

AMALA COLLEGE OF NURSING

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CODE OF CONDUCT HANDBOOK



PREFACE

Code of conduct is essential for every institution for better functioning. It is essential for an educational institution as the future citizens of the country is moulded in an educational institution. A practicing profession like nursing, code of conduct is like breathing air. An institution can achieve its objectives only through a properly framed, implemented and adequately evaluated code of conduct. This manual is describing the code of conduct of all employees of this college for a better decorum. This will add to the quality of teaching learning activities of college. The mission and vision can be achieved by the strict implementation. Developing excellent nursing graduates with high values is the ultimate goal, so that the society will be benefitted by their contribution.

Prof. Dr. Rajee Reghunath
Principal
Amala College of Nursing

CODE OF CONDUCT FOR PRINCIPAL

Principal shall be responsible to the governing body through Director and shall implement all policy decisions of governing body. The Principal should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the principal. He has to

- Maintain discipline of students and staff
- Co-ordinate different departments including research work
- Do all measures to render excellent value-added quality education to students Create a good environment and arrange excellent infrastructure for effective teaching learning activities
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly. Recommend and forward communication to the authorities
- Monitor, manage and educate the administration of the institution and take remedial measures/ actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution, accreditation and affiliations
- Listen to the student's ideas and set a supportive tone
- Be fair in disciplinary actions for all members of faculty, non-teaching staff and students
- Empower all staff and students to reach their maximum potential
- Carry himself with the highest integrity and has to exhibit outstanding and strong leadership skills
- Grant all type of eligible leaves to staff and students judiciously
- Create and maintain all type of registers, records and reports for effective functioning of college
- Do all evaluations and feedback of staff, students, alumini, parents, employer etc.

CODE OF CONDUCT FOR TEACHERS

Professional code of conduct

- Pursue excellence in acquisition of professional knowledge, skills and attitudes.
- Maintain professional standards in executing their duties.
- Perform their roles and responsibilities in a fair and ethical manner in accordance with institution and university policies.
- Work in collaboration with the health care team members of the parent hospital.
- Comply with statutory regulations like maintain Registration number validity and engage in professional development activities to maintain competence.
- Promote a spirit of civility and collegiality.
- Demonstrate good team work.
- Use positive body language.
- Treat colleagues and students with respect, civility, fairness and consideration
- Comply with all workplace safety and health regulations and report unsafe conditions, equipment or practices to appropriate officials as required.
- Being reliable, timely and responsive with respect to assigned responsibilities.
- Serve as a positive, ethical and professional role model.
- Keep abreast with current standards of practice.
- Report to work on time.
- Leave your work area when properly relieved and only with supervisors approval.

Class room code of conduct

- Commence class on time.
- Finish class on time to avoid inconvenience to next faculty.
- Use allotted instruction time efficiently.
- Leave the classroom clean with board cleaned and LCD of if last lecture of the day.

Code of conduct Towards Students

- Respect student's individual differences.
- Don't discriminate on the basis of age, race, nationality, religion, disability and gender.
- Acknowledge students right to question and constructive criticism from learners and adapt to their needs.
- Will not accept any benefits in the form of personal gifts from students directly or indirectly related to activity performed in one's capacity as a faculty member.
- When in a supervisory role provide clear direction, constructive suggestions and timely feedback.
- Adhere to roles as intellectual guides and counsellors.
- Foster academic conduct among students and avoid exploitation of students for personal work.
- Maintain faculty student relationship.
- Contact with students at personal level in home during the student enrolment period is prohibited
- Maintain confidentiality to private information of student.
- Conduct mentor mentee and counselling sessions with the students by maintaining strict confidentiality
- Ensure to evaluate students true merit.
- Evaluate promptly and give feedback and explanations to students appropriately.

Code of conduct for Scholarly integrity: Research and publication

- Follow the principles of authorship and co authorship while publishing.
- Appropriately acknowledge in publications and presentations, those who have contributed to research.

Code of conduct towards Physical property

- Utilize the resources properly against any theft, misuse and waste.
- Ensure college services such as telephone, internet, computer, photocopying is used for college purpose only.

Dress code

- Always wear ID card, keeping name and photo clearly visible.
- Formal clean and well pressed attire.

Appropriate Attire:

- Sari & blouses
- Salwar Suite
- Pants & shirts for male teachers
- Well combed hair tied or pinned. (No free flow)
- Short fingernails and light makeup allowed.
- Appropriate foot wear
- For classroom and clinical posting: Wear lab coat and hair tied up. (No pony tail)

Inappropriate attire:

- Plazzos, short tops, revealing clothing, jeans, sleeveless, other types of dresses & ornaments not mentioned above

Un Acceptable Conduct

- Engaging in outside activities which will create an actual conflict of interest with the organizations vision and mission
- Divulging in non-public information regarding institution to an outside party or another institution.
- Talking about another faculty member in front of students, instead encourage students to share concerns with the faculty member or the superior
- Sharing excess personal information about self to students
- Using official hours to promote personal, religious, political, social agendas.
- Attending mobile phones in classrooms, meetings and in college campus during working hours for non- academic purpose.
- Carrying text books for lecture to class room.
- Sitting while lecturing.
- Publishing or presenting student research without their written permission and without acknowledging their names.
- Indulging in plagiarism, falsification or any other scientific misconduct.
- In subordination to superiors
- Falsification of official records
- Behavior intended to threaten or harass colleagues.
- Failure to adopt to dress code
- Performing special favors to students
- Off the job conduct that may result in damage to reputation of the organization.

CODE OF CONDUCT FOR STUDENTS

General regulations

1. The regulations set forth in this Hand Book are meant to secure the good order necessary, for the effective pursuit of knowledge, to help the students attain the level of quality work required of them and to ensure proper deportment of the entire student body.
2. The student's registration in the college is considered as an expression of willingness to abide by all the rules and regulations prevailing in the college. Every student therefore is committed to the observance of these rules.
3. A student is in college primarily to achieve academic excellence and develop his total self for the service of his fellowmen. The standard set before each student presupposes maturity, responsibility and judicious use of all the opportunities made available by the college.
4. The code of discipline exists primarily to provide the discipline necessary for an academic environment.
5. Important notices are posted on the respective notice boards. It is the responsibility of the students to read these notices and respond immediately if summoned through them. All administrative, departmental and activity- bulletin boards are for official use only; to tamper with them is a serious offence.
6. Students are summoned during class time ordinarily by means of a call slip signed by the Principal / Vice Principal /HOD. Unless otherwise indicated in the call slip, it is understood that the student is wanted only at end of the period.
7. It is the responsibility of the student to treat college property with care and to help keep the buildings and the campus neat and clean. Any damage done by a student to the property of

the college or of others, must be repaired or replaced at the student's expense. He /she will be subjected to disciplinary measures also.

8. All students should read and understand library regulations
9. The hostel areas are off- limits to non-resident students. Similarly, boys may not enter the Retiring Rooms of girls without prior permission of the Principal or Vice Principal in writing.
10. If a teacher is not in class at the prescribed time, the students should wait quietly inside the class room. Class leader may report teacher's absence to the Principal / Vice-Principal.
11. Free periods are not meant for any games (indoor or outdoor), loitering in the corridors, sitting in or around the canteen. Students are advised to make use of the library during free periods. Students can use their common room during their leisure time.
12. Congregating at the entrance of the college gate, sitting on the steps of the staircase, on the steps of the portico and sitting on the parapets create a bad impression and, therefore, are to be avoided.
13. There shall be no movement of students on the corridors of the college buildings while lecture is in progress in the class rooms. Similarly, silence may be kept in the corridors of the administration block and library and teaching departments.
14. A teacher may send a student out of class when the teacher has evidence of the student's misbehaviour.
15. Smoking, chewing pan, pan masala, gutkha or taking intoxicating drinks or prohibited drugs on the college campus is strictly prohibited.

16. The use of mobile phone is strictly prohibited inside the college building and on the campus.
17. Use of vehicles in the college campus is prohibited. Vehicle must be parked on the place allotted for the purpose. Owing to lack of parking space, students may not bring four wheelers into the campus.
18. Students must wear identity cards whenever they come to the college/hospital and show it to the persons concerned when asked for. Students should pay a fine of Rs. 500/-for duplicate ID Card.
19. Crackers or firework of any magnitude may not be set off or exploded in the campus.
20. Any student may be suspended, dismissed or expelled from the college at any time during the year for due cases:
 - a. Stealing
 - b. Any form of cheating or dishonesty
 - c. Any form of public immorality in campus or during a college function.
 - d. Possessing or bringing into campus pornographic material.
 - e. Bringing alcoholic or any intoxicating beverages into the campus. Coming into the campus under the influence of alcohol or prohibited drugs and misbehaving.
 - f. Bringing or carrying within the campus fire arms or any lethal weapon.
 - g. Physical assault on others.
 - h. Gross and deliberate discourtesy to college personnel or students on or off the campus.
 - i. Possession, use or trafficking of drugs on the campus.
 - j. Vandalism on the campus or of college property.

- k. Gambling on campus premises.
- l. Tampering with and / or falsification of college or public documents.
- m. Preventing or threatening students or college staff or authorities from discharging their duties, or from attending classes or from entering the college premises.
- n. Frequent and contemptuous disregard of this disciplinary code or any single offense considered serious in the same code.

Any other ground similar or analogous to the foregoing

- 21. Study tours may be arranged by the students only with the consent of the head of the department and prior approval of the Principal. Students will not be allowed to go on tour unless they are accompanied by a male and female member of the teaching staff. Tours may not be conducted on working days. But in the case of three-day tour, one working day may be included. Prior permission from parents, recommendation of the heads of departments and sanction from Principal are prerequisites for going on tour.
- 22. Students are free to meet, write to and talk to the Principal individually about issues related to them or college administration.
- 23. Everyone is free to follow and practise a religion of their choice but external worship other than catholic is not allowed in the college or hostel.
- 24. Students may not organize programmes for collecting funds nor may they make any kind of fund collection on the campus, without the explicit written prior permission of the Principal.
- 25. Students may not indulge in any kind of political activity, gheraos, bandh, hart al, dharna, strike, slogan shouting and

any sort of violence on the campus. They shall not do any thing which infringes upon the right of other students to attend classes or of the teacher to conduct his/her class. Similarly, students shall not hold demonstrations along the corridors or enter the class rooms and obstruct the teaching process.

26. Students may not organize or attend any meetings on the campus without the explicit written permission of the Principal or Vice-Principal. On no account, may, outsiders be invited to address the students inside the campus, without the written consent of the Principal.
27. Students may not bring mobile phone in to the college building. The use of mobile phone with camera is prohibited in the campus.
28. Students may not bring four wheelers/three wheelers into the campus. Those who bring two wheelers must park them in the allotted area.
29. Students must be present in the class room/ clinical area, five minutes prior to the commencement of class / clinical posting.
30. The management reserves the right to amend or add to the above rules at any time without assigning any reason.

Academic conduct

- Ethical conduct, academic integrity and honesty are fundamental to the mission of the College and are qualities expected of graduates. In undertaking their studies, students are expected to: ·
- Meet unit and course requirements to the best of their abilities ·
- Make genuine attempts to progress successfully in their course by meeting course requirements and deadlines for

assessment and by regular attendance and/or engagement with learning activities

- Undertake academic work in a manner consistent with the principles of academic integrity ·
- Conduct themselves in a professional manner while undertaking industrial or clinical placements, field trips, practicum's or other forms of work integrated learning

Dress code & grooming policy

- The uniform policy is designed to protect the personal safety of students and patients in the clinical setting and to support the professional image of nursing. ·
- Students attending the College or clinical posting are expected to comply with the code of dress and should arrive dressed up appropriately for the classes.
- Ensure to wear your uniform during clinical postings. · Please ensure that your uniform is always spotlessly clean and well ironed.
- Hair, must be clean, groomed, and by the nature of the style does not intend to create a distraction
- All forms of jewellery that causes a distraction or that could be dangerous to the student or other individuals are prohibited. (One pair of earrings not longer than fingertip from lobe. No facial or other visible piercings are allowed).
- Nails must be well trimmed and no visible tattoos or nail polish allowed.
- All students must have their student ID visible at all times. If students do not abide by the dress code & grooming, the student may be subject to disciplinary consequences.

Attendance ·

Successful achievement of course outcomes is facilitated by regular class attendance and active engagement in the learning process. Should an absence be unavoidable, timely notification of faculty in accordance with syllabus instructions is expected. ·

- Tardiness or absence without faculty notification may result in dismissal for the clinical day or other consequences as determined by faculty. ·
- Please note: There may be opportunities to make up missed clinical hours and faculty are required to make arrangements for additional clinical hours.

Health & safety

- All the students should comply with all health and safety requirements and instructions given by College staff and act in accordance with the Work Health and Safety Policy ·
- Report any major illness, pregnancy & medical leave to be reported to immediate supervisor and Principal. The students can avail the consultation facilities from the ARCH clinic.
- Maintain the highest standards of professional ethics relevant to the profession or industry for which they are being trained

Ragging

The salient features of the recent guidelines framed by the Hon'ble Supreme Court of India and the circular issued by the KUHS and Nursing Councils to curb the menace of ragging are as follows:

1. Ragging is AN OFFENCE PUNISHABLE UNDER LAW.
2. Ragging is defined as any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indiscipline activities which cause or are likely to

cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

3. Any person caught indulging in ragging shall be punished with imprisonment for a term which may extend to one year and shall also be liable to fine.
4. Students with negative entry in their character certificate from the institutions where from he/she has passed the qualifying examination will be intensely watched by the institution.
5. An annual undertaking shall be signed by each student whether fresher or senior and his/her parents) jointly stating that they have read the relevant instruction and regulations against ragging as well as punishments and if the ward is guilty of the offence of ragging he/she will be proceeded against.
6. Ragging in any form is prohibited on the campus. An Anti Ragging Committee and Anti Ragging Squad will be in place to ensure a ragging free environment.
7. An anonymous random survey will be conducted by the institution across the entire 1st year batch of students every fortnight during the first three months of the academic session in order to verify and cross check whether the campus is genuinely ragging free or not.
8. Complaints or information with regard to ragging could be oral or written and even from third parties and the confidentiality there of will be protected.
9. Remedial action will be initiated and completed within a week of the incident.

10. Any student/intern who indulges in any form of ragging will undergo severe punishment including immediate expulsion from the college and hostel. Names of the students involved in ragging will be reported to the University/police for further action.
11. The management reserves- the right to amend or add to the above rules at any time without assigning any reasons.

Library facility

Use College Information and Technology (IT) resources and other learning or support facilities provided by Amala College of Nursing, including library and computer laboratory facilities, in a responsible and appropriate manner that does not prevent or impair other students from pursuing learning opportunities or using learning and teaching resources.

Academic dishonesty

Academic dishonesty is a form of misconduct that is subject to disciplinary action under the Student Code of Conduct and includes the following:

Plagiarism: Any attempt to pass off other's work as your own. For course specific policies related to plagiarism.

Cheating: The intentional use of, or attempted use of, unauthorized materials, information, study aids, or previously prepared solutions in any academic exercise, exam, paper, or other assignment.

Collusion: Occurs when two or more students work together to produce individually submitted work without the permission of the faculty member.

Fabrication/Fraud: It is the unauthorized falsification or invention of any information, data, or citation in an academic exercise.

Bullying: It is a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance

of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that: Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm

Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. Cyberbullying: It is done through the use of any electronic communication device, through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Furthermore, any attempt to facilitate any act of academic dishonesty on the part of oneself or others shall constitute a violation of this policy.

Electronic devices and technology resources

For safety purposes, the College permits as per the university rules; however, these devices must remain turned off and handed over to the office during the instructional day, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers. Students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, readers, or other electronic devices at College, unless prior permission has been obtained. Any noncompliance to the above rules the resources obtained would be handed over to principal's desk for further action. Students are strictly restricted from displaying photos of the college or the parent hospital on social media unless permission taken.

Searches

In the interest of promoting student safety and attempting to ensure that College is safe and drug free, searches may be conducted from time to time without a warrant.

Red flags

The entire campus, lecture hall, library and administrative office is under CCTV surveillance. CCTV is used to enhance security, safety and the quality of life of the campus community by integrating the best practices of “virtual policing” with state-of-the-art technology. The institution follows a three-tier security system and students are expected to ensure discipline and personal safety.

Vandalism

To ensure that College facilities can serve those for whom they are intended, littering, defacing, or damaging College property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Sexual harassment

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case. In case of any such issues must be reported to the Sexual Harassment Redressal Committee of the institute.

Student grievance procedure

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised herein above can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. Grievance Redressal cell is intended to find solutions to problems like ragging, any kind of physical or mental harassment, complaints regarding classroom teaching, management, completion of syllabus, teaching methods etc.

Counselling cell

We the faculty of Amala College of Nursing believe that each individual / student has the innate ability to overcome barriers in achieving optimal fulfilment of their potentials. We believe that this ability of self-efficacy can be nurtured in every person. We accept and affirm that every student has the right psychological & counselling support when they need it. Students can avail this facility in case of severe anxiety, excessive stress inability to adapt to current situation.

Services Provided:

- Three tier counselling referral 24/7 helplines
- Walk-in / referral counselling
- Psychologist & psychiatric consultation and medications
- Meticulous confidentiality in records; information shared on strict need-to-know basis.
- Psychiatric medications if necessary and prescribed, given under direct observation of faculty.

Student participation in governance

Student participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

DISCIPLINARY ACTION

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

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.

Restrictions

Reprimanding and restricting access to various facilities on the campus for a specified period of time.

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 etc. is done only in extreme case of violation of code not redeemable by counselling.

Suspension

A student may be suspended for a specified period of time which will entail prohibition on participating in student 17 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. · Ineligibility to reapply for admission to the institute for a period of three years, and · Withholding the grade or certificate for the courses studied or work carried out. Grievance committee takes decision on individual basis

Appeal

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, she may appeal to the Principal.

The Principal may decide on one of the following:

- Accept the recommendation of the committee and impose the punishment as suggested by the Committee.
- Modify and impose any of the punishments as stipulated in this code which is commensurate with the gravity of the proved misconduct, or refer the case back to the committee for reconsideration. In any case the principal's decision is final and binding in all the cases where there is a possible misconduct by student.

Kindly note the important contact numbers and e-mail ID

Student Grievance Redressal Committee:

Sr. Litha Lizbeth
Mob. No. 8547411912
Email ID: lithalizbeth134@gmail.com

Antiragging Committee:

Sr. Moly Thomas
Mob. No. 9633425247
Email ID: dona171989@gmail.com

Internal Complaints Committee:

Dr. Sr. Merly John
Mob No. 9496382109
Email ID: srmerlyjohn@gmail.com