



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

Digdoh Hills, Hingna Road, Nagpur - 440019

Phone (07104) 665000, 244291, Fax : (07104) 306111 mail : nkpsims1@rediffmail.com / website : www.nkpsims.in

Ref. \_\_\_\_\_

Date : \_\_\_\_\_

### Code-of-Conduct-for-UG-Students

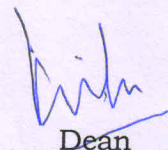
1. In college premises, wearing a uniform is mandatory.
2. On entering the college premises, student must wear their identification card and display it when asked for. Students must have a duplicate I-CARD prepared if their identity card is lost or misplaced and not-traceable. The I-CARD should be worn around the student's neck and must be worn for the entire time he or she is in college premises.
3. Ragging is a serious offense that will result in strict disciplinary action. In accordance with the University's directives, the college established an anti-ragging cell.
4. It is strictly forbidden to consume intoxicants or smoke in the college premises.
5. Students must read all notices prominently displayed on the website and on college premises in order to stay updated about various activities and examination dates.
6. According to MUHS norms, for appearing in post-end, terminal, prelims, and university examinations, a minimum attendance of 75% theory and 80% practical is mandatory in each subject.
7. All internal examinations, which are held from time to time, are mandatory for students.
8. The college has a zero-tolerance policy for unfair examination practices and cheating.
9. Do not use the college premises for any political activity like organizing procession, or conducting meetings without the prior permission of the Hon. Dean.
10. Foul language, expletives, and shouting and screaming in lobbies must be avoided in the company of peers.
11. Students are advised to exercise self-restraint while using their cellphones and other electronic gadgets.
12. Students should contribute to keeping the college premises clean and tidy by not littering or spitting.
13. For their holistic development, students are advised to actively participate in co-curricular and extra-curricular activities.
14. In the library, students are required to register at the entrance desk, keep silence, and comply with all library rules.
15. While performing practical and handling chemicals, acids, and other inflammable / hazardous solutions, students are expected to pay attention to and follow the instructions given by the teacher-in-charge. It is the student's responsibility to understand and implement safety procedures.
16. All college property should be protected against damage by students.
17. Students should conserve energy by turning off fans and tube lights when they are not in use.
18. Students should be aware of disaster management protocols and safety precautions in the event of an emergency, such as fire, etc.
19. If the student is representing the institution, prior permission must be obtained in the appropriate format available in the UG cell for leave. The issuance of approval is contingent on the Hon. Dean's consent.

..contd..2..



20. To follow COVID Appropriate Behavior is expected by all students.
21. Students must adhere to the authority's fee deadlines as well as any amendments made by the authority.
22. Any misconduct occurring outside of the campus will be dealt with in line with current state and central regulations, and institute will not be held liable for any criminal or non-criminal misbehavior occurring outside the campus while students are on the institute's roll.
23. Disciplinary action can include a warning, a fine, suspension, detention, expulsion, or reporting to the police, depending on the authority's discretion.

**SOP for Disciplinary Action** - Whenever a complaint is received either in the UG cell or student section or ragging committee or other committees in place for grievances, the in-charges will give sufficient hearing to the student and will try to resolve the matter if the case is minor. If the matter is not resolved or the offense is major and requires enquiry or penalty, the in-charges will refer to the Hon. Dean within a weeks' time from the date of complaint. The Dean will appoint an ad-hoc enquiry committee. The committee will submit the report along with the suggestions for action. The Dean will decide the suitable action thereafter.



Dean

N.K.P. Salve Institute of Medical  
Sciences & Research Centre and Lata  
Mangeshkar Hospital, Digdoh Hills,  
Hingna road, Nagpur





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

Digdoh Hills, Hingna Road, Nagpur - 440019

Phone (07104) 665000, 244291, Fax : (07104) 306111 mail : nkpsims1@rediffmail.com / website : www.nkpsims.in

Ref. \_\_\_\_\_

Date : \_\_\_\_\_


## **Code of Conduct for Post-graduate students**

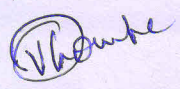
The Institution expects its learners to adhere to the highest standards of ethics and professionalism in discharge of their duties in their relationships with their patients, faculty, colleagues and the staff associated with their training. Some important points about code of conduct to be followed are as follows:

1. You must acknowledge your fundamental obligation as physicians to place your patients' welfare uppermost; quality health care and patient safety must always be your prime objectives.
2. You must put your utmost effort to acquire the knowledge, clinical skills, attitudes and behavior required to fulfil all objectives of the educational programme and to achieve the competencies deemed appropriate for your chosen discipline.
3. You must embrace the professional values of honesty, compassion, integrity, and dependability.
4. You must dress with decorum suitable for a treating physician. Unkempt appearance and inappropriate dress can lead to disciplinary action. Appropriate footwear is to be used in the college and hospital. Wearing of the Apron is compulsory within the college and hospital and other training sites.
5. Do not use your cell phone while in class or in the wards. If the phone is kept on, please ensure it is on silent mode. Use of cell-phone in the classroom or during teaching sessions will be viewed seriously and can invite disciplinary action.
6. You must not indulge in smoking and use of alcohol and drugs. You must follow hostel rules and all other rules and regulations of the institute.
7. You will not indulge in ragging in any form, in case of non-compliance strict action will be taken as per prescribed anti-ragging laws.
8. You have to adhere to the highest standards of the medical profession. You must respect all patients and members of the health care team without regard to gender, race, national origin, religion, economic status, disability, or sexual orientation.
9. As physicians in training, you should learn most from being involved in the direct care of patients and from the guidance of faculty and other members of the healthcare team.
10. You must accept your obligation to secure direct assistance from faculty or appropriately experienced residents whenever you are confronted with high-risk situations or with clinical decisions that exceed your confidence or skill to handle alone.



11. You must be open and truthful to your patients, faculty, and colleagues about matters related to patient care including medical errors that may affect the safety and well-being of patients, the care team, or associated institutions.
12. Considering the rapid pace of change in medical knowledge, you must prepare yourselves to maintain your expertise and competency throughout your professional lifetimes.
13. You must assist Medical, Paramedical, Nursing, Physician Assistant, and such other students and Fellow residents in meeting their professional obligations by serving as their teachers and role models.
14. You will keep a scientific approach while discharging clinical duties, by applying the Principles of evidence based practice and use every opportunity to share your knowledge with your colleagues and faculty.
15. You will try to involve in, assist and support all ongoing research activities in the institution or initiate new research under the supervision and guidance of senior faculties, with the permission of the head of departments.
16. You will not disclose any information regarding the patients, workplace or colleagues to anybody other than the persons legitimately concerned with this information as a part of the team in the department and by all means only for providing genuine benefit to the patient. Any disclosure of information to media or private investigating agencies will be with the prior permission of your Head of the Dept.

  
Dr. Manish Sawane  
In-charge, PG Cell  
NKPSIMS & RC & LMH  
**Dr. M. V. Sawane**  
In charge PG Cell  
NKPSIMS & RC  
Digdoh Hills, Nagpur-19

  
Dr. Kajal Mitra  
Dean  
NKPSIMS & RC & LMH  
DEAN  
N.K.P. Salve Institute  
Of Med. Sciences & RC  
and LMH. NAGPUR





### **CODE OF CONDUCT**

The matter of policy for Code of Conduct for Teaching & Non-Teaching Staff of N.K.P. Salve Institute of Medical Sciences & Research Centre and Lata Mangeshkar Hospital, Nagpur was under due consideration of the management and is as follows;

#### **I. Aim: -**

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

#### **II. Definition: -**

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

#### **III. Policy**

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

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

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



position. Employer can't discipline the employee for willful violations of any safety rules or standard. Every employee has to comply with safety standards & protocols; wear proper masks & follow hand hygiene; report unsafe & hazardous work conditions to the supervisor; report the job-related injuries; and seek treatment promptly.

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


not misused. They should switch off fan / A.C / light / computer etc. while leaving the work place and should not waste water.

28. Staff should accept, where applicable, adaptation to the environment to ensure a safe & secure stay in the hospital for self, co-workers, patients and others.
29. Staff should not get indulged in any kind of malpractice or corruption and any type of harassment to fellow colleagues.
30. Staff should report immediately to the Hospital Management or HR about others with respect to untoward incident, dangerous unsafe practice, any kind of malpractice or corruption from fellow colleagues and any type of harassment.
31. Employee should not put the organization in any legal or financial trouble due to their off-the-job behavior.

#### **IV. Consequences of not following Code of Conduct:-**

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

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

  
**(Dr. Nishant Dhodre)**  
Group HR Head  
VSPM AHE

*Dr. Nishant Dhodre*  
Group HR Head, VSPM AHE

  
**(Dr. Kajal Mitra)**  
Dean  
NKPSIMS & RC and LMH  
DEAN  
N.K.P. Salve Institute  
Of Med. Sciences & RC  
and LMH, NAGPUR