



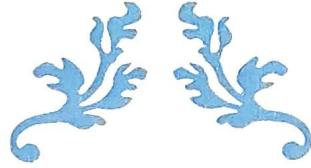
Ayurved Seva Sangh's

# Ayurved Mahavidyalaya, Nashik

(Grant-in-Aid Institute by Govt. of Maharashtra)

Recognised by C.C.I.M., New Delhi.

Affiliated to M.U.H.S., Nashik



7.1.9

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## Code Of Conduct Handbook -

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**I/C Principal**  
Ayurved Mahavidyalaya, Nashik



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## Professional ethics and code of conduct committee booklet-

- 1) Was formed and constituted as per ass governing committee.
- 2) To design an ethical policy document
- 3) To conduct annual awareness programmes, to spread the concept of good and acceptable conduct among students.
- 4) Toorganise and to conduct professional ethics program for students,teachers,administrative staff as per muhsnashik guidelines.
- 5) The committee was headed by the principal under the contents of the policy of the documents-institutional and professional ethics, code of conduct for the students, code of the conduct for teaching staff, code of conduct for the non-teaching and administrative office wing.
- 6) The college has drafted a separate code which is applicable to students, teaching and non-teaching staff, and administrative staff.
- 7) Code of conduct herein after referred to as code is a written policy document which prescribes a set of rules and regulations covering what is appropriate behaviour and acceptable norms in an organization.
- 8) This policy document prepared by the college lists out the rules and regulations to be followed by teachers and is effective from academic year 2017-2022 onwards.
- 9) College as referred to in this policy document is ASS AyurvedMahavidyalaya Nashik (grant in aid).
- 10) Teachers refers to all UG,PG,PhD teaching staff in aided and unaided sections working in the college since academic year 2017-2022 .

- 11) University refers to the Maharashtra university of health science Nashik.
- 12) Students refers to all UG,PG,PhD students admitted to different programmes since academic year 2017-2022.
- 13) Competent authority refers to principal as the head of the institution.
- 14) Professional ethical guidelines are applicable to top management (governing body), principal and team (vice principal medical superintendent), teachers, on-teaching staff working in the college and hospital wing,UG,PG,PhD students.
- 15) Professional ethics framing ethical policies to maintain over all dignity, discipline, and decorum of the institution, assist the unfair means, professional misconduct, academic dishonesty during the examinations.

#### **General principals of professional ethics –**

- 1) Engage in educational activities in keeping with the vision and mission of the institution.
- 2) Practice the honest and inclusive communication strategies with colleagues.
- 3) Set high standards of professional conduct, maintain confidentiality in professional relationship and approach.
- 4) Be responsible, accountable and fulfil all commitments. Be punctual and report for work on time.
- 5) Maintain self discipline, impartiality and objectivity while dealing with others without any preconceived notions or biases.
- 6) Upgrading professional competencies upskilling oneself to adapt to changing educational scenario to deliver quality education.
- 7) Appreciate, acknowledge and encourage merit at all organisational levels.

#### **The code and conduct applicable for the students-**

- 1) All the students (UG, PG,PhD,Diploma course) enrolled for various programmes and applicable from the academic year 2017-2022, here by code of conduct is mandatory and binding all the students.

**Some basic necessities and etiquettes to be followed by the students-**

- 1) Thank all those who have helped you, be it teaching staff or non-teaching staff. Develop an attitude of gratitude.
- 2) Request with humility to enlist the help of others and develop an inclusive approach.
- 3) Remember, honesty still remains the best policy.
- 4) Cooperate and collaborate with peers to make learning fun and enjoyable.
- 5) Life is beautiful, make it more beautiful by helping others in any way you can -lending a patient ear, uttering a kind word, an encouraging path, on the back, a smile. If not, politely express your regret and your inability to help the person who sought your help.
- 6) Practice old age values of respect and regard for all and send positive vibrations to all. Attract love, peace, joy, calmness, from the universe.
- 7) We are human beings but strive to be remembered for being human. Raise the happiness index around you. It is important to be educated but it is more important to be human.

**Professionalism and the dignified status of the teaching profession. The code of conduct for teachers includes norms during teaching, evaluation and interactions with students, authorities, colleagues and seniors-**

- 1) Wear I- card at all times when present in the college.
- 2) Be punctual. Report on time for work -engaging lectures and practical's and for supervision during university and internal assessment exams. Engage the lectures and practical's as per the individual timetable allotted.
- 3) Record presence by signing attendance muster and marking biometric attendance (entry and exit time) and also attendance for each lectures and practical's.
- 4) Complete all teaching work allotted within the given time duration. All evaluation and exam related work to be completed within the stipulated time.
- 5) The shared college resources like computers are to be used carefully and judiciously.
- 6) While interacting with students, teachers must endeavour to be objective without any bias or preconceived notions.
- 7) Teachers are not only required to teach but mentor students and guide them in academic areas. This will help build a stronger rapport between the teacher and students and make the students feel safe and secure in college.
- 8) While interacting with colleagues ,be polite and courteous and show mutual respect and regard.
- 9) Work as a team as then together each one achieves more.
- 10) Adopt an inclusive approach. Cooperation and collaboration can bring better results.
- 11) Addictions like Alcohol, Smoking, Tobacco chewing and chatting with someone's personal life strictly avoid as empty mind spoil everything and not good for institutions growth also .

## **DESIGNING CODE OF CONDUCT FOR NON-TEACHING STAFF PROFESSIONAL ETHICS–**

- 1) The primary objective of formulating a code is to formalise the acceptable norms of behaviour in an organization.
- 2) The non-teaching staff is the backbone of an educational institution which aid, supports, and helps in the day-to-day administration of the colleges.
- 3) They play an important role in assisting in the conduct of smooth and effective teaching learning and evaluation.
- 4) The duties of the non-teaching staff are varied and hence the code prescribes a general code of conduct.
- 5) Report on time for work. Be punctual and discharge duties allotted promptly.
- 6) Behave decently in keeping with the discipline and decorum of the institution.
- 7) Consumption of Alcohol, Intoxicants, Tobacco, Smoking is strictly prohibited while on duty.
- 8) Know the service conditions, duties and responsibilities, rules and regulations regarding leave,salary,and other related matters.
- 9) Follow the organizational hierarchy and protocol.



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