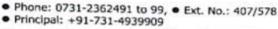
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# INDEX

# 7.1.9: Code of conduct handbook exists for students, teachers and academic and administrative staff including the Dean / Principal /Officials and support staff.

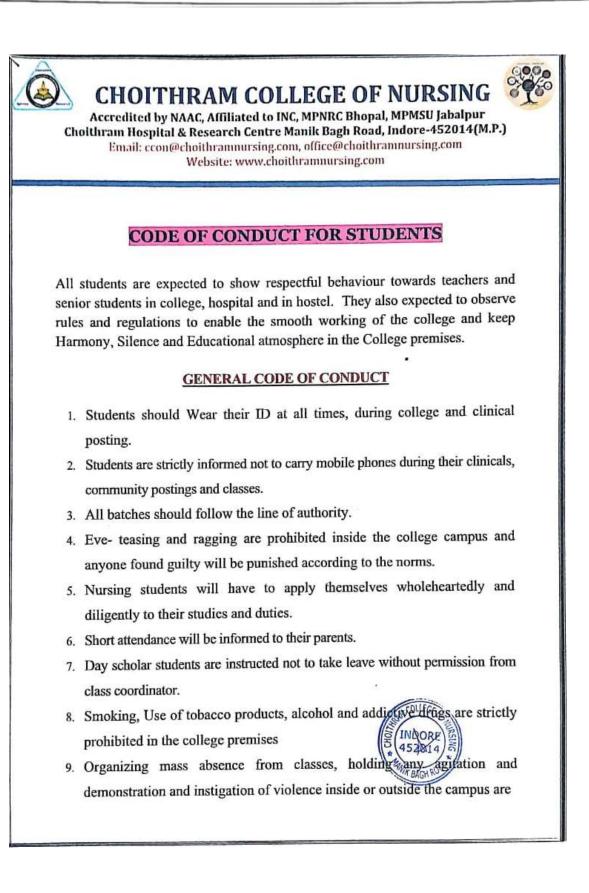
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- considered as serious breach of discipline and suitable severe action will be taken against offenders.
- 11. Boys should not enter into girl's common room/ Hostel.
- Student should wear decent casual dresses (Capri's, slippers, middles above knee, deep neck, sleeveless, tight tops are not allowed) & footwear during college timings college.
- 13. The students are at liberty to come to the tutor/principal/ counsellors for any problem, difficulties such as studies, health, and personal problems.
- 14. 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.
- 15. 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.



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# CLINICAL CODE OF CONDUCT

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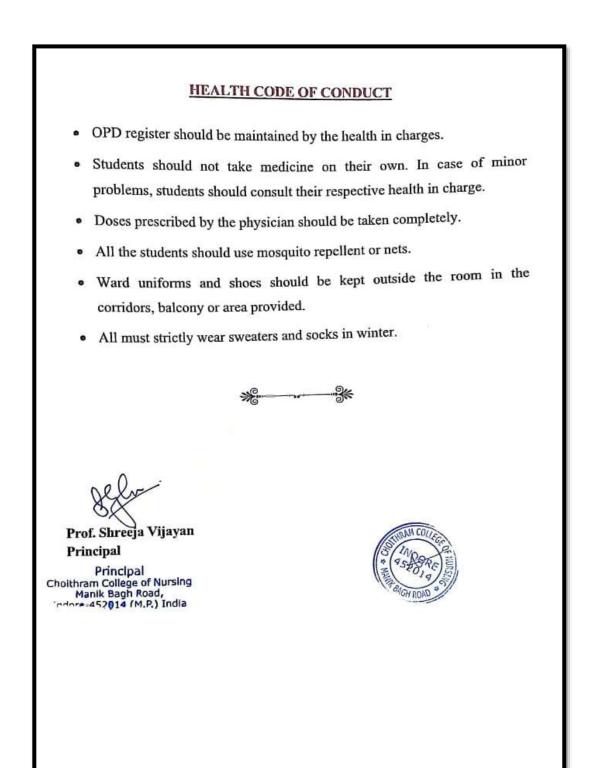
- Students should be punctual for their timings of clinical posting.
- Students should wear complete uniform with all pocket articles and immaculate at all time, while on clinical.
- Nail should be cut short and no nail polish should be applied during clinical posting.
- Students should not be absent 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.





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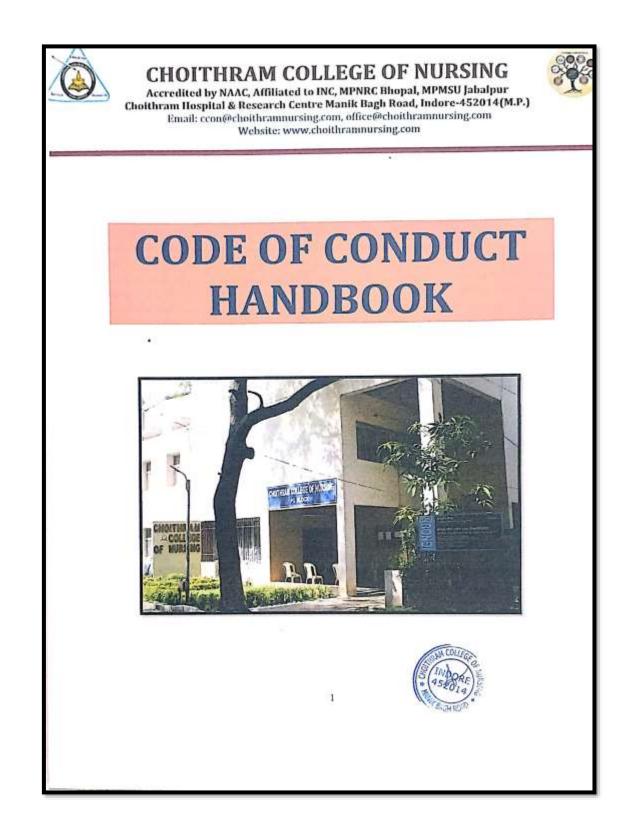
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# PREFACE

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 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.

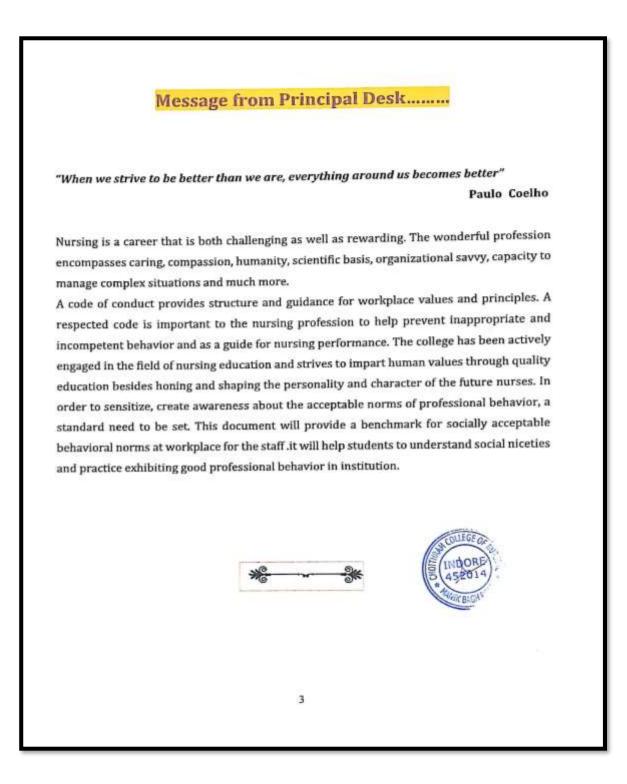




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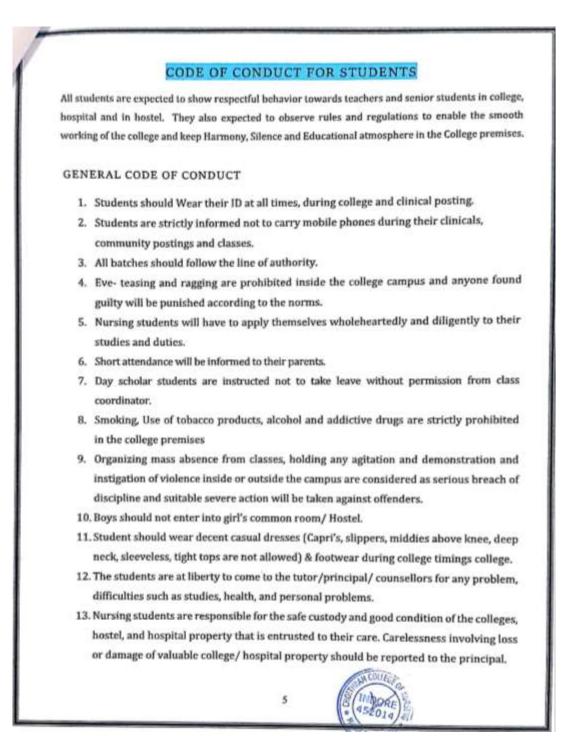
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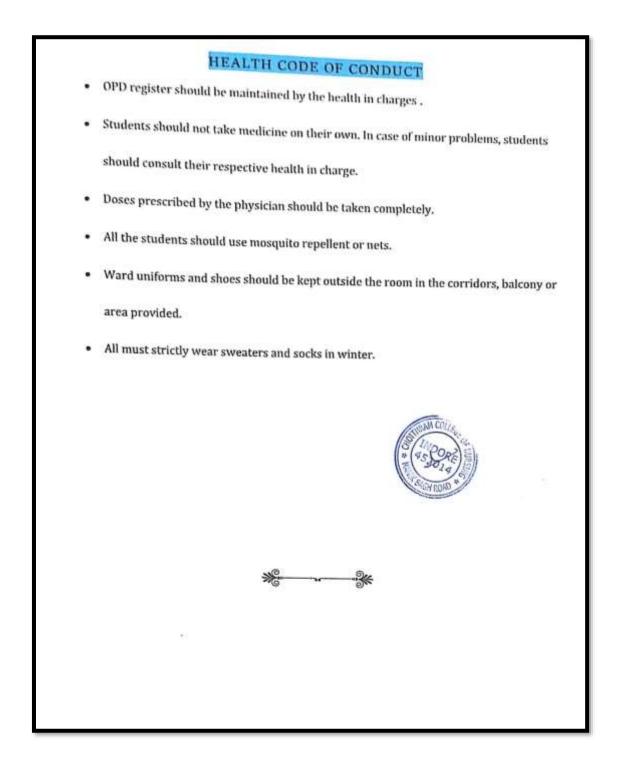
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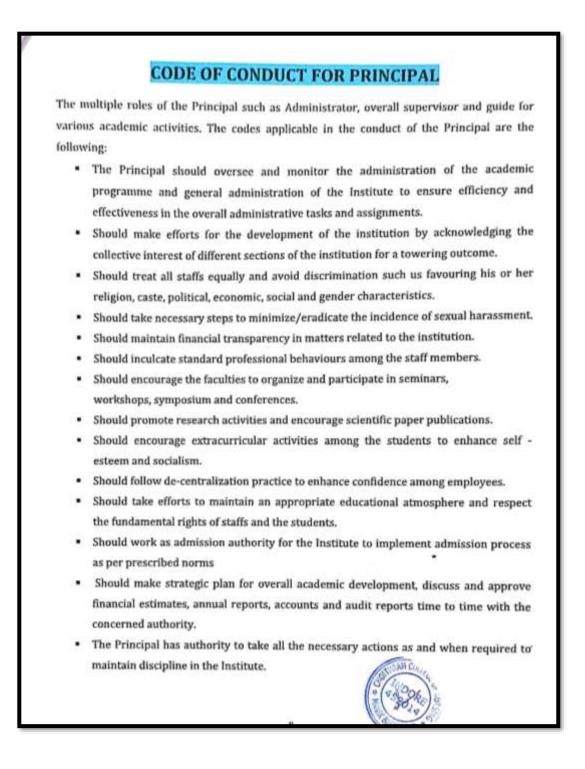
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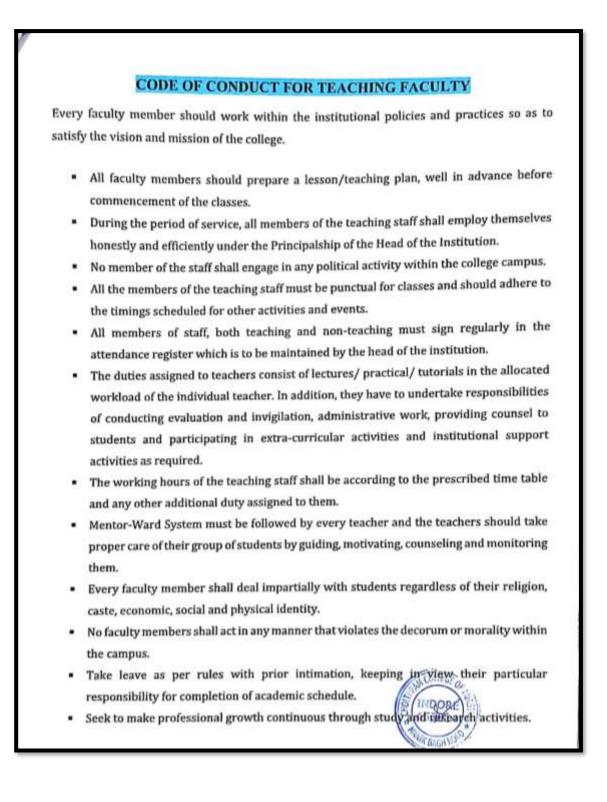


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The principal should form various college level committees which are necessary for the ٠ Should provide leadership, direction and co-ordination within the Institute Should periodically review this Code of Conduct; As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws, to meets or exceeds Institute Should convene meetings of any of the authorities, bodies or committees, as and when 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.

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Express free and frank opinion by participation at professional meetings, seminars, ٠ 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.

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# CODE OF CONDUCT FOR NON- TEACHING/ADMINISTRATIVE STAFF

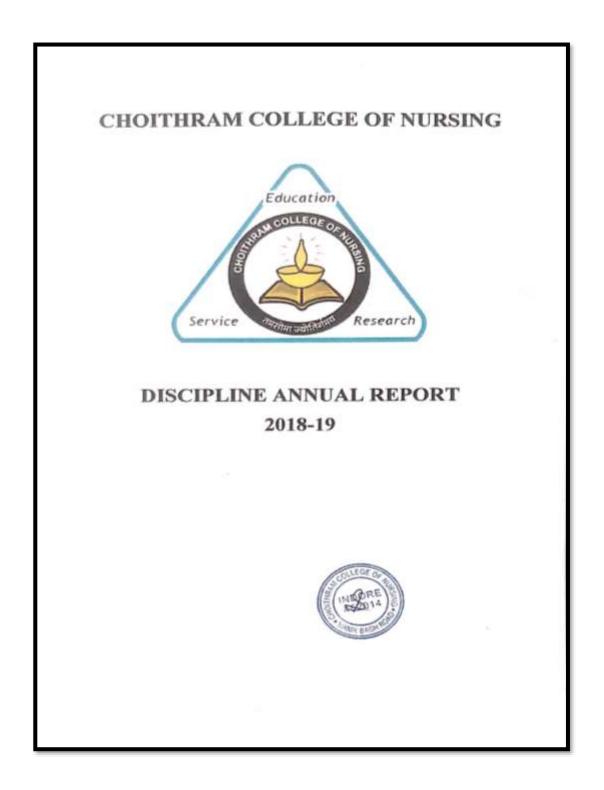
- All non-teaching Staff members should display the highest possible standards of professional behavior.
- They should be punctual and disciplined towards their work. Integrity by being honest in words and actions.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect 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.
  - 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.



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#### **Executive Summary**

The Discipline Committee at Choithram College of Nursing had a challenging year dealing with various disciplinary issues and working to maintain a positive and safe environment for students. The committee managed two cases, including academic dishonesty and hostel rule violations. Student behaviour noticeably improved after awareness programs were introduced and rules were enforced more strictly. However, the committee faced challenges like repeated offenses and limited resources. This report covers the committee's activities, challenges, and recommendations for the next year.

#### INTRODUCTION

#### **Purpose of the Report**

This report aims to provide a comprehensive overview of the Discipline Committee's activities, challenges, and achievements for the academic year 2018-2019.

#### **Committee Overview**

The Discipline Committee at Choithram College of Nursing is tasked with maintaining discipline within the college premises. The committee comprises faculty members, administrative staff, and student representatives who work together to ensure that the college's code of conduct is upheld.

S.No.	Designation	Name of Faculty
1	College Discipline Committee	Mrs. Nibha Soy Mrs. Ramya Pillai Ms. Anu Rajan Ms. Rozana James
2	Hostel Discipline committee	Prof. Prachi Awasthi Prof. Ancy Varkey Prof. Jini Varghese Ms. Saranya Pillai
3	Student Representative	Monika Makwana Tini K Varghese

### Committee Members:

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## COMMITTEE ACTIVITIES

## Meetings Held

The committee held five meetings during the year, with an average attendance of 100%. They focused on reviewing disciplinary cases, updating the code of conduct, and planning awareness programs.

## **Cases Handled**

- Total Cases: 2
- Nature of Offenses:
  - o Academic Dishonesty: 2 cases
  - Hostel Violations: 0 cases
  - Misconduct: 0 cases
  - o Other (e.g., substance abuse): 0 cases
  - Actions Taken:
    - Verbal Warnings: 2
    - Written Warnings: 0
    - Suspensions: 0
    - Expulsions: 0
- Resolutions: All cases were resolved with appropriate actions taken in accordance with college policies.

## **Challenges and Issues**

- Addressing behavioural issues that may arise from increased stress and mental health challenges
- Handling problems related to the use of technology for monitoring and enforcing discipline
- Adjusting disciplinary practices to fit new safety guidelines.



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### Recommendations

- Boost supervision in hostels, especially late at night, and install more CCTV cameras.
- Update the rules to tackle new issues.
- Set up regular counselling sessions to help students with behavioural problems.
- · Train teachers on managing discipline and encouraging good behaviour.

### Conclusion

In 2018-2019, the Discipline Committee worked hard to keep and improve discipline at Choithram College of Nursing. Despite ongoing challenges, their efforts led to clear improvements in student behaviour. The committee is dedicated to maintaining a respectful and disciplined environment at the college.

SIGNATURES

Dr. Prof. Aradhana Michael Principal

< Prof. Prachi Awasthi

College Discipline In-charge

Prof. Ancy Varkey Hostel Discipline In-charge

Ms. Momika Makwana Ms. Tini K Varghese Ju-Student Representative

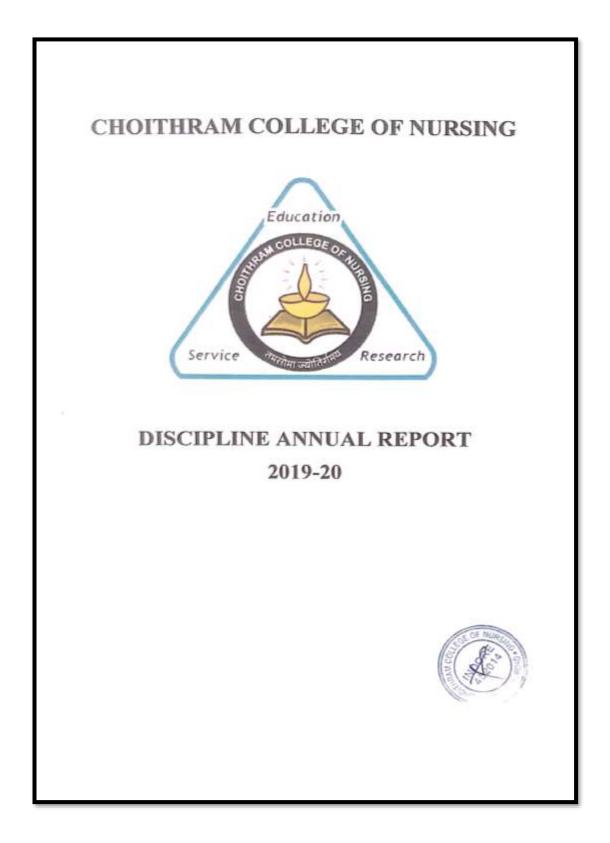
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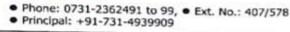
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### **Executive Summary**

No cases of indiscipline were reported during this period due to the lack of physical presence of students in the college and hostel, attributable to the COVID-19 pandemic. The Discipline

The committee, however, remained vigilant and continued to monitor the situation, ensuring that all safety protocols and guidelines were communicated effectively to both students and staff. The committee's proactive approach in maintaining discipline through virtual platforms and regular online engagements played a crucial role in sustaining this period of order.

**Committee Members:** 

S.No.	Designation	Name of Faculty
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2	Hostel Discipline committee	Prof. Prachi Awasthi Prof. Ancy Varkey Prof. Jini Varghese Ms. Saranya Pillai
3	Student Representative	Monika Makwana Tini K Varghese

### COMMITTEE ACTIVITIES

### Meetings Held

The committee held online meetings during the year. They focused on reviewing disciplinary cases, updating the code of conduct, and planning awareness programs.

### **Cases Handled**

- Total Cases: 0
- Nature of Offenses:
  - Academic Dishonesty: 0 cases
  - Hostel Violations: 0 cases
  - Misconduct: 0 cases



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- Other (e.g., substance abuse): 0 cases
- Actions Taken:
  - Verbal Warnings: 0
  - Written Warnings: 0
  - Suspensions: 0
  - Expulsions: 0

### Conclusion

No incidents of indiscipline were reported during this period, as the absence of students in the college and hostel due to the COVID-19 pandemic eliminated opportunities for such occurrences.

SIGNATURES

Dr. Prof. Aradhana Michael Principal

Prof Prachi Awasthi College Discipline In-charge

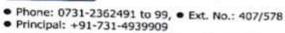
Prof. Ancy Varkey Hostel Discipline In-charge

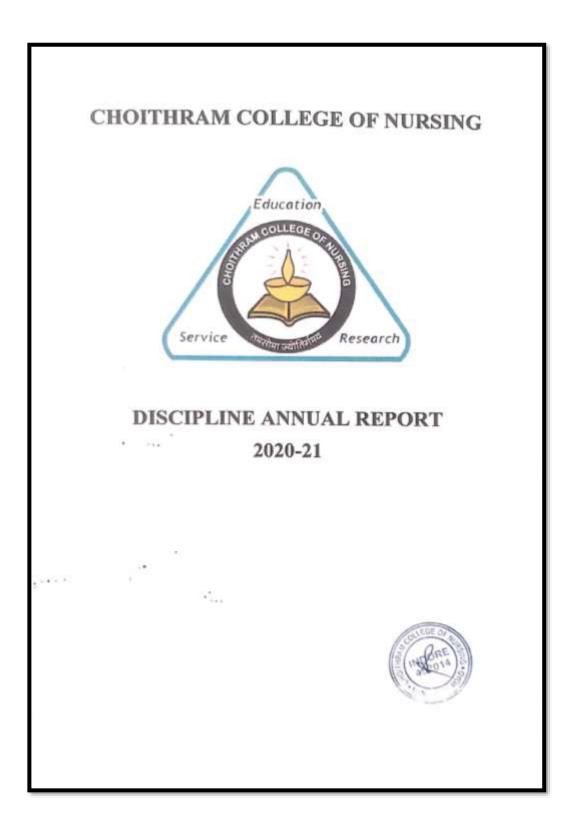
Ms. Monika Makwana



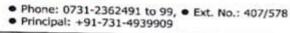
Principal

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#### **Executive Summary**

The Discipline Committee of Choithram College of Nursing had a productive year, prioritizing the maintenance of a positive and safe environment for students while addressing disciplinary issues. Due to the COVID-19 pandemic, only one case of indiscipline was reported, which involved incidents of academic dishonesty and hostel rule violations. Despite the challenges posed by the pandemic, the committee observed significant improvements in student behavior following the implementation of awareness programs and stricter rule enforcement. However, the committee did face challenges in managing repeated offenses and dealing with limited resources. This report outlines the committee's activities, the challenges encountered, and recommendations for the upcoming year.

#### INTRODUCTION

#### **Purpose of the Report**

This report aims to provide a comprehensive overview of the Discipline Committee's activities, challenges, and achievements for the academic year 2020-2021.

#### **Committee Overview**

The Discipline Committee at Choithram College of Nursing is tasked with maintaining discipline within the college premises. The committee comprises faculty members, administrative staff, and student representatives who work together to ensure that the college's code of conduct is upheld.

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2	Hostel Discipline committee	Prof. Prachi Awasthi Prof. Ancy Varkey Prof. Jini Varghese Ms. Saranya Pillai
3	Student Representative	Nidhi Pandya Dolly







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## COMMITTEE ACTIVITIES

## Meetings Held

The committee held one meeting during the year due to COVID pandemic, with a perfect attendance rate of 100%. The key agendas included reviewing disciplinary cases, updating the code of conduct, and planning awareness initiatives.

## **Cases Handled**

- Total Cases: 1
- Nature of Offenses:
  - Academic Dishonesty: 1 cases
  - Hostel Violations: 0 cases
  - Misconduct: 0 cases
  - o Other (e.g., substance abuse): 0 cases

## Actions Taken:

- Verbal Warnings: 1
- Written Warnings: 0
- Suspensions: 0
- Expulsions: 0
- Resolutions: All cases were resolved with appropriate actions taken in accordance with college policies.

### Challenges and Issues

- During the COVID-19 pandemic, managing students who continued to break rules, even with limited in-person interactions, posed a significant challenge.
- The pandemic exacerbated staffing issues, with fewer staff available to monitor and enforce discipline, particularly in hostel areas where maintaining safety protocols was critical.

### Recommendations





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- Strengthen supervision in hostels, especially during late hours, with more frequent roll calls, to ensure compliance with COVID-19 safety protocols.
- Implement regular virtual counselling sessions to help students navigate behavioural issues exacerbated by the pandemic and prolonged isolation.
- Provide training programs for faculty focused on managing disciplinary issues in the context of remote learning and promoting positive behaviour amid the challenges posed by COVID-19.

## Conclusion

During the 2020-2021 academic year, amidst the challenges of the COVID-19 pandemic, the Discipline Committee at Choithram College of Nursing made significant efforts to uphold and strengthen discipline. Despite the difficulties presented by remote learning and limited in-person interactions, these initiatives led to noticeable improvements in student behaviour. The committee remains committed to fostering a disciplined and respectful environment within the college, even in the face of ongoing pandemic-related challenges.

SIGNATURES

Dr. Prof. Aradhana Michael

Principal

Prof. Prachi Awasthi College Discipline In-charge

Prof. Ancy Varkey Hostel Discipline In-charge

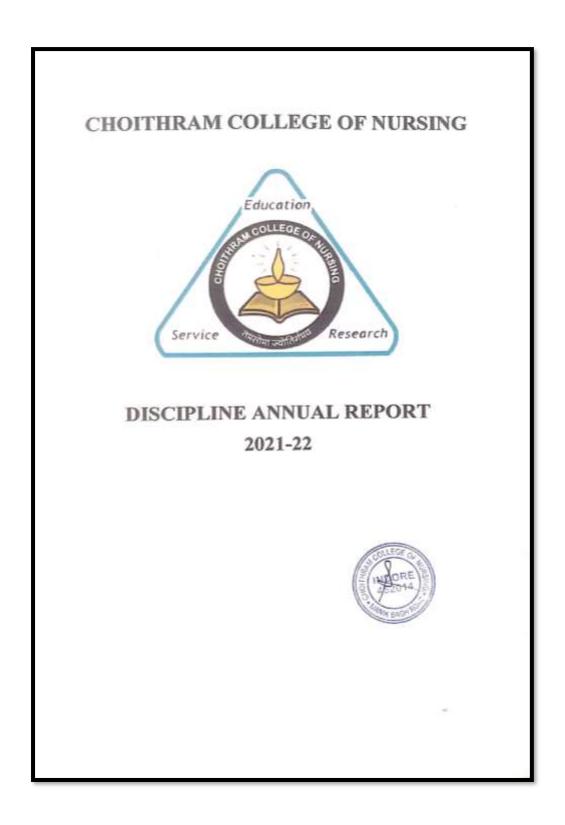
Ms. Nidhi Pandya MLP Ms. Dolly Den Student Representative

> Principal Principal Choithram College of Nursing Manik Bagh Road, Indore-452014 (M.P.) India

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### **Executive Summary**

The Discipline Committee of Choithram College of Nursing had a productive year, focusing on maintaining a positive and safe environment for students while addressing various disciplinary matters. Throughout the year, the committee managed a total of three cases, which included incidents of academic dishonesty and hostel rule violations. Significant improvements in student behaviour were observed following the introduction of awareness programs and stricter rule enforcement. The committee faced some challenges, particularly in managing repeated offenses and dealing with resource constraints. This report provides an overview of the committee's activities, the challenges encountered, and recommendations for the upcoming year.

#### INTRODUCTION

#### **Purpose of the Report**

This report aims to provide a comprehensive overview of the Discipline Committee's activities, challenges, and achievements for the academic year 2021-2022.

#### **Committee Overview**

The Discipline Committee at Choithram College of Nursing is tasked with maintaining discipline within the college premises. The committee comprises faculty members, administrative staff, and student representatives who work together to ensure that the college's code of conduct is upheld.

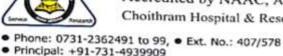
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Comm	ittee	Mem	bers:

S.No.	Designation	Name of Faculty	
1	College Discipline Committee	Mrs. Ramya Pillai Mr. Anmol Joseph Ms. Sanghamitra Paul Ms. Dolly S	
2	Hostel Discipline committee	Prof. Prachi Awasthi Prof. Ancy Varkey Ms. Monica C Ms. Isha G Ms. Neha Gill	
3	Student Representative	Aneeta Biju Teena mol Thomas	





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# COMMITTEE ACTIVITIES

## Meetings Held

The committee held 4 meetings throughout the year, with an average attendance rate of 90%. Key agendas included reviewing disciplinary cases, updating the code of conduct, and planning awareness initiatives.

## **Cases Handled**

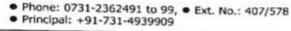
- Total Cases: 3
- Nature of Offenses:
  - Academic Dishonesty: 2 cases
  - Hostel Violations: 1 cases
  - Misconduct: 0 cases
  - Other (e.g., substance abuse): 0 cases
- Actions Taken:
  - Verbal Warnings: 3
  - Written Warnings: 3
  - Suspensions: 0
  - Expulsions: 0
- Resolutions: All cases were resolved with appropriate actions taken in accordance with college policies.

## Challenges and Issues

- Repeated Offenses: Managing students who continuously break the rules is a major challenge.
- Resource Limitations: There aren't enough staff members to monitor and enforce discipline, especially in the hostel areas.



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Recommendations

Strengthening Monitoring: Increase supervision in hostels, particularly during late hours and frequent roll calls.

- Student Counseling: Organize regular counseling sessions to help students address and improve behavioral issues.
- Faculty Training: Offer training programs for faculty on effectively managing disciplinary issues and encouraging positive behavior among students

# Conclusion

During the 2021-2022 academic year, the Discipline Committee made substantial efforts to uphold and enhance discipline at Choithram College of Nursing. Despite ongoing challenges, these initiatives have resulted in marked improvements in student behavior. The committee continues to be dedicated to cultivating a disciplined and respectful environment within the college.

SIGNATURES

Dr. Prof. Aradhana Michael Principal

Prof Prachi Awasthi College Discipline In-charge

Prof. Ancy Varkey

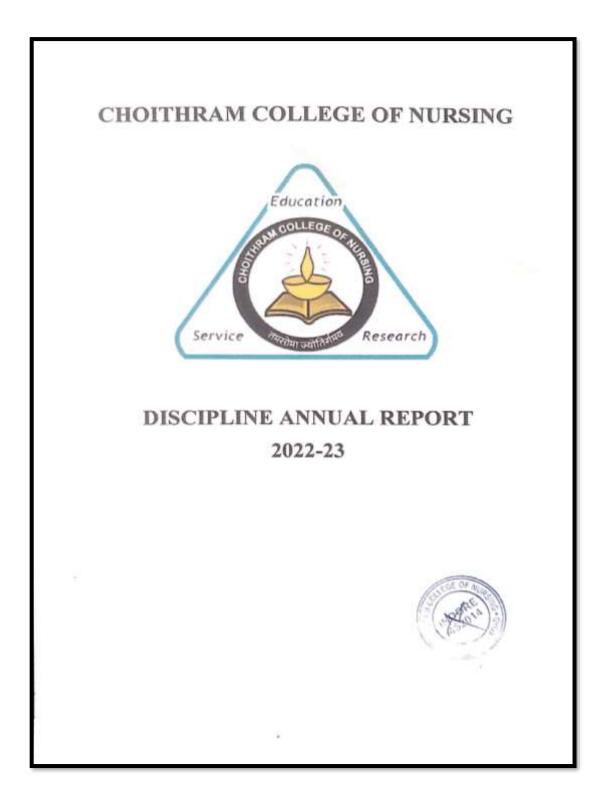
Hostel Discipline In-charge

Ms. Aneeta Biju 🗢 Ms. Teena mol Thomas Student Representative

Principal Choithram College of Nursing Manik Bagh Road, Indon-452014 (M.P.) India

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### **Executive Summary**

The Discipline Committee of Choithram College of Nursing had an active year addressing various disciplinary issues and working towards creating a positive and safe environment for students. The committee handled a total of 3 cases, ranging from academic dishonesty to violations of hostel rules. Notable improvements were observed in student behaviour following the implementation of awareness programs and stricter enforcement of rules. However, challenges such as handling repeated offenses and resource limitations were encountered. This report outlines the activities, challenges, and recommendations for the coming year.

### INTRODUCTION

#### **Purpose of the Report**

This report aims to provide a comprehensive overview of the Discipline Committee's activities, challenges, and achievements for the academic year 2022-2023.

#### **Committee Overview**

The Discipline Committee at Choithram College of Nursing is tasked with maintaining discipline within the college premises. The committee comprises faculty members, administrative staff, and student representatives who work together to ensure that the college's code of conduct is upheld.

S.No.	Designation	Name of Faculty	
1	College Discipline Committee	Mrs. Ramya Pillai Mr. Anmol Joseph Ms. Sanghamitra Paul Ms. Dolly S	
2	Hostel Discipline committee	Prof. Prachi Awasthi Prof. Ancy Varkey Ms. Monica C Ms. Priya S Ms. Isha G Ms. Neha Gill	CU NUMBER
3	Student Representative	Hephziba Nivya Raj	

#### **Committee Members:**



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# COMMITTEE ACTIVITIES

## Meetings Held

The committee held 5 meetings throughout the year, with an average attendance rate of 90%. Key agendas included reviewing disciplinary cases, updating the code of conduct, and planning awareness initiatives.

## Cases Handled

- Total Cases: 3
- Nature of Offenses:
  - Academic Dishonesty: 1 cases
  - Hostel Violations: 2 cases
  - Misconduct: 0 cases
  - Other (e.g., substance abuse): 0 cases
- Actions Taken:
  - Verbal Warnings: 3
  - Written Warnings: 3
  - Suspensions: 0
  - Expulsions: 0
- Resolutions: All cases were resolved with appropriate actions taken in accordance with college policies.

Challenges and Issues

- Repeated Offenses: Dealing with students who repeatedly violate the rules remains a significant challenge.
- Resource Limitations: Insufficient staff for monitoring and enforcing discipline, particularly in hostel areas.
- Policy Gaps: Some cases highlighted the need for clearer guidelines on certain types of misconduct.





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## Recommendations

Strengthening Monitoring: Increase supervision in hostels, particularly during late hours and installation of more CCTV cameras.

Policy Revisions: Update the code of conduct to address emerging issues.

Student Counselling: Implement regular counselling sessions for students to address behavioural issues.

Faculty Training: Provide training to faculty on handling disciplinary issues and promoting positive behaviour.

#### Conclusion

The year 2022-2023 saw significant efforts by the Discipline Committee in maintaining and improving discipline at Choithram College of Nursing. While challenges persist, the initiatives taken have led to noticeable improvements in student behaviour. The committee remains committed to fostering a disciplined and respectful environment in the college.

SIGNATURES

Dr. Prof. Aradhana Michael Principal

Prof. Prachi Awasthi College Discipline In-charge

Prof. Ancy Varkey Hostel Discipline In-charge

Hephziba < Nivya Raj N Student Representative

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