

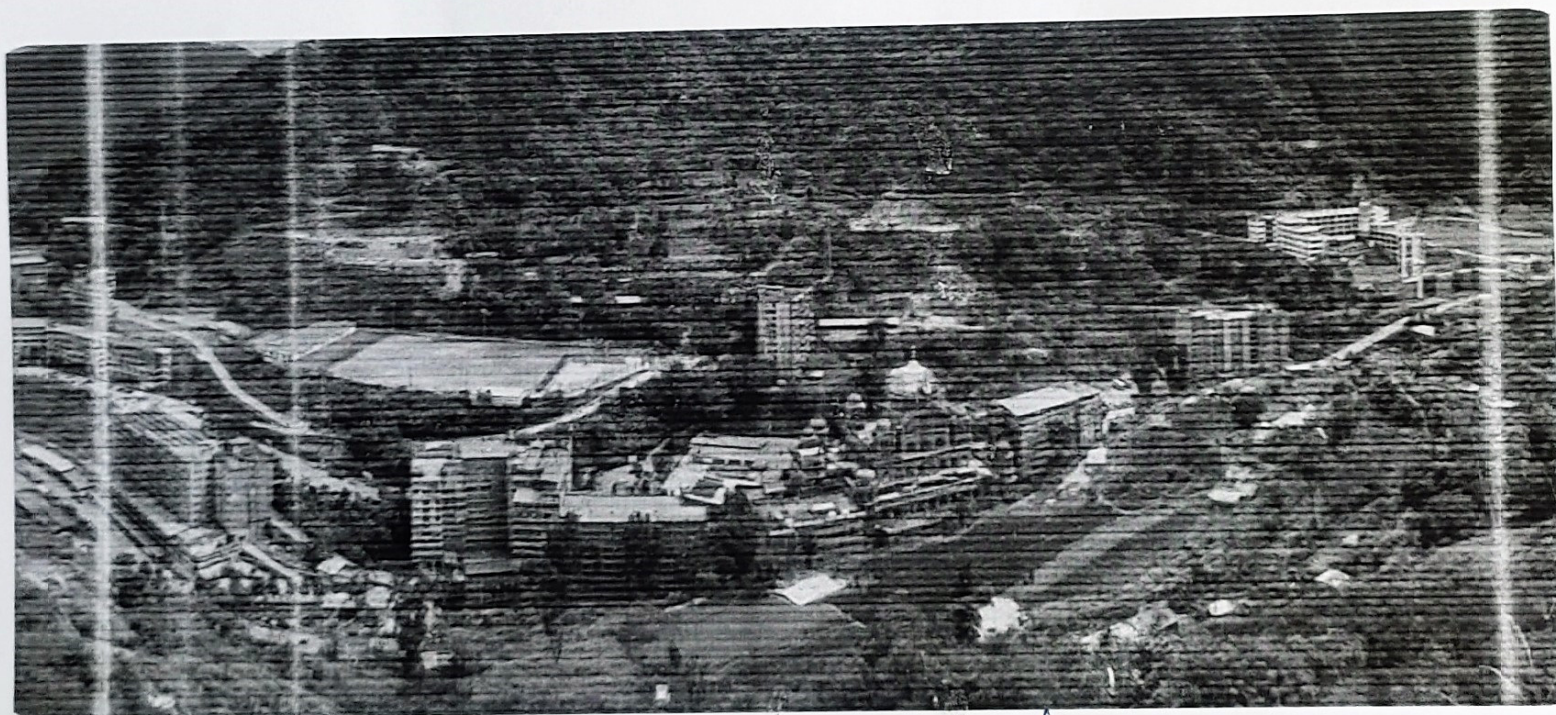


# **AKAL COLLEGE OF NURSING ETERNAL UNIVERSITY**



**Barusahib, Rajgargh, Distt. Sirmour, Himachal Pradesh - 173101**

## **CODE OF CONDUCT FOR STUDENTS & STAFFS**



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# **AKAL COLLEGE OF NURSING ETERNAL UNIVERSITY**



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## **CODE OF CONDUCT FOR STUDENTS & STAFFS**



## CODE OF CONDUCT FOR STUDENTS

The College believes that duty, decorum and discipline are the hallmarks of a good student. Students with such qualities alone can prove to be productive manpower with an appreciable value system. Therefore erring students would be subjected to certain disciplinary code.

The Management reserves the right to modify any of the Institute rules as and when necessary. The decision of the Management in all matters shall be final.

### **A . COLLEGE WORKING HOURS : 9.00am – 5.00pm**

#### **i. Theory block**

Theory classes - Monday to Friday : 9.00am - 5.00pm

Saturdays : 9.00am - 1.00pm

#### **ii. Saturday Club Activities**

Every Saturday : 2.00pm to 5.00pm

### **B. DRESS CODE:**

#### **a. Female students :**

- i.** Students shall come clean, tidy and modestly dressed in Churidhar with shawl, hair-up and with ID for college.

(Jeans, t-shirts, leggings, short kurties are and free hair is not permitted)

- ii. On Clinical practice :** Prescribed clinical uniform with ID card is must.

### **C. ACADEMIC RULES AND REGULATIONS**

#### ***i. COURSE COMPLETION:***

The date of course completion will be calculated as per the date of admission of the individual student according to the program.

For B.Sc. (N) – 4 Years from the date of admission.

For M.Sc. (N) – 2 years from the date of admission.

#### ***ii. ATTENDANCE***

1. Students should attend all classes regularly.
2. Attendance will be taken for every subject. Students coming late to the class beyond five minutes will not be marked attendance for that period.
3. The University prescribes a minimum 80% of attendance for theory and 100% for clinical practice in every subject. But the College insists on regular attendance in all

classes. Students are eligible for scholarships only when they earn more than 90% of attendance.

4. Students are not permitted to absent themselves without prior permission.
5. An application for leave must be submitted in the prescribed form well in advance or at least 24 hours before the leave is required.
6. When absence without prior permission is availed in case of emergency, the leave application must be submitted on the day of return to the College.

### ***iii. PERFORMANCE APPRAISALS:***

All students will be assessed for their performance in theory and clinical areas during the semester through,

- Unit tests
- Model exams
- Clinical performance appraisals
- Assignments

## **D. EXAMINATION, STUDY HOLIDAYS AND VACATION:**

### ***i. HALL TICKETS FOR EXAMINATION:***

Hall tickets will be issued from the registrar's office three days before the examination.

### ***ii. RESULTS***

- Student has to pass both internal and external exams separately in every subject.
- The student has to score 50% in both theory and practical examination separately to Pass the subject.

### ***iii. STUDY HOLIDAY***

- Study holidays are given for all the students to prepare for their examination based on the number of papers they are appearing in a particular semester.

### ***iv. VACATION***

Students are given vacation twice in a year

Winter vacation	:	4 weeks in December
Semester breaks	:	1 week
Mid Semester Break	:	1 week

#### ***v. SICK LEAVE***

- Students can avail sick leave and produce medical certificate.
- Outside medical certificates to be authorized by Staff Students Health Clinic, Akal Charitable Hospital.

#### ***vi. COMPENSATION***

- Any student exceeding 20% of leave in theory need to compensate to be eligible for University Examination.
- Unauthorized absence / extension of leave following any permitted leave (Vacation / Festivals) need to be compensated within a month.
- Long absenteeism more than 7 days during clinical posting due to any genuine reason need to be compensated in the clinical area wherever the posting is missed before semester exams to have 100% attendance.
- If not possible during the semester, compensate during study leave or before vacation, provided clinical requirements are completed to appear for the exams.
- If not possible during the semester, during study leave or before vacation, provided clinical requirements are completed to appear for the exams.

### **E. LIBRARY RULES**

- All registered students are entitled to access Nursing college and University Library.
- A library card is issued to utilize the library facilities.
- Every student is permitted to take two books for a period of three days and it can be extended for one more time.
- Facility for photo copying are available at University library.
- Fine would be collected for books which are damaged by the students or extended their time period of returning the book without the permission of librarian.
- Mobile phones, food and drinks are strictly prohibited inside the library.

### **F. STUDENT WELFARE ACTIVITIES**

#### **a. Annual Health Checkup**

- i. Annual health checkup is done for all students every year and vaccinated for Hepatitis B.
- ii. Annual Picnics and retreats are arranged every year.

**b. Guidance and counseling**

- i. Every student will be allotted to a mentor (teacher) in the college to provide individual guidance and counseling with regard to their study habits, learning styles, health, adjustment problems, clinical practice etc.,
- ii. Tutorial /Remedial classes will be arranged for slow learners.

**c. Parent Teachers Meeting**

- i. Parents Teachers meetings are conducted regularly in every semester.
  - o Will discuss about the performance of their wards.

**d. Parents/Visitors are permitted to meet Dean/ Principal with prior permission except in case of emergency.**

**G. EXTRA AND CO-CURRICULAR ACTIVITIES**

***i. CLUB ACTIVITIES***

- i. Students are encouraged to participate in extracurricular and co curricular activities to exhibit their talents and leadership qualities.
- ii. The Akal College of Nursing observes all the National and International health days in coordination with the department concerned.
- iii. The Saturday Club in-charge will guide the student's representatives of each club in conduction of club activities.
- iv. Students are permitted to participate in regional/state/national cultural and sports competitions.

***ii. NATIONAL SERVICE SCHEME (NSS)***

- i. College of Nursing has a full unit of NSS with 50 volunteers.
- ii. Under the guidance of Dean, Akal College of Nursing, Eternal University and NSS officer the various welfare and community activities are organized and volunteers participates in implementation of the National Health Programmes in Coordination with the Govt. of Himachal Pradesh regulations during the days of national importance.

**H. SPECIFIC RULES FOR STUDENT DISCIPLINE**

***i. ANTI RAGGING***

- i. Ragging is strictly prohibited in the campus and it is a legal offence
- ii. Every students has to submit an anti-ragging declaration on admission to the course



- iii. Any one indulging in ragging or any such unlawful activities will be liable for disciplinary action
- iv. Any incident which occurs in campus must be reported to the Dean/ Principal/ Class coordinator / hostel warden without undue delay

## ***ii. HOSTEL***

- i. A student who wish to stay in the hostel will get accommodation in double or triple room by paying the prescribed accommodation fee.
- ii. Students have access to indoor and outdoor games.
- iii. During Hostel stay they have to adhere to the Hostel Rules and regulations.

## **I. GENERAL RULES & REGULATIONS**

- i. Students are expected to use only courteous and polite language and behave with decorum with the faculty members and the staff of the College.
- ii. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
- iii. Students shall not talk or act in any manner inside or outside the institution/ Hospital / PG Hostel in a way that would bring disrepute to the College.
- iv. The students shall observe discipline in the clinical irrespective of the presence or absence of the faculty member.
- v. No student is permitted to leave the classroom during class hours.
- vi. The students shall be regular and punctual in attending classes and all activities connected with the College.
- vii. While attending College functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.
- viii. Spitting, smoking and throwing bits of paper inside the college campus is prohibited.
- ix. Students are prohibited from damaging the building or any other property of the College in any way. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- x. Each student of this College must possess Student Identity Card with his/her photograph affixed on it, duly attested by the Principal. The students must compulsorily wear the Student Identity Card inside the College Campus.

- xi. Use of mobile phones within the College campus is strictly banned. Violation of this rule by any student would result in impounding of the Cell phone and strict disciplinary action against the student.
- xii. Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the College during their period of study. If a student fails to comply with this regulation, strict disciplinary action will be initiated against the student which may even result in the rustication of the student from the College.
- xiii. It is the responsibility of the student to take care of their belongings and authority/management is not responsible for student's personal belongings.
- xiv. If a student changes his/her address, he/she must notify the Dean's Office as soon as possible.
- xv. Students are expected to attend retreats/Annual Picnics arranged by college every year.
- xvi. Students are expected to use Water or Electricity economically.

#### **J. DISCIPLINARY ACTION**

- i. All students are expected to maintain highest standard of discipline and code of conduct.
- ii. The Disciplinary Committee may impose the following actions upon a student who has been found to have breach of discipline:

**1.Oral warning/ written warning/Memo/Suspension** will be issued depending on the decision of the disciplinary committee against the severity of the misconduct /disciplinary problems encountered.

**or**

**2.Termination** If the student found indulged in repeated misconduct, inspite of oral, written warning/ suspension from college she/he would be terminated from the college.



# **AKAL COLLEGE OF NURSING ETERNAL UNIVERSITY**

## **CODE OF CONDUCT FOR FACULTY**

### **POLICIES & REGULATIONS**

All the faculty and staff has to go through the following regulations of College of Nursing and get acquainted. These will help the faculty & staff to maintain the discipline and educational standard of Akal College of Nursing and Institution.

The Management reserves the right to modify any of the Institute rules as and when necessary. The decision of the Management in all matters shall be final.

#### **1. WORKING HOURS : 48 Hours /Week**

- i. Monday – Saturday : 9.00 am to 5.00 pm
- ii. Saturday : Afternoon 2.00 to 5.00 pm for Club Activities

**Attendance:** It is mandatory to imprint in Biometry on Entry and Exit from College of Nursing.

#### **2. DRESS CODE:**

Faculty members need to dress professionally and observe the faculty dress code guidelines as follows:

##### **2.1. Female Faculty:**

- i. Women faculty members may wear sarees, Chudidhar and Kurtas. Low-cut clothing or excessive slits are not acceptable.
- ii. Jeans, shorts, t-shirts, sweatpants or sweatshirts, windjammers, sheer or spandex clothing, hats, athletic jerseys or shoes, and flip-flops are not permissible for faculty members.
- iii. Jewelry should be appropriate and in keeping with a professional image. Plugs and body piercing are not appropriate, but women may have modest ear piercing. Tattoos must be covered.
- iv. No additional/sparkling/hanging earrings/ anklets/rings

##### **2.2. Male Faculty:**

- i. Men need to wear Shirts, Suits or slacks (not jeans) and turtleneck or collared shirts; ties are optional. Loafers, dress shoes, or dress boots are acceptable, but not flip-flops; socks are required.

- ii. T-shirt/Jeans not allowed.
- iii. Dress code relaxed during college functions/ social gatherings/ conferences/ workshops etc.

### **3. JOB RESPONSIBILITIES**

- Each faculty would be given responsibility as follows:-
  - ✓ Academic Responsibility
  - ✓ Clinical Responsibility

#### **3.1. Academic Responsibility**

Each faculty shall be allotted to the department according to their specialization or on need basis. She /He will have

- i. Teaching load and clinical responsibilities according to the designations.
- ii. In Addition to the teaching assignments, each faculty will be given an additional special responsibilities
  - Administrative responsibilities
  - Class coordinator/Asst. Class coordinator/Subject coordinator ship and Mentorship
  - Maintenance of departmental files
  - Maintenance of Departmental Library
  - Lab in-charge /Assistant Lab in-charge
  - Coordinator of various Committees
  - Recording secretary

#### **3.2. Clinical Responsibility**

- Every faculty shall be given a specific clinical area for which she is responsible and accountable for quality of patient care, meeting the clinical requirements of the students and clinical teaching.

### **4. ACCOUNTABILITY AND DISCIPLINE**

Faculties are accountable for the responsibilities assigned and maintain high standards of Discipline. Faculty is expected to,

- i. Converse only in English with the students and faculty
- ii. Be available in person for the students on working days or on phone during leave for any needs.
- iii. Report any untoward incident with regard to the students and staff which occurs in the campus to the Coordinator, Vice-Principal/Principal and Dean without delay.

- iv. Abstain from receiving any form of gifts from the students.
- v. Be punctual for the class.
- vi. Carry out his/her class schedules as per the time table
- vii. Use innovative and appropriate methods in teaching
- viii. Complete the course/subject in a specified time period
- ix. Extra classes can be arranged by the coordinator with prior information to the Principal office.
- x. Assess the students learning in an objective way using standardized Pro-forma.
- xi. Evaluate answer sheets within a week and discussed with the students in the class.
- xii. Correct written assignments/ seminar plans/ lesson plans within 24 to 48 hours.
- xiii. Evaluation formats to be signed by the students after discussing the strengths and weakness of the assignment.

#### **5. FACULTY WORK DIARY:**

- Each faculty is expected to maintain their own service register of activities/ work log / responsibilities in the college as well in the clinical area.

#### **6. COURSE DIARY:**

Every teacher must maintain a course diary for each subject offered during semester/year.

It shall have following details:

- i. Syllabus
- ii. Lecture Plan
- iii. Lecture notes for each period
- iv. Date and time of preparation
- v. Date and time of delivery

#### **7. UTILISATION OF LIBRARY:**

- i. Each faculty is permitted to take 2 books at a time, can retain for 7 days and renew twice.
- ii. He / She is not permitted to retain any books for entire semester.

#### **8. COMMUNICATIONS:**

- i. All communications to be done through proper channel including leave recommendations.



- ii. HOD, Class coordinators, subject coordinators, committee secretaries should report regularly regarding their departmental activities, class meeting, etc.,
- iii. The performance of the students in unit tests, clinical evaluations, presentations, projects to be reported to Principal office regularly and at significant times.

**9. LEAVE RULES:** Faculty is eligible for following leave :-

- i. **Permission** : 1 hour/ per month
- ii. **Casual Leave** : 08 days
- iii. **Sick Leave** : 10 Days
- iv. **Winter & Summer Leave** : 6 weeks
- v. **Business/ Conference Leave**

Faculty can take leave is for attending conferences, examinations, seminars, delivering lectures for and on behalf of ACN, Eternal University to maximum of 10 days in a year with the recommendation of the Principal/ Dean for attending Examinations, Conferences, workshops etc,

**vi. Study Leave**

- Faculty can avail short term (6 months) and long term (3 years) after 2 years of service as per institutional policy.

**vii. Maternity Leave**

- Maternity leave is admissible for faculty on regular employment for up to two surviving children only.

**10. CLASS ADJUSTMENT BEFORE GOING ON LEAVE:**

- As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

**11. CURRICULUM PLANNING & IMPLEMENTATION:**

Faculties are accountable for the responsibilities assigned and maintain high standards of delivering value based quality education to the students as follows,

### **11.1. Class Room Teaching Strategies:**

- Lecture, Demonstration, Field trip, Role play, Assignments, Seminars, Symposiums, Simulation exercises and Workshops.

### **11.2. Clinical Teaching Strategies:**

- Demonstration, Bedside clinic, Nursing Rounds, Case study, clinical Presentations, Nursing Care conference, OSCE and observational visits.

### **11.3. AV AIDS:**

- Black board, OHP, LCD, Charts and Models.

### **11.4. Evaluation Strategies:**

- Formative & Summative, Internal Assessment & University Examinations.

#### **i. Theory**

- 3-5 unit test
- 2 model exam (Sessional / Term Exam)
- 1-2 observational visit & report
- 2 Assignments

#### **ii. Practical**

- 2 model exam
- Case study & Care plan
- Drug book
- Clinical Performance Evaluation
- Case presentation & Clinical teachings
- Health education

## **12. CO-CURRICULAR ACTIVITIES**

Akal College of Nursing organizes continuing Education Programs regularly, Faculty are responsible and would be involved in various committees for conducting the conference and workshop at Regional, National and International Level.

### **12.1. Organizing Conferences/Workshops/ Seminars**

- Regional workshops/seminar : Every year
- National conference/seminars : Once in two years
- International conference/seminars : Once in three years

#### **12.2. Faculty Development Program (FDP):**

- Akal College of Nursing organizes faculty development program on non academic topics based on the felt need of the faculty on Alternative months (1<sup>st</sup> Friday) in a year. (January, March, May, July, September & November)

#### **12.3. Journal Club Presentation (JCP):**

- Every 1<sup>st</sup> Friday of alternative month the JCP will be conducted (February, April, June, August, October & December)
- Every department of the college will be given a chance to organize JCP in turns.

#### **12.4. Procurement of Research Grants and Publications:**

- All faculty in the department are encouraged to conduct Individual or Group projects and aim of Research Grant projects. It is mandatory for every faculty to have minimum 2 publications per year.

### **13. STUDENT SUPPORT SYSTEM**

Faculties would be involved in the Student Support System and are expected to shoulder-up the responsibility as follows in various activities:-

#### **13.1. Fosters Family: -**

- i. To give parental care
- ii. To provide an environment in which students can interact freely and share their concerns and problems with classmates, seniors and teachers.
- iii. To bring about group cohesion among students of different batch
- iv. To reduce stress among students
- v. To support academically weak students
- vi. To promote leadership and creative abilities among students

#### **13.2. Health Care Facility:-**

- i. A teacher in charge of health of the students for each batch to maintain Health record for all the students.
- ii. Medical treatment for both IP and OP in the Akal Charitable Hospital
- iii. Sick leave could be availed with the permission of Medical Officer, Akal Charitable Hospital.



### 13.3. Club activities :-

Each student is unique with their talents and capacities. When appropriate arena is provided they could exhibit their talents in arts and sports. As a part of Students Journey within and for the benefits of Humanity, Clubs are a big part of their Life! On every Saturday 2 to 5pm will be organized “**By the Students - For the Students – Of the Students**”. Faculty has to motivate and encourage the participation of the students.

### 14. DISCIPLINARY ACTION

- i. All Faculty and Staffs are expected to maintain highest standard of discipline and code of conduct.
- ii. The Disciplinary Committee may impose the following actions upon a staff who has been found to have breach of discipline:
  1. **Oral warning/ written warning/Memo/Suspension** will be issued depending on the decision of the disciplinary committee against the severity of the misconduct /disciplinary problems encountered.
  - or**
  2. **Termination** If the faculty found indulged in repeated misconduct, inspite of oral, written warning/ suspension from college she/he would be terminated from the college.