



**CHOITHRAM COLLEGE OF NURSING**  
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# CODE OF CONDUCT HANDBOOK



# PREFACE

Choithram College of Nursing is affiliated to Madhya Pradesh Medical science University, Jabalpur (M.P). It is presently running the following programmes:

- Bachelor of Science in Nursing (B.Sc. Nursing)
- Post course Basic B.Sc. Nursing (PC B.Sc. Nursing)
- Masters of Science in Nursing (M.Sc. Nursing)

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behavior of the students. The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

These rules and procedures are promulgated to facilitate smooth conduct of the above programmes, bring transparency in the system and uniformity in their implementation. This Students' guide is published to answer all queries of students and their parents that they may have pertaining to programme administration, academics, fee and student affairs. All students must know that it is incumbent upon them to abide by this Code of Ethics and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.



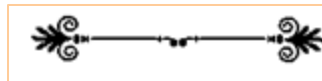
## Message from Principal Desk.....

*“When we strive to be better than we are, everything around us becomes better”*

**Paulo Coelho**

Nursing is a career that is both challenging as well as rewarding. The wonderful profession encompasses caring, compassion, humanity, scientific basis, organizational savvy, capacity to manage complex situations and much more.

A code of conduct provides structure and guidance for workplace values and principles. A respected code is important to the nursing profession to help prevent inappropriate and incompetent behavior and as a guide for nursing performance. The college has been actively engaged in the field of nursing education and strives to impart human values through quality education besides honing and shaping the personality and character of the future nurses. In order to sensitize, create awareness about the acceptable norms of professional behavior, a standard need to be set. This document will provide a benchmark for socially acceptable behavioral norms at workplace for the staff .it will help students to understand social niceties and practice exhibiting good professional behavior in institution.



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## CODE OF CONDUCT FOR STUDENTS

All students are expected to show respectful behavior towards teachers and senior students in college, hospital and in hostel. They also expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational atmosphere in the College premises.

### GENERAL CODE OF CONDUCT

1. Students should Wear their ID at all times, during college and clinical posting.
2. Students are strictly informed not to carry mobile phones during their clinicals, community postings and classes.
3. All batches should follow the line of authority.
4. Eve- teasing and ragging are prohibited inside the college campus and anyone found guilty will be punished according to the norms.
5. Nursing students will have to apply themselves wholeheartedly and diligently to their studies and duties.
6. Short attendance will be informed to their parents.
7. Day scholar students are instructed not to take leave without permission from class coordinator.
8. Smoking, Use of tobacco products, alcohol and addictive drugs are strictly prohibited in the college premises
9. Organizing mass absence from classes, holding any agitation and demonstration and instigation of violence inside or outside the campus are considered as serious breach of discipline and suitable severe action will be taken against offenders.
10. Boys should not enter into girl's common room/ Hostel.
11. Student should wear decent casual dresses (Capri's, slippers, middies above knee, deep neck, sleeveless, tight tops are not allowed) & footwear during college timings college.
12. The students are at liberty to come to the tutor/principal/ counsellors for any problem, difficulties such as studies, health, and personal problems.
13. Nursing students are responsible for the safe custody and good condition of the colleges, hostel, and hospital property that is entrusted to their care. Carelessness involving loss or damage of valuable college/ hospital property should be reported to the principal.

14. During the period of their training, they will be liable for dismissal from training by the management for misconduct or breach of the discipline of breaking of rules and regulations prescribed for students and college from time to time or for wilful negligence of their studies resulting in repeated failure.

### **CLINICAL CODE OF CONDUCT**

As students are involved in the clinical environment, ethical principles are a necessary guide to professional development. Therefore, within these environments the student nurse is expected to:

- Students should be punctual for their timings of clinical posting.
- Students should wear complete uniform with all pocket articles and immaculate at all time, while on clinical.
- Nail should be cut short and no nail polish should be applied during clinical posting.
- Students should not be absent by herself from clinical posting for any reason without prior permission from the principal/ teachers.
- Students should respect the seniors, ward in charges, doctors and other health care professionals during their clinical duties.
- Give patient's centred care.
- Maintain confidentiality i.e., to keep every information related to the patient confidential and give patient care in a truthful, timely, accurate and in professional manner.
- Take appropriate action to ensure the safety of patients, self, and others.
- Promote a good moral character and follow ethical principles and be responsible for their own personal actions.
- Treat everyone with respect and learn to respect human rights, their values, culture and spiritual beliefs.
- Use every opportunity to improve learning and ensure highest quality care.

## HEALTH CODE OF CONDUCT

- OPD register should be maintained by the health in charges .
- Students should not take medicine on their own. In case of minor problems, students should consult their respective health in charge.
- Doses prescribed by the physician should be taken completely.
- All the students should use mosquito repellent or nets.
- Ward uniforms and shoes should be kept outside the room in the corridors, balcony or area provided.
- All must strictly wear sweaters and socks in winter.



## **CODE OF CONDUCT FOR PRINCIPAL**

The multiple roles of the Principal such as Administrator, overall supervisor and guide for various academic activities. The codes applicable in the conduct of the Principal are the following:

- The Principal should oversee and monitor the administration of the academic programme and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- Should make efforts for the development of the institution by acknowledging the collective interest of different sections of the institution for a towering outcome.
- Should treat all staffs equally and avoid discrimination such as favouring his or her religion, caste, political, economic, social and gender characteristics.
- Should take necessary steps to minimize/eradicate the incidence of sexual harassment.
- Should maintain financial transparency in matters related to the institution.
- Should inculcate standard professional behaviours among the staff members.
- Should encourage the faculties to organize and participate in seminars, workshops, symposium and conferences.
- Should promote research activities and encourage scientific paper publications.
- Should encourage extracurricular activities among the students to enhance self-esteem and socialism.
- Should follow de-centralization practice to enhance confidence among employees.
- Should take efforts to maintain an appropriate educational atmosphere and respect the fundamental rights of staffs and the students.
- Should work as admission authority for the Institute to implement admission process as per prescribed norms
- Should make strategic plan for overall academic development, discuss and approve financial estimates, annual reports, accounts and audit reports time to time with the concerned authority.
- 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.
- Should provide leadership, direction and co-ordination within the Institute
- Should periodically review this Code of Conduct; As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws, to meets or exceeds Institute standards.
- Should convene meetings of any of the authorities, bodies or committees, as and when required.
- Should ensure that quality in education and clinical practices is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.



## **CODE OF CONDUCT FOR TEACHING FACULTY**

Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.

- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principalship of the Head of the Institution.
- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- The duties assigned to teachers consist of lectures/ practical/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Mentor-Ward System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Seek to make professional growth continuous through study and research activities.

- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students, scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- Refrain from inciting students against other students, colleagues or administration.



## **CODE OF CONDUCT FOR NON- TEACHING/ADMINISTRATIVE STAFF**

- All non-teaching Staff members should display the highest possible standards of professional behavior.
- They should be punctual and disciplined towards their work. Integrity by being honest in words and actions.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.
- Loyalty to the College by punctual and reliable in all duties.
- Creating and maintaining with strong relationships with:
  1. Proper interactions with students.
  2. Maintaining professional boundaries with students and staffs.
- Dignity by treating students by care and kindness.
- Being supportive and cooperate with other staff members.
- Responsibility by meeting the required standards for every assigned task.
- He / she must respect and maintain the hierarchy in the Administration.
- He /she should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.

