





Rashtriya Shikshan Mandal's

### Tilak Ayurved Mahavidyalaya Pune.

Affiliated to Maharashtra University of Health Sciences, Nashik - 316/98

# HAND BOOK OF CODE OF CONDUCT

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#### **GENERAL CODE OF ETHICS**

All staff and students should

- Behave with the highest standards of honesty and ethical conduct while working in the college premises and at offsite locations such as workshops, seminars and social events, or at any other places where the staffs are representing the Institute.
- Avoid any activities that would involve an institute in any practice that is not in compliance with the Code of Conduct of the Institute.
- Teaching and non-teaching staff must respect the persons, privacy of students and other staff members of the Institute.
- Teaching and non-teaching staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleague and students.
- Staff should give prior intimation of his / her absentism to the concerned head of the department / college office.



#### CODE OF CONDUCT FOR PRINCIPAL

- 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.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars / workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International, Indian journals, magazines and periodicals.
- The Principal should periodically review the Code of Conduct for staff and students as it is necessary to ensure that this Code of Conduct confirms to applicable Laws.
- Other policies should be revealed through monitoring,



auditing and reporting to meets or exceeds Institute standards and any weaknesses, and Systems should be eliminated or corrected accordingly.

- The Principal is responsible for the development of academic programs of the Institute.
- The Principal should convey meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied and implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better Individuals and responsible citizens of the country.
- The Principal, by default is the Superintendent of the affiliated teaching hospital. Hence the Principal will monitor the academic training of the college students in the hospital & the clinical work of the teachers attached to the hospital.
- The Principal should ensure that the long-term and shortterm development plans of the Institute in their academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- 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 TEACHERS**

- Teachers will follow all the rules & regulations laid by the Government, University and respective Institute from time to time.
- 2) Teachers should see that there is no incompatibility between his precepts and practice.
- 3) Teacher should perform his academic duties such as delivering Lectures, Practicals & Clinical Demonstrations, assessment, invigilation, OPD & IPD duties in the affiliated hospital training & following rules while working in the operation theatre.
- 4) Teachers should seek to make professional growth continuous through study and research.
- 5) Teachers should co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university.
- 6) Teacher should assist the conduct of university and college examinations including supervision, invigilation and evaluation. The teacher shall not avoid any work related to the University examinations without reasonable grounds
- 7) Teachers should respect the right and dignity of the student in expressing his/her opinion.
- 8) The behavior of the teacher with male and female students and other employees shall be modest. Teachers should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- 9) Teachers should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.



- 10) Teachers should help and guide students without expectation of any remuneration or reward.
- 11) Teachers should aid students to develop an understanding of our national heritage and national goals.
- 12) Teachers should co-operate with authorities for the betterment of the institution keeping in view the interest of the institution and in conformity with dignity of the profession.
- 13) Teachers should maintain contact with the Parents / Guardians along with students for their performance in the college. This should be communicated in meetings for the purpose of mutual exchange of ideas and for the benefit of the institution.
- 14) The teacher shall perform all his duties faithfully and will not avoid his responsibility.

### However, following lapses would constitute improper conduct on the part of the teacher:

- Failure to perform his academic duties such as delivering Lectures, Practicals & Clinical Demonstrations, assessment, invigilation etc.
- Gross partiality in assessment of students, deliberately over / under marking or attempt of victimization on any grounds.
- Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his right to express his differences on principles in seminars or other places where students are present.)
- Raising questions of castes, creed or religion, race or sex in his/her relationships with the students and his



colleagues and trying to use the above considerations for improvements of his/her prospects.

- Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the University. This will not inhibit his right to express his difference with their policies or decisions, expression, provided that he/she will not use the facilities or forum of the University, College or recognized institution to propagate his/her own ideas or beliefs for or against particular political party or alignment of political or religious activities.
- Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.
- Indulging in private medical practice.

#### Teacher should -

- Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being.
- Not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the course of his duty; and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of any such drink or drug.
- Should refrain from consuming any intoxicating drink or drug in a public place.
- Should not appear in a public place in a state of intoxication.
- Should not use any intoxicating drink or drug in excess so that he is unable to control his behavior.



#### **CODE OF CONDUCT FOR STUDENTS**

- 1) Students should strictly adhere to the rules and regulations of the college.
- 2) Students will strive to attend all lectures, practicals, tutorials, clinics and other learning programs. Attendance for all organized academic and extracurricular activities is compulsory except for valid reasons like hospitalization/sick and/duly sanctioned leave. All students should be punctual.
- 3) Students should handle the college property with utmost care and should maintain cleanliness and neatness in college and hostel premises.
- 4) Students should maintain silence and discipline in the class room, Library, Laboratories and hospital.
- 5) Use of cell phones are strictly restricted during lectures, practical, tutorials, clinics.
- 6) Students will always possess their identity cards when in the campus. Failure to produce identity cards and loss of identity cards will be liable of disciplinary actions.
- 7) Student must have a minimum of 75% attendance in theory and 80% attendance in practical in order to be eligible for the Maharashtra University of Health Sciences examination.
- 8) Both boys and girls will ensure that their personal hygiene is maintained.
- 9) They should follow a dress code which is decent and suitable for the medical profession. They should wear clean and tidy white aprons during clinical postings. Boys will ensure that hair is not long kept and is well-trimmed. Girls will ensure that long hair are tied and kept neatly.



For both students coloring hair in weird manner is not allowed.

- 10) Students should strictly follow all the rules during examinations; he/she should not cheat authorities in any way. Any student who is found guilty of using unfair means will render himself/herself liable for a disciplinary action.
- 11) Students should respect others and have a fundamental respect for others' beliefs and feelings.

#### **Behavioral Misconduct:**

Acts which will be construed to mean Behavioral Misconduct are too exhaustive to list. Any activity that is not in the spirit of "good order" is considered behavioral misconduct.

- All students must not involve in any misconduct including part taking in any activity off-campus which can affect the institute's interests and reputation. Students should not involve in anti-social behavior, or aiding or abetting other persons to breach the peace on College, Hospital or Hostel premises or outside.
- Students should not interact, on behalf of the institute, with media representatives without the permission of the institute authorities.
- Disruptive behavior like sloganeering, agitating, striking, mass bunking of classes or clinics or events where attendance is mandatory is strictly restricted.
- Signature campaigns, combined petitions and representations, obstruction of college activities such as teaching, administration and Disciplinary procedures are



not allowed.

- Influencing or attempting to influence another person to commit an act of Behavioral misconduct will not be allowed.
- Students should not participate in any act of ragging of the other students. Abuse, threats of violence or intimidation, coercion, deceit or other conduct by physical gestures (not including assault), by speech, or by electronic means that threatens or endangers the health, freedom or safety or any person or obstructs another resident or faculty member.
- Intemperate behavior, speech or gesture, threat to strike
  or strike any member of faculty, or attempt any form of
  rudeness or sexual abuse in a conversation with a lady
  faculty/ student/ non-teaching staff member is
  considered as behavioral misconduct.
- Students shall never use insulting, inciting, or threatening language when interacting with anyone and shall not participate in acts of violence towards persons or property of any kind, both on and off campus.
- Criminal activity involving acts or intimidation and threats
  of violence, assault, affray, battery, harassment, sexual
  assault, rioting or any form of criminal activity not
  involving violence like impersonation, forgery, bribery or
  attempt to bribe, alteration or misuse of any college and
  hospital document, record or identification, and theft of
  property or possession of stolen property by students will
  be viewed with the greatest seriousness.
- When students are exposed to clinical training in the



hospital OPD's & IPD's, their behavior should be very polite when talking to patients & their attire should be very decent.

 When students are under training in an operation theatre, they must follow all the rules for the operation theatre.



### CODE OF CONDUCT FOR ADMINISTRATIVE AND SUPPORT STAFF

#### **ADMINISTRATIVE STAFF:**

Staff should take additional responsibilities if required as assigned by Principal.

#### 1) OFFICE SUPERINTENDENT (O.S)

- Under the direction of the Principal, the OS will perform a variety of clerical & support work involving both specific routines & broadly defined policies and procedure.
- The OS will greet & interact with the public, work cooperatively with staff students and parents.
- The OS will assign duties to the subordinates in the office & will supervise & monitor their work time to time.
- The OS will also supervise duties of the attendants or Peons.
- The OS will look into the maintenance of the infrastructure of the college.
- The OS shall be responsible for the smooth conduct & working of the office & shall look into administrative compliance regarding necessary requirements from the concern departments.
- The OS will assist the Principal in all the administrative work from time to time.



#### 2) ACCOUNTANT

- The Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports including pay sheets of the employees & internees.
- 2) The Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- 3) The Accountant should establish tables of accounts, and assign entries to proper accounts.
- 4) The Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- 5) The Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- 6) The Accountant should provide all the necessary account statements and documents for various committees of the institute.
- 7) The Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

#### 3) LIBRARIAN

- 1) Organizing library material so that the students & faculties can find what they need.
- 2) Assembling & indexing databases of library material.
- 3) Selecting, developing, cataloging & classifying library resources.
- 4) Using library software & updating the information of newly purchased books & newly subscribed journals.



#### 3) HEAD CLERK

- The head clerk works under the leadership of the OS.
- The responsibilities of head clerk includes supervising & administrating the work of the junior clerks.
- The head clerk ensures the training of junior clerk for various academic & administrative works.
- Head clerk will prepare plans & schedules for all processes including student fee collection, salaries of employees & stipend of interns, maintenance of service books of the employees & timely work assigned by the OS.
- Head clerk will supervise the leave records of the employees from time to time prepared by the junior clerk.

#### 4) SENIOR CLERK

- Senior clerk will perform difficult clerical work of a responsible nature requiring frequent exercise of independent judgment and good knowledge of the function of the college unit.
- Senior clerk supervises the other clerical employees to execute the administrative task on day to day basis. The senior clerk maintains the office properties and assets in an organized manner.

#### 5) JUNIOR CLERK

 The junior clerk will perform the general office clerical work which may include basic work, processing, data



entry, filing and organizing the related work assigned from time to time.

- The junior clerk will also maintain inward, outward registers, store registers.
- He will prepare comparative charts for purchase of the institute as per quotations received
- He will co-ordinate communication between various departments for respective administrative work.
- He will maintain files with confidentiality in an easily accessible format.

#### **ACADEMIC SECTION - Student section should**

- 1) Ensure the eligibility of the students and prepare related documents to submit them to University within prescribed time limit.
- 2) Ensure the student document verification by University within time limit
- 3) Submit the student eligibility and student insurance to University
- 4) Ensure timely submission of examination forms to University
- 5) Ensure caste certificate/caste validity from concern divisional office
- 6) Provide all necessary student data to prepare various committee reports
- 7) Prepare year wise catalogue of students in alphabetical manner.



#### 6) PEON

- 1) Peon should report the college one hour before the college time.
- 2) Peon should maintain cleanliness of laboratories, class and staff rooms.
- 3) Peon should do all the work assigned by the Head of the department and other staff members.
- 4) Peon should not leave the office until and unless the higher authority permits.
- 5) Peons who are appointed as dry and wet sweepers, gardeners, security persons will perform their duties as per the related work on daily basis.
- 6) He/She should open the respective department, maintain cleanliness of the department and should close the department at the end of the day.
- 7) He/She should ensure that lights are switched off & the water taps are closed before closing the department.

#### **SUPPORT STAFF**

#### 7) LAB ASSISTANT

- 1) Lab assistant should help the lab in-charge to carry out the lab related work.
- 2) Lab assistant should maintain laboratory register.
- 3) Lab assistant should keep the setup of the practical ready before conduct of the practical.
- 4) Lab assistant should ensure the cleanliness of laboratories.
- 5) Lab assistant should support the staff members for basic



- facilities, organization, maintenance and safety of equipments in the lab.
- 6) Lab assistant is responsible for delivering materials for the lab, for preparing instructions and materials used during laboratory experiments and demonstration.
- 7) Lab assistant must adhere to prescribed lab dress code such as wearing white coat and closed shoes.

#### 8) LABTECHNICIAN

- 1) Technician will be responsible for managing the laboratories
- 2) He/she will ensure that the appropriate equipments, tools, chemicals and other materials are adequate and in stock and are in working condition.

#### 9) MUSEUM KEEPER

- 1) Museum keeper ensures proper care of objects such as model, specimens, charts, in the respective department.
- 2) Maintenance of register regarding the dead stock of the items from time to time.
- 3) Museum keeper shall maintain the models and specimens with proper cleanliness in good condition.
- 4) Museum keeper shall report the breakage of the items in the museum.
- 5) Museum should always be kept clean and neat for the observation of students and visitors. Items in the museum should be neatly labeled.





## Rashtriya Shikshan Mandal's <u>Tilak Ayurved Mahavidyalaya</u> Pune.

Rashtriya Shikshan Mandal, the parent body of Tilak Ayurved Mahavidyalaya established in 1933. The first and the oldest 'AYURVED MAHAVIDYALAYA' in Pune was established on 26th June 1933. It was renamed as 'Tilak Ayurved Mahavidyalaya' in 1962 at the hands of the then Hon Chief Minister Shri. Yashvantrao Chavan.

Tilak Ayurved Mahavidyalaya, holding a 86 years heritage contributing in creating eminent Doctors for the society. Till now approximately 7500 students of UG and 1500 students of PG have completed their education from this Institute and are successfully working in various fields. This is Maharashtra state government aided institution, Affiliated to Maharashtra University of health sciences, Nashik.

It is affiliated with 93 years old Seth Tarachand Ramnath Charitable Ayurvedic hospital, also attached with Nanal Rugnalaya, Mehendale Dawakhana having excellent Clinical and Surgical exposure.

It has experienced faculty members. Institute organizes National, International Seminars, Workshops, Scientific lectures, Periodic seminars and guest lecturers of experts to enhance academic and clinical skills.

#### Our Institutional Goal:

• To nurture the excellent and competent Ayurvedic health care leaders and to establish Ayurved as main stream health provider for the modern world.

#### We perceive these objectives:

- To impart quality education of Ayurved.
- To imbibe research attitude within Ayurved faculty.
- To promote clinical services for enrichment of the science.
- To participate in health related national, international scientific and community activities.

