duty on Sunday or hospital holidays, according to the need of hospital. The interns must be present accordingly.
- 3) Interns should sign in the in and out muster at the morning and evening.
- 4) Interns should note the daily work in the diary and get it signed by the consultants at 4:00 p.m. They should enter the incoming and outgoing time, daily work, leave record in the daily diary.
- 5) Internship period is counted in complete months. E.g. urban internship period is of 6 months or 183 days. Interns should ensure that the complete period in terms of months should be stated in the internship completion certificate. If the period is less even by one or two days, college will not be responsible for the academic loss of the intern.
- 6) Internship coordinator, consultants or the college authority can confirm the presence of the intern in the hospital anytime. If the intern is not present in the hospital, he will be marked absent in the muster and extension will be given.
- 7) All interns should daily carry apron, stethoscope, daily diary, identity card, torch and internship workbook.
- 8) The rules regarding internship workbook- Interns should complete the daily cases in the workbook and get checked from the consultant time to time. For rural internship; cases in work book should be checked from the consultants in YCM hospital, rural hospital, primary health center etc. according to their posting.
- 9) The rules regarding casual leave- The interns can avail 12 casual leaves in the year (6 for urban and 6 for rural internship). More than three consecutive leaves will not be sanctioned. Prefixing or suffixing Sundays or hospital holidays; maximum only by two leaves is allowed. The absence of more than three days will attract extension. The interns should get prior permission of leave. They apply to the principal for the leave and get signatures of substitute intern, HOD, register the dates of leaves in the internship workbook by RMO. After that the application of leave should be submitted in the hospital office.
- 10) The interns should complete the present term or posting along with the extension if any, before joining the next term.
- 11) Interns should resolve any dispute regarding his/ her attendance in the main muster or in the departmental muster time to time. If they get extension at the end, such dispute will not be entertained.
- 12) If interns have questions/ problems regarding the internship they should contact immediately the concerned teacher or the internship coordinator and follow the instructions.



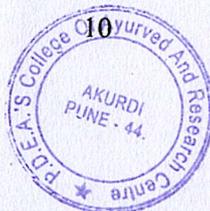
13) The internship completion certificate will not be issued if the interns demand for any undue advantage. Any misconduct, irregularity in the duty, untruth will attract the punishment to the intern. The internship completion certificate will not be issued in such case.

- **Post Graduate and Ph.D. scholars**

- 1) They should follow the instructions of the PG Director, guide and teachers of the department.
- 2) PG course work including lectures, practical, hospital duties- house post and registrar post, synopsis, dissertation work, articles, paper presentations, study visits etc. should be completed within stipulated period that is as per the guidelines of MUHS and the directions of the concerned PG departments and PG director.
- 3) Ph.D. scholars should follow the University, NCISM and college guidelines for their studies.

- **Grievance Redressal**

- 1) Representation of complaints and grievances shall be made individually to the grievance redressal either in oral or written form.
- 2) The committee with directions of the principal will redress the grievances.



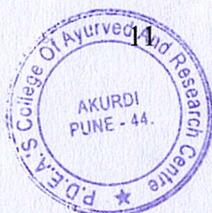
CODE OF CONDUCT FOR JOINING AND CONTINUATION OF THE SERVICES FOR THE TEACHING AND NON-TEACHING STAFF

Pune District Education Association is a brand in the field of education since 1948. In order to uphold PDEA's name and culture, it is mandatory for all employees of CARC to follow the rules and regulations laid down by PDEA.

● **PDEA's Code of Conduct**

Appointment of every selected employee in PDEA is subjected to the following terms and conditions –

- 1) All teaching staff is interviewed for the respective post by the selection committee appointed by MUHS, Nashik.
- 2) Appointments are done as per norms of NCISM, MUHS, State Government.
- 3) All teaching and administrative staff should qualify MSCIT or similar test (as the case may be) laid down by the university or State Government / UGC or NCISM pertaining to your faculty within stipulated period.
- 4) The staff should submit two passport size photographs, attested copies of applicable certificates such as birth date certificate, mark sheets, degree certificates, registration certificate, experience certificate, relieving certificate, cast and validity certificate, change of name certificate, Aadhaar card, PAN card etc. before joining the duty. Selected employees can join the duty after the completion of the official formalities.
- 5) Employee must communicate his/her acceptance to the management / College / Institution within seven days from the date of receipt of this Order of Appointment, failing which your appointment is liable to be cancelled.
- 6) All staff is required to give the correct mailing address given earlier should be communicated to the principal. It will be presumed that any letter sent by Registered Post Acknowledgment Due (RPAD) on the address given shall be deemed to have been acknowledged duly signed by you.
- 7) Newly appointed staff has to undergo induction program whenever applicable.
- 8) Teaching faculty will not conduct or engage in any private tuitions or private coaching classes.
- 9) Employees should not engage in any other job paid full-time, part time or otherwise, during the continuance of your service without the permission of the competent authority / Management.
- 10) Non-teaching staff services are transferable to any other colleges / institutions run by the management.
- 11) Appointment may be terminated, at any time, by either side / party, by giving one/ three-month notice or one/three-month basic pay in lieu of notice period in case of the period spent in service is more than six months.
- 12) If any employee is found absent continuously for more than thirty days without permission your services will stand terminated automatically. If you are found guilty of violation of any



terms and conditions mentioned above, you will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of your service, you shall not directly or indirectly do such things which are subversive to the interests of the PDEA, College, society, university or students.

- 13) Age of retirement- Age of retirement for all the employees of college and hospital will be according to the policy decisions of PDEA, NCISM and State Government time to time.
- 14) Service book of each teaching and non-teaching staff is mentioned and updated every 6 months.
- 15) Non-teaching / hospital staff is appointed by PDEA as per norms of NCISM, MUHS and the Government.
- 16) Welfare Measures for Teaching and Non-Teaching Staff are followed as per institution policy.

Pay scales- As per the policies and decisions of PDEA time to time.



CODE OF CONDUCT FOR ALL STAFF MEMBERS OF PDEA'S COLLEGE OF AYURVEDA AND RESEARCH CENTRE.

All employees of PDEA's CARC, Nigdi, Pune are liable to follow rules and regulations laid down by PDEA, MUHS, Nashik and NCISM, New Delhi.

• Discipline

- 1) Staff must be punctual in time to attend the college, mark in and out biometric attendance, sign attendance muster and be sincere and regular in their approach.
- 2) 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.
- 3) All teaching staff must wear formal dress in duty hours and aprons in college laboratory and in the teaching hospital.
- 4) All non-teaching staff must follow specific dress code in duty hours.
- 5) All staff should wear I-card in the college hours.
- 6) All staff should maintain their daily work diary.
- 7) All the staff Members should follow the rules and regulations of PDEA as prevalent from time to time.
- 8) All staff shall devote their time and their best efforts for the progress of the Institute.
- 9) Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- 10) Staff must attend all functions of the PDEA and college as per the instructions or circulars released.
- 11) Staff must avoid 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)
- 1) Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- 2) Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not reveal, 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.
- 3) All staff of the Institute is accountable to take care of all kinds of physical assets, movable and immovable property and use water, electricity and other consumable material sparingly and judiciously.



- 4) Act with the highest standards of honesty and ethical conduct while working in the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
 - 5) Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
 - 6) Staff must respect the person, privacy of students and other staff members of the Institute.
 - 7) Staff should treat colleagues, students, parent visitors with courtesy and sensitivity to their rights, duties, and aspirations.
 - 8) Staff should respect the dignity, rights and opinions of colleagues and students.
 - 9) Staff should respect cultural, ethnic, and religious differences of colleagues and students.
 - 10) The staff Member should be impartial towards all student. Staff shall get casual, medical, compensatory, on duty, earned leaves and vacations as per Rules of Maharashtra University of Health sciences and Pune District Education Association (PDEA).
 - 11) Minimum use of mobile phones is expected from all PDEA's CARC staff.
All Para- medical staff should wear uniforms in the hospital premises and follow NABH rules and regulations to provide best possible services to our patients.
 - 12) All the staff members are required to submit their Self Evaluation Report through HOD in the prescribed format at the end of the academic year or when demanded by the office.
 - 13) 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.
 - 14) All the staff members are required to give attention towards the income tax deduction calculations finalized by the accountant. They should provide the information requested by the accountants with this regard and cooperate with them.
- **Leave Facility** - As per State Govt. and PDEA guidelines annual leave facility will be as following- (Prior sanctioning of leave is mandatory).
 - 1) Casual Leave – 8 days Casual Leaves are given to all employees starting from January. These cannot be carried forward in next year. Not more than 4 CL can be consumed in first half of the year.
 - 2) Medical Leave – 20 Half days (10 full days) Medical Leaves are given to all employees. These can be carried forward in next year and which can be accumulated up to 300 leaves. Addition in 300 ML will lead to lapse of earliest ML over the 300 MLs. Prefixed or suffixed to Medical Leave by any other type of leave is not allowed. Sundays and declared holidays will be counted in total leaves. If joining day is Sunday or holiday it will not be counted in total number of consumed medical leaves.



- 3) Maternity Leave – Female staff working full time on permanent basis will be provided with three months and half paid maternity leave for first two deliveries only.
- 4) On duty leave is allowed to teachers for university work, administrative work and for attending seminars/workshops or trainings.
- 5) Earned leave- Non-teaching staff will get 15 Earned leave half yearly which can be accumulated up to 300 leaves. Addition in 300 EL will lead to lapse of earliest EL over the 300 ELs.
- 6) Compensatory off- will be given to teachers and non-teaching staff for the whole day duty done on declared holiday. All teachers will get 15 compensatory off half yearly in place of winter and summer vacations which can be accumulated up to 90 leaves. Addition in 90 C-off will lead to lapse of earliest C-off over the 90 Coffs.
- 7) **Calculation of number of leave days-**
 - i) Prefixing or suffixing among Casual leaves, Earned Leave, Compensatory Off, On Duty Leave, Sunday and declared holiday is allowed. In this case, days of Sunday and or declared holiday will not be counted in the total days of leaves.
 - ii) Maximum consecutive days of leave- according to availability of number of leaves on record of the staff.
- 8) Movement Register-Permission to go out of the campus for official work should be obtained from the principal or vice-principal.
- 9) Sanction of leave is under the authority of the Principal. The staff must provide his/her substitute who will take care of the work of staff on leave. The college work must not be hampered due to the leave of any staff.
- 10) If a staff reports late for work for three days in one calendar month, one casual leave/c-off or one-day salary (if no balance leave on the record) will be deducted. If a staff reports late for 30 min. half day leave will be deducted.

- **Library Rules**

- 1) All staff must follow rules pertaining to library for security of books.
- 2) All staff must adhere to timely issuing and returning policy of books.
- 3) All teachers must take care of departmental library by safeguarding books.
- 4) Record of departmental library books must be kept correctly.
- 5) Staff must do annual counting of departmental library books.

- **Resignation Notice Period**

Notice Period for resignation notice is of 90 days or payment of three-months basic pay in lieu of notice period in case of the urgent resignation.



CODE OF CONDUCT FOR TEACHERS

Institution emphasizes on quality education with effective outcome and wholesome development of students. To make the students competent, Institution has issued code of conduct for every sector of the college. As teaching –learning process is a backbone of education teachers must follow all codes of conduct to ensure quality education and wholesome development of students.

Code of Conduct for Quality Education

- 1) Once the subject is allotted the staff should prepare lecture wise teaching plan.
- 2) The Staff should get the annual teaching plan approved by HOD. The academic files should be maintained as per the prescribed format.
- 3) The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- 4) The Faculty Member must be digitally literate and 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.
- 5) The staff should get the feedback from students and act / adjust the teaching appropriately.
- 6) 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.
- 7) Every Faculty Member should maintain academic record book.
- 8) The teachers should constantly upgrade the knowledge in their subject. They should attend MET workshops of MUHS.

Ethical Code for Classroom Teaching

- 1) Teacher should follow the timetable and start the lecture at right time
- 2) The Teacher should engage the full 60 min lecture, 120 min practical/ clinical posting and should not leave the class early.
- 3) The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- 4) The staff should encourage students asking doubts / questions.
- 5) The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- 6) Every teaching staff should participate in building up the personality of students.
- 7) Teachers should encourage our students to participate in extra- curricular activities.
- 8) Teachers should be working to achieve high level outcomes for all students
- 9) Teachers should involve themselves in the preparation of experimental setup and upgrade the laboratory.



- 10) The staff should involve themselves in demonstration models, charts, and innovative methods of teaching for better and improved interaction with students.
- 11) Test, prelim, mid-term, term end, submissions, mock practical examinations and assessments must be conducted as per the academic calendar.

Ethics for up gradation of knowledge for teaching faculties

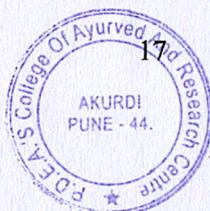
- 1) Faculty Members should attempt to publish research papers and articles in reputed peer reviewed International / Indian Journals, Magazines and Periodicals.
 - 2) They should also author or coauthor textbooks as per changing curriculum.
- Code of conduct/Professional ethics for Teachers is followed as per MUHS Directions-01/2017

Code of Conduct for Head of Department

- 1) The work distribution of all the staff in the department should be done by the Head of the department as per NCISM and MUHS Guidelines.
- 2) The Head of the department should ensure that the work load of the teacher should not be less than 42 hours a week, and that of non-teaching staff 48 hours a week.
- 3) The Head of the Department should be in charge for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- 4) The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- 5) The Head of the Department should arrange monthly meetings of the staff to appraise the progress of academic and administrative work.
- 5) The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- 7) The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- 8) The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- 9) The Head of the Department should write his/her opinion on the confidential report for all staff members of his/her department and submit it to the Principal.

Code of Conduct for Vice Principal

- 1) Vice Principal should assist Principal in planning and implementation of academic programs.
- 2) Vice Principal should help to look after smooth process of UG and PG admission.
- 3) Vice Principal should do surveillance of administration wing. He/she should take care that in the absence of any administrative staff/ clerk the work of that section must not be stopped and substitute should be deputed momentarily.



- 4) Vice Principal should assist in assessing of teachers reports and maintenance of service books
- 5) Vice Principal should be bridge among students, staff and principal and play an essential role as college administrator in the absence of Principal.
- 6) Vice Principal should provide suggestions, guidelines, directions and solutions in his/ her scope to the staff as and when they need.

Code of Conduct for Principal

- 1) The Principal should oversee and monitor the administration of the academic programs and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- 2) The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- 3) The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- 4) The Principal should form various college level committees which are necessary for the scheduled and contingent work for the smooth working of the Institute.
- 5) The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- 6) The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- 7) The Principal should provide leadership, direction and co-ordination within the Institute.
- 8) The Principal should periodically review the Code of Conduct and suggest updating.
- 9) The Principal should look after the development of academic programs of the Institute.
- 10) The Principal should call together meetings of any of the authorities, bodies or committees, as and when required.
- 11) The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- 12) The Principal should ensure that quality in education and academic services is maintained for continuous improvement and development of the students.
- 13) The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
- 14) The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- 15) The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programs to the various committees and Management.



CODE OF CONDUCT FOR SUPPORTING STAFF**❖ Common code of conduct**

The institute gives utmost priority for discipline and every staff is bound to follow the rules and regulations of the institute and maintain strict discipline.

- 1) All staff should respect the organizational goals and help to achieve them.
- 2) All staff must follow college working hours.
- 3) Lunch break must be for maximum 30 minutes.
- 4) All staff should follow a politeness policy for basic manners.
- 5) The institute takes note of serious misbehavior, irregular work habits or absentee which are punishable by fine, suspension or dismissal.
- 6) All staff must respect colleague workers and helpful to others.
- 7) All staff must respect to all teachers and must follow their instructions and cooperate.
- 8) All staff must contribute and work hard for the progress of the institute.

❖ Administrative Staff

- 1) Confidential report/ sensitive information of the staff, students should be kept confidential by the staff members working in this part
- 2) Staff should take additional responsibilities if required as assigned by Principal.
- 3) Preparation of files for various inspections.
- 4) Reading, replying, forwarding of emails.
- 5) Preparation of various notice for staff, students.
- 6) Providing support to the teachers working for various college committees.
- 7) Administrative Staff must follow discipline, all rules of the institute and work as per the regulations of MUHS and NCISM.
- 8) Administrative Staff must ensure to complete the work of the colleague on leave.
- 9) All entries in the service books should be up to date.

❖ Accountant

- 1) Accountant should ensure the timely collection of all college, hostel fees from students and refunds to the students.
- 2) Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- 3) Accountant should prepare annual budget, audit, accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements. Should pay advance tax



quarterly. Accountant should follow ERP system, should prepare receipt and payments as per Financial planning and Analysis (FPA).

- 4) Accountant should complete the EPF related work properly.
- 5) **Regarding the Income Tax Deduction**, a) Accountant should calculate income tax of all staff eligible for tax deduction from the salary and convey it to the staff at least two months prior to the end of every financial year. b) Accountant should accept certain investments and expenses under the various categories for tax exemptions provided by the staff and carefully reflect them in **Form 16**. c) After the final calculation of tax, the accountant should inform it to the staff and obtain their satisfactory confirmation regarding income tax deduction. d) Accountant should cooperate to solve any dispute regarding the income tax deduction to staff members.
- 6) **Regarding various Remunerations to the staff-** a) The payment of the remuneration should be done promptly of the external examiners and the employees of our college as well. c) Any circumstances regarding the late payment of the remuneration should be informed to the staff immediately. d) Accountant must solve the disputes e.g. late payments, no payments, less payments, calculation mistakes etc.
- 7) Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- 8) Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

❖ **Stores, Purchasing and Maintenance section**

- 1) The in-charge / clerk should follow the established protocol, guidelines and directions of the PDEA our parent institute, principal and vice principal.
- 2) When he gets any requisite application of the employee, approved by the principal he should start the procedure of fulfilment on priority.
- 3) **Responsibilities at Purchasing -**
 - a) Contact venders/ sellers/ manufactures/ dealers/ retailers etc. and obtain 2-3 quotations after explaining our terms and conditions to them.
 - b) Send quotations with covering letter to the office of PDEA.
 - c) after getting the permission letter from PDEA prepare the purchase order (PO) and get it signed by HOD and Principal.
 - d) Contact the person whose quotation is accepted by PDEA.
 - e) Complete the paper work, receive the things, check it complete all entries in the registers hand over it to the concerned HOD.
 - f) Forward the file to account section for early payment of the order.
- 4) He/she must keep the surplus stock of consumable items, stationary, students' journals up-to date always. There should not be sudden shortage of anything.
- 5) He/she should do surveillance of college, campus and hostel for keeping everything working in good condition e.g. civil work, power and water supply, sanitary system, internet, instruments and equipment. If anything found in nonworking condition, immediately replace it.
He/she should report the issues especially regarding safety to the Principal/ Vice Principals



instantly. Keep updated all the entries in maintenance book.

❖ Students' support Staff

- 1) Student section should ensure smooth conduct of UG and PG admission process.
- 2) Make certain the eligibility of the students and prepare related documents to submit them to Maharashtra University of Health Sciences, Nashik within prescribed time limit.
- 3) Make sure the student document verification by within time limit Maharashtra University of Health Sciences, Nashik and Admissions Regulating Authority (ARA), Directorate OF AYUSH, (M.S.)
- 4) Submit the student insurance to Maharashtra University of Health Sciences, Nashik
- 5) Ensure timely submission of examination forms to Maharashtra University of Health Sciences, Nashik
- 6) Should provide all academic official, university related work, internship related and other documentation work.
- 7) In coordination with account section, provide service to the students regarding the various scholarships, free ships, financial support schemes, MUHS welfare schemes etc. They should support students for filling, verification of forms, transfer of scholarship amount to students and for any dispute regarding scholarships.
- 8) Issue of various certificates to the students e.g. bonafide certificate, internship completion certificate, college leaving certificate.
- 9) Prepare, Preserve and Provide all necessary student data e.g. student's attendance, performance for various committee reports.

❖ Laboratory Technician

- 1) Lab technician should help the teachers to carry out the lab related work and practical.
- 2) Lab technician should maintain student's attendance register.
- 3) Lab technician should keep the setup ready before conduct of the practical and practical examination.
- 4) Lab technician should ensure the cleanliness and safety of laboratories. All instruments/ equipment must be well calibrated.
- 5) All consumable chemicals, items should be in stock always.
- 6) Dead stock/ consumable stock registers should be up to date.

❖ Lab Attendant

Lab attendant should help lab technician for smooth running of practical and all lab works.

❖ Peon

- 1) The college time for peon is 9.00 am to 5.00 pm. Peons should wear uniforms and I card
- 2) Peon should maintain cleanliness of allotted departments, hostel, classes, laboratories, passages garden and campus.
- 3) Peon should do all the work assigned by the head of the department and other staff members.



❖ **Code of Conduct for Library Staff**

- 1) The librarian is responsible for getting, arranging, and sharing library resources.
- 2) The librarian should ensure that library provision meets the need of UG and PG students, PhD scholars and teaching staff.
- 3) Library staff should follow all rules and regulations laid down by PDEA
- 4) Library staff should follow library hours (arrival, departure, breaks).
- 5) Librarian should have computer skills for smooth running of library associated soft wares.
- 6) Librarian should have knowledge of the use of data base and the internet
- 7) Librarian should have good communication skill and presentation skill.
- 8) Librarian is a custodian of all library books and infrastructure.
- 9) Librarian should regularly inform students and staff about new arrivals of books in the library.
- 10) Books should be well displayed in the library.
- 11) As a custodian of library, librarian must keep record of purchased books, Accession Register, research magazines and dissertation, must organize all books precisely and must segregate old books for their maintenance. Librarian should ensure safety of books.
- 12) Librarian should conduct annual book counting and submit the report.
- 13) Librarian should have communication with library committee.
- 14) Library staff should be impartial to all students.
- 15) Librarian should follow the procedure for book purchase.
- 16) Librarian should update newly arrived e-books and links.

❖ **Code of conduct for hospital staff**

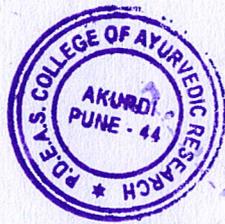
PDEA's ARSMH is providing health care service since 1993, keeping this in mind, all staff must follow guidelines of PDEA and NABH to ensure best service to our patients.

In addition to general code of conduct, PDEA's ARSMH staff must follow following rules for well-functioning of the hospital –

- 1) All hospital staff must follow hospital schedule to ensure good service to our patients.
- 2) All para - medical staff must wear uniform with I card
- 3) All medical and paramedical staff must follow guidelines of medical ethics
- 4) All hospital staff must follow NABH guidelines.
- 5) The staff should maintain complete and thorough records of Patient's information to fulfill the requirements as per NCISM, NABH and Insurance policy.
- 6) The staff should provide Patient's care that confirms acceptable clinical and safety standards.

- 5) All staff must respect the individual rights of all persons that come to this facility for care. They should provide appropriate and timely care to all patients irrespective of religion, cast, age gender, disability and political status.
- 6) Everyone must give priority to patient's evaluation, privacy and rights.
- 7) Hospital staff must keep patient's personal health information confidential unless consent to release the information is provided by the patient.
- 8) Deputy Superintendent is in charge of daily administration of the hospital so DS must take regular morning round of the hospital.
- 9) DS must coordinate with superintendent to streamline the hospital work.
- 10) DS and RMO must try to keep harmonious work culture in the hospital.
- 11) All nursing staff, ward boys must follow orders given by DS and RMO
- 12) DS must supervise NABH policies, in consonance with HRM committee must maintain personal files of the staff, look after NABH trainings.
- 13) RMO must keep record of MOUs, BMW management, Notifiable disease records etc.
- 14) DS and RMO should have good communication with all staff.

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Principal
P.D.E.A.S.
College of Ayurved And Research Centre
Nigdi, Pune - 411 044.

