



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

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NKPSIMS & RC and LMH/HRD/1144/2023

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Code of Conduct Policy for The Dean

Brief Introduction

The Code of Conduct Policy for the Dean of NKPSIMS & RC and LMH outlines the standards and guidelines for expected conduct/behavior from Dean so as to ensure professionalism and ethical standards of conduct and integrity in the role. The policy gives an outline for providing conducive and inclusive work environment, thereby helping the institute to achieve academic excellence and increasing the reputation of the institute.

Ethical Standards and Professional Conduct

1. The Dean shall ensure and maintain honesty, integrity and professionalism in the role and all their actions & decisions.
2. The Dean shall ensure and maintain ethical standards and transparency and also avoid bias or any conflict of interest in the role or while making decisions.
3. The Dean shall maintain confidentiality and respect the privacy of individuals, including students, faculty, staff, and patients.

Visionary Leadership and Administration

1. The Dean shall demonstrate leadership qualities being visionary and effective in the role and guide & promote a working culture of collaboration, inclusiveness and excellence in the institution.
2. The Dean shall ensure a nurturing and supportive working environment for all staff, faculties & students in the institute and encourage and motivate them for overall professional growth & development in the institute.
3. The Dean shall strive for unbiased and transparent process in all aspects of work eg. Recruitment & selection, appraisals, evaluation & promotion of staff & faculty members.
4. The Dean shall develop, support & promote innovation, research, clinical trials and best practices (evidence based) in the institute.

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Administrative & Academic Responsibilities

1. The Dean shall look into the development aspect of academic curriculum and its implementation and delivery with best practices at par with industry standards (both national & international).
2. The Dean shall ensure that all academic programs, departmental working, committee's functioning, etc are functioning effectively and also encourage strategic collaboration and interdisciplinary approach in all aspects in the institute.
3. The Dean shall strive for optimal & effective management of all resources of the institute and take full responsibility and accountability for the same (eg. Manpower, finance, machinery, infrastructure, etc.).
4. The Dean shall create effective channels of communication with all students, alumni, faculties, staff, management, patients & their relatives, government & regulatory authorities and general public and strive to maintain them.

Professional Upgradation & Overall Development

1. The Dean shall have to keep updated with new and latest advancement in the field of medical education, academics, research, clinical trials and administration and strive for overall professional development.
2. The Dean shall provide a platform & opportunities for overall professional development to the staff and faculty members with respect to training, upskilling & career growth and encourage them & motivate them for the same.


Legal & Regulatory Requirements' Compliance

1. The Dean shall ensure that all guidelines, governing norms, laws & regulations which are applicable to the institute in all aspects of work, professional practice, research and medical education are complied fully.
2. The Dean shall ensure that all standards of accreditations, regulatory requirements and quality parameter & mechanisms are complied fully.
3. The Dean shall promptly act and initiate proper action in any case of legal violations or ethical issues or reporting of incidents.

Conclusion

This above policy of Code of Conduct outlines the responsibilities and expectations from the Dean of NKPSIMS & RC and LMH for fostering a positive working environment and addressing the challenges of the institute in a professional manner and upholding the highest standards of professional & ethical conduct and integrity to lead the institute effectively.


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Code of Conduct Policy for Administrative Heads

Brief Introduction

The Code of Conduct Policy for the Administrative Heads of NKPSIMS & RC and LMH outlines the standards of expected behavior and establish the guidelines for ensuring honesty, integrity and professional & ethical conduct in their role as administrators, for promoting accountability, positive working environment and effective management in the institute.

Ethical Standards and Professional Conduct

1. The Administrative Heads shall ensure and maintain honesty, integrity and professionalism in the role and all their actions & decisions.
2. The Administrative Heads shall ensure and maintain ethical standards and transparency and also avoid conflict of interest or bias in their role or while making decisions and act in the best interest of the institute.
3. The Administrative Heads shall maintain confidentiality and respect the privacy of individuals, including students, faculty, staff, and patients.


Management and Leadership

1. The administrative heads shall strive for culture of teamwork, collaboration and fairness & transparency and provide effective leadership.
2. The administrative heads shall strive for management of all administrative processes, resources and functions in an effective and efficient manner.
3. The administrative heads shall encourage and provide platform for professional growth and development of staff and inclusive, supportive and collaborative working environment.
4. The administrative heads shall form clear communication channels with all students, staff, faculties, governing & regulatory bodies, general public, patients and their relatives and strive to maintain them.

Resource Management

1. The administrative heads shall responsibly manage the resources esp. financial resources in a transparent manner and ensure adherence to the budgetary and accounting guidelines & practices respectively.
2. The administrative heads shall strive for the benefit of the institute by ensuring allocation & utilization of available resources (eg. Machinery, manpower, & infrastructure, etc.) in an efficient and effective manner.
3. The administrative heads shall develop proper mechanism and control systems (eg. Financial control, budgetary control, feedbacks, reporting structure, etc.) adhering to the applicable regulations and laws.


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Legal & Regulatory Requirements' Compliance

1. The administrative heads shall ensure that all administrative functions, guidelines, governing norms, laws & regulations which are applicable to the institute in all aspects of work are complied fully.
2. The administrative heads shall ensure that all standards of accreditations, regulatory requirements and quality parameter & mechanisms are complied fully.
3. The administrative heads shall promptly act and initiate proper action in any case of legal violations or ethical issues or reporting of incidents.

Professional Upgradation & Overall Development

1. The administrative heads shall have to keep themselves updated with the new and latest advancement and emerging avenues & trends and best practices in administration & management and strive for overall professional development.
2. The administrative heads shall provide a platform & opportunities for overall professional development to the administrative staff with respect to training, upskilling & career growth and encourage them & motivate them for the same.

Maintaining Confidentiality and Privacy of Data

1. The administrative heads shall responsibly handle sensitive data & information and strive to maintain utmost confidentiality & privacy and protection from unauthorized access or disclosure.
2. The administrative heads shall ensure compliance with applicable regulations and policies for data privacy, security and confidentiality.

Conclusion

This above policy of Code of Conduct outlines the responsibilities and expectations from the Administrative Heads of NKPSIMS & RC and LMH for effectively managing the administrative functions and fostering a positive working environment and addressing the administrative challenges of the institute in a professional manner and upholding the highest standards of professional & ethical conduct and integrity for overall success and growth of the institute.

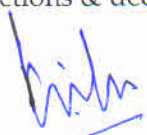
Code of Conduct Policy for Teaching Staff

Brief Introduction

The Code of Conduct Policy for the Teaching Staff of NKPSIMS & RC and LMH outlines the standards of expected behavior and establish the guidelines for ensuring honesty, integrity and professional & ethical conduct in their roles as mentors & educators, for promoting a positive learning environment in the institute.

Ethical Standards and Professional Conduct

1. The Teaching Staff shall ensure and maintain honesty, integrity and professionalism in the role and all their actions & decisions.


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2. The Teaching Staff shall ensure and maintain ethical standards and transparency and also avoid conflict of interest or bias in their role as educators and act in the best interest of the students & institute.
3. The Teaching Staff shall maintain confidentiality in work and respect the privacy of all colleagues, students, patients, general public & other staff.

Mentoring and Teaching Responsibilities

1. Teaching faculty shall strive for delivering evidence based education with highest quality and adhere to the educational standards, objectives of the course and overall curriculum, as applicable.
2. Teaching faculty shall provide platform for inclusive and positive learning environment, and treat all students with utmost respect & dignity without any bias.
3. Teaching faculty shall give timely feedback to the students in a constructive manner and help them to enhance their skills and upgrade their knowledge.
4. Teaching faculty shall act as advisor and mentor to the students for their academic and professional development and serve as guiding force to them.

Research Activities


1. Teaching faculty shall strive for excellence by engaging themselves in research work and conduct it with full integrity promoting responsible and ethical use of data & subjects and adhere to the ethical standards and guidelines.
2. Teaching faculty shall avoid conflict of interests and biasness in research findings and ensure the transparency and objectivity in their research work and findings.
3. Teaching faculty shall provide platform for participation of students in the research work and activities for fostering scientific and critical thinking skills in research.

Collaboration and Inclusiveness

1. Teaching faculty shall establish channels for collaboration and communication with their colleagues and work on promoting interdisciplinary approach & teamwork.
2. Teaching faculty shall ensure that due credit is given to all contributors for their scholarly contributions (eg. Citations, Acknowledgements, etc.)
3. Teaching faculty to ensure that due respect is maintained towards the intellectual property rights of other scholars/academicians.
4. Teaching faculty shall respect other person's viewpoints, discourse & diverse perspectives and maintain open mindedness and professionally engage others.

Professional Upgradation and Overall Development

1. The Teaching faculty shall have to keep themselves updated with new and latest advancement in the field of medical education, academics, research, teaching methodologies and strive for overall professional development.


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2. The Teaching faculty shall actively participate in professional development activities (eg. Workshop, Seminars, CME's, knowledge & experience sharing platforms with students and colleagues).

Legal & Regulatory Requirements' Compliance

1. The Teaching faculty shall ensure that all guidelines, governing norms, laws & regulations which are applicable to the institute in all aspects of work, professional practice, research and medical education are complied fully.
2. The Teaching faculty shall ensure that all standards of accreditations, regulatory requirements and quality parameter & mechanisms are complied fully by the students by guiding them for regulatory requirements and ensure their adherence to the ethical and professional standards.

Conclusion

This Code of Conduct Policy outlines the expectations and responsibilities of Teaching faculty of NKPSIMS & RC and LMH in their role as mentors and educators by maintaining highest standards of integrity and professional and ethical conduct for fostering positive learning environment and academic excellence & growth of the institute.

Code of Conduct Policy for Non-Teaching Staff

Brief Introduction

The Code of Conduct Policy for the Non-Teaching Staff of NKPSIMS & RC and LMH outlines the standards of expected behavior and establish the guidelines for ensuring honesty, integrity and professional & ethical conduct in their roles as support staff for promoting effective & effective operations and positive working environment and growth in the institute.

Ethical Standards and Professional Conduct

1. The Non-Teaching Staff shall ensure and maintain honesty, integrity and professionalism in the role and all their actions with all students, colleagues and other stakeholders.
2. The Non-Teaching Staff shall ensure and maintain ethical standards & avoid conflict of interest in their role as support staff and act in the best interest of the institute.
3. The Non-Teaching Staff shall maintain confidentiality in work and respect the privacy of all colleagues, students, patients, general public & other staff.

Responsibilities & Roles

1. Non-teaching staff shall ensure that all the responsibilities which are assigned to him are done efficiently, within specific timeline s.
2. Non-teaching staff shall respect all other staff and maintain courtesy, respect of all and foster inclusive and positive working environment.


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3. Non-teaching staff shall promote & collaborate with all team members and other staff for promoting proper communication, teamwork & inclusive & supportive work culture.

Professional Appearance and Conduct

1. Non-teaching staff shall maintain & adhere to the official dress code & standard professional appearance of the institute.
2. Non-teaching staff shall conduct themselves professionally, refraining from engaging in any behavior that may harm the reputation of the college or create a hostile work environment.
3. Non-teaching staff shall ensure optimal utilization of all resources (eg. Machinery, Infrastructure & other facilities) and responsibility of the same.

Maintaining Confidentiality and Privacy of Data

1. The Non-teaching staff shall responsibly handle sensitive data & information and strive to maintain utmost confidentiality & privacy and protection from unauthorized access or disclosure.
2. The Non-teaching staff shall ensure compliance with applicable regulations and policies for data privacy, security and confidentiality.
3. The Non-teaching staff shall ensure that no cases of unauthorized access, usage or disclosure of sensitive information for any personal or unethical or unauthorized gains are there.


Occupational Health & Safety

1. Non-teaching staff shall ensure that own safety and wellbeing is prioritized alongwith other stakeholders working in the institute by adhering to the safety and health guidelines and policies.
2. Non-teaching staff shall ensure that any case of safety hazards and incidents are reported duly & promptly to the concerned authorities.
3. Non-teaching staff shall ensure active participation in all training programs with respect to health & safety aspects.

Legal & Regulatory Requirements' Compliance

1. The Non-teaching staff shall ensure that all guidelines, governing norms, laws & regulations which are applicable to the institute and to them in their roles and responsibilities are complied fully.
2. The Non-teaching staff shall ensure that all standards of accreditations, regulatory requirements and quality parameter & mechanisms are complied fully.
3. The Non-teaching staff shall promptly report any case of legal violations or ethical issues and cooperate fully with investigating/auditing teams.

Professional Upgradation & Overall Development


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1. The Non-teaching staff shall have to keep themselves updated with the new and latest advancement and emerging avenues & trends and best practices in their roles and strive for overall professional development by staying acquiring requisite knowledge and skills for success in their roles.
2. The Non-teaching staff shall ensure that they grab all the opportunities for overall professional development with respect to training, upskilling & career growth by active participation in all such programs.

Conclusion

This Code of Conduct Policy outlines the expectations and responsibilities of Non-teaching staff in their role as support staff by maintaining highest standards of integrity and professional and ethical conduct for fostering positive working & learning environment and smooth operations & growth of the institute.



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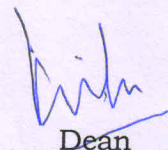
Code-of-Conduct-for-UG-Students

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.

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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

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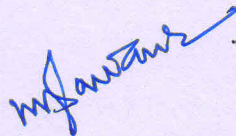
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Code of Conduct for Post-graduate students

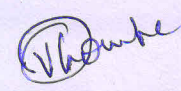
The Institution expects its learners to adhere to the highest standards of ethics and professionalism in discharge of their duties in their relationships with their patients, faculty, colleagues and the staff associated with their training. Some important points about code of conduct to be followed are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


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