



MOTIWALA (NATIONAL) HOMOEOPATHIC MEDICAL COLLEGE
Motiwala Nagar, Gangapur -Satpur link Road, Nashik. Approved by the
Government of Maharashtra (MUHS)
Recognized by the Central Council of Homoeopathy, New Delhi &
Ministry of AYUSH, Govt. of India.

E Mail: mhmc1@hotmail.com

Web: <http://mhmc.org.in/>

Phone: [0253 235 1693](tel:02532351693)

CODE OF CONDUCT

STUDENTS/ FACULTY / NON TEACHING STAFF / PRINCIPAL CODE OF CONDUCT

<u>COMMITTEE MEMBERS FOR CODE OF CONDUCT & COLLEGE MONITORING COMMITTEE</u>	
Dr F.F. Motiwala	Chairman
Dr Sachin Bhalerao	Vice Principal
Dr Rita Kundu	Member
Col Rakesh Chadha	Member
Dr Swanand Shukla	Member
Dr Sahar Singh	Member

INTRODUCTION:

This Code of Ethical Conduct for Students, Faculty & non teaching staff has been prepared with a well-defined declaration of the Institution's expectations from students in respect of academic conduct and personal behavior. It aims to cover the interdependent duties, rights and responsibilities of faculty and students. In addition, it aims to encourage timely reflection and considerate response to ethical concerns. These are the guiding principles of Code of Ethics for students – (Core values) because a person with integrity is totally honest and truthful in every part of their life. Students with integrity and honesty earn their degrees in a fair and honest way and this will also guide the student in the way so that he/she will function later in life.

The Code of Ethical Conduct for Students defines the rights and students' responsibilities. And these rights and responsibilities form the basis of the relationship between faculty, administrative staff and students.

CODE OF CONDUCT FOR STUDENTS:

All students are required to comply with the requirements set down in this Code of Conduct.

1. RESPONSIBILITIES TOWARDS FACULTY: In order to establish a perfect unity within the institution, students have certain gratitude towards their faculty. It is important that students submit all their assignments on time so that the teachers can carry out their assessment.

2. PUNCTUALITY: Speaks the importance of time management and shows the respect one has towards other people's time.

3. DISCRIMINATION AND RAGGING: The institution has a strict and zero-tolerance policy towards ragging. It supports and adheres to the Anti-Ragging efforts laid down by the Central Govt and University and the college anti ragging committee is responsible to ensure that ragging does not take place in any form or manner.

Any sort of discrimination or a difference in treatment between two persons is neither accepted nor practiced in this institution.

It is mandatory that Students and their guardians treat all institutional employees, honorary appointees, consultants, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity and maintain a cooperative and collaborative approach to interpersonal relationships at all times.

In case of ragging as per the Directions of Hon'ble Supreme court of India.

MAHARASHTRA ACT NO. • XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

Penalty for the culprit will be the following :

- i) Cancellation of admission and also debarred from taking admission in any institution in India.
- ii) Suspension from attending classes. Withholding/ Withdrawing scholarship / fellowship and other benefits.
- iii) Debarring from appearing in any test/examination or other evaluation process.
- iv) Withholding results. Suspension / expulsion from the institution.

RESPONSIBILITIES TOWARDS FACULTY:

1. Respect
2. Obedience
- Trustworthiness



4. Honesty

5. Gratitude

4. DRESS CODE :

The institution has a 'college uniform' that has to be worn by all students as per the laid down instructions. All students are expected to be suitably dressed at all times appropriate to an medical educational institution. The dress code of the students at all times must meet the criteria of decency.

The dress code is enforced so as to bring about a uniformity , prevent separatism and divisive attitude amongst students with respect to race, caste, religion or nationality. Hence is a mandatory requirement of admission to the Institute.

Girls should their hairs tied up all times in the college premises.

No modification of the uniform or apron is allowed by the student. In case of any problem contact the management.

5. CARE OF COLLEGE INFRASTRUCTURE AND ENVIRONMENT:

It is moral duty of students to respect and take ownership of the local and the entire institute premises.

They should restrain from doing anything to damage or degrade the college infrastructure.

Suitable fines or repair costs may be imposed on the student or students if they are found guilty of damage to property or surroundings.

Students should maintain general cleanliness of their surroundings both in college and the hostels.

No smoking on campus. Chewing of gutka or any tobacco products or any intoxicating or addictive products are banned by law in public places and the college premises as well. Care should be taken in use of laboratories, lab materials, laboratory equipment, computers or technical equipment which is part of their learning process. Due care and precaution should be taken to avoid damage to these equipment or they can be penalized as per the rules laid by the Institute.

Disfiguring the walls, doors or windows or other surfaces, boards, furniture with graffiti, engraving, stickers or scribbling etc. are strictly prohibited.

Use of Mobile Phone is banned in the College Campus; Stern action will be taken for violation as per Institute laid rules.

No one shall distribute or circulate any notice, pamphlet, leaflet etc. within the campus and shall exhibit any type of banners, flags, posters, etc. without the prior sanction from the Principal.

Students shall only use the waste bins for disposing waste materials in classrooms and the college.

Students should keep campus free from plastic and other litter.



CAMPUS :

1. The entire campus is a no honking zone.
2. Restricted entry for Automobile in a specified area.
3. Parking shall be done on the specified place only.
4. No entry for bike riders without proper use of head gears / Helmets.
5. Ban on plastic use in the Campus.
6. Battery powered vehicles and cycles has reserved parking.
7. Use pedestrian friendly pathway.
8. No photography is permitted on the campus without permission.
9. Students are not allowed to loiter in the college corridor and in the campus area.
They are not allowed to sit on stair case. They should be sitting in the class room if the lecturer is late for lectures.
10. Students have to park their vehicles in parking zone only.

6. DISCIPLINE OUTSIDE THE INSTITUTE: Students who participate in activities outside the institute must behave in a manner with their role as a representative / brand ambassador of the institute.

7. I-CARD:

Every student must display their college I-card by prominently hanging it around their neck every day in the college campus and while appearing for examinations. Failure to do so is punishable by fine.

I-Card will be available immediately after the admission process.

Identity card should be produced when demanded by the authorized persons of the Institute. At the time of issuing a book, the Identity Card must be presented along with the Library card.

8. MOBILE PHONE:

The students should switch off their mobile phones while in the college premises. Stern action will be taken for violation as per Institute laid rules.

Mobile phone is strictly prohibited in the exam hall during the examination.

Loss or theft of mobiles, modern means of communications, valuables and other belongings are at student's risk. In case of emergency the parents can / guardians/ relatives can contact the college land line number and inform / leave a message for the student.

9. ATTENDANCE:

Students should have at least 80% attendance in the lectures of every subject.

If found irregular in attendance, disciplinary action will be taken them.

On no account will students be allowed to remain absent for any internal examination conducted by the Institute or continuous assessment conducted by faculty in class.



The student should complete the entire Practical and Term – work such as Journals, Assignments & Projects.

RULES AND REGULATION TO BE FOLLOWED IN EXAMINATION AND ACADEMIC

MISCONDUCT

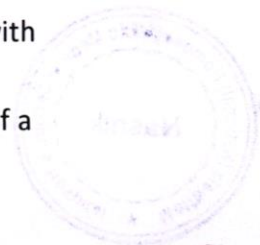
Academic Misconduct means copying, malpractice, cheating on assignments or examinations or any kind of malpractices as described in the M.U.H.S ordinances .

I) CHEATING: (Cheating includes, but is not limited to)

- a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- b) Allowing or facilitating copying, or writing a report or taking examination for someone else.
- c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- e) Creating sources, or citations that do not exist
- f) Altering previously evaluated and re-submitting the work for re-evaluation
- g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

Semester Examination:

- Candidates should be on their seats 15 minutes before the prescribed time.
- Before entering the examination hall, books, notes and paper should be left outside.
- Any candidate detected in helping another or attempting to obtain unfair assistance will be expelled.
- No communications whatever between candidates are permitted. Possession of any incriminating written /printed/Xerox material, scribbling on any part of the body or dress, calculator, cell phones, pager, digital diaries to totally prohibited. Malpractice of any nature is punishable as per College rules.
- Any candidate found guilty of making any objectionable or improper remarks on his/her answer papers will be referred to the principal for such action as may deem fit.
- Candidates should not leave the answer books on the desk but should hand them over to the invigilator at the slated time before leaving the hall.
- No candidate shall be allowed to re-enter the examination hall during the hours of examination after quitting it once or to leave the hall without finally handing over the answer papers. In case of urgent necessity, a candidate may, with the special permission of the invigilator, temporarily leave the examination hall, but during his/her stay outside he/she must be under the through surveillance of a



- Trust worthy person to be authorised and deputed by the invigilator for the purpose.
- Any candidate, wishing to ask a question, shall rise from the seat and remain standing until the invigilator comes to him/ her, but he/she shall on no account
- Leave the seat nor shall be allowed to make any noise to call the attention of the invigilator.
- Students who absent themselves away from the semester examination without leave shall be considered to have sat for the examination and obtained zero marks. However, they will be given a chance to attend the same on payment of a prescribed fee (s) per subject with the permission of concerned Academic – Co-ordinator and principal.

University examinations:

- Candidates should leave the electronic devices such as calculators, digital diary, mobile phone, pager or any other communication devices before entering the examination hall.
- Candidates have to handover the answer booklets before leaving the examination hall.
- Candidate is not allowed to scribble anything on the Hall Ticket.
- No candidates should enter the examination hall after the expiry of thirty minutes from the commencement of examination and leave the examination hall before the expiry of one hour from the commencement of the examination.
- Candidates should not wear overcoat and full sleeve dresses.
- Girls should not let their hair loose, should tie up their hair.
- Wooden scales are not allowed.
- No candidates should wear shoes and socks.
- Over and above, every candidates shall be bound by the instructions laid down in the Hall tickets/Answer books by the university or those given by the invigilators then and there

12. ACADEMIC MISCONDUCT:

Academic Misconduct means copying, malpractice, cheating on assignments or examinations.

- a) Copying during examinations, and copying term papers, theses or manuscripts.
- b) Allowing or facilitating copying.
- c) Using unauthorized material, copying, borrowing papers or material from various sources.
- d) Fabricating or manipulating data and reporting them in thesis and Publications.



- e) Creating sources or citations that do not exist.
- f) Altering previously evaluated and re-submitting the work for re-evaluation
- g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

PUNISHMENT AND PENALTIES

One or more of the following actions may be taken when a student has been found to have violated the student code of conduct:

1. **Warning:** A written letter of reprimand resulting from a student's misconduct.
 2. **Suspension:** Suspension is a sanction that terminates the student's enrollment at the College campus for a specified period of time.
 3. **Monetary Fines:** Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes compensation which means making compensation for loss, injury, or damage.
 4. **Confiscation.** Confiscation means confiscation of goods used or possessed in violation of college regulations.
 5. **Dismissal:** Dismissal is a sanction which permanently separates a student from the college campus.
 8. **Other sanctions:** Other appropriate sanctions may be imposed by the Competent Authority as per the rules and regulation laid by the committee.
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PG STUDENTS CODE OF CONDUCT:

- 1) Bio-metric attendance has been made mandatory by the M/o. AYUSH ,Govt .of India .Accordingly ,all PG students will affix their finger printing on the Biometric Terminal kept in front of the PG Coordinator ,as a mark of daily attendance (incoming and outgoing) besides signing the physical attendance in the registers concerned.
- 2) The attendance register for students under undergoing house job is kept by the PG Coordinator and that of the students on completion of it should be maintained by the HOD of the specialty concerned .Even this being so, the leave application should be routed through the Unit Head, HOD , Guide concerned Deputy Medical Superintendent to the PG coordinator.
- 4) The Attendance Registers relating to the seminar /Journals club should be maintained by the PG coordinator, in respect of the PG students doing House job and that of the rest of students should be maintained by the HOD concerned.
- 5) Monthly and periodically (quarterly) Attendance Statements are to be prepared and submitted to the PG Coordinator in the 1st week of subsequent month itself by the HODs concerned. The PG Coordinator will consolidate the attendance of each batch and it will be sent to University through the Principal in time.



DRESS CODE:

- Common to both Male and Female Students:
- All students should be dressed neatly.
- White aprons with full sleeve and length up to knees .
- Each student should have an identity card and same as applicable to U.G students.
- No bracelets should worn on the wrist.
- Only a simple band ring can be worn..
- Should not wear jeans, baggies or T-shirts.

Male Student:

- Should wear formal trousers with full sleeves formal shirt.
- Should not wear jeans, baggies or T-shirts.
- Even the first button of the shirt should not be left open .
- Executive shoes should be used. Chapels, slippers or sports shoes are banned.
- Should keep their faces neatly shaved and hair on scalp should be trimmed and combed.
- No manipulation with the apron is allowed.

Female student:

- Should wear decent salwar khameeg or formal attire. No sleeveless clothings.
 - Half shoes should be use. No sleepers are allowed
 - No Bangles.
 - Long nails with polish not allowed.
 - Hair should be put up at all time.
 - Should not use jeans, baggies or T-shirts in the college campus.
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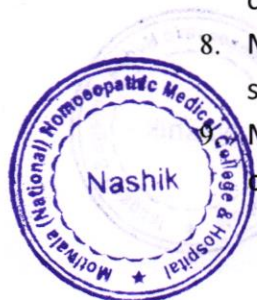


CODE OF ETHICAL CONDUCT FOR TEACHING FACULTY

- a) All faculty teachers should strictly adhere to legitimate academic and administrative decisions taken by the authorities of the college pertaining to their sphere of responsibility/duties.
 - (b) No faculty shall discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.
 - (c) A teacher shall not remain absent from duty without proper sanction of leave except in case of emergency.
 - (d) All faculties should ensure that they should not misuse the facilities or forum of the college.
 - (e) A teacher shall not make use of the resources and/or facilities of the Department or College for personal, commercial, political or religious purposes.
 - (g) A teacher shall not be partial in assessment of a student or deliberately favor, discriminate or victimize a student on any grounds.
 - (h) A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination/ administration. Any faculty member found guilty of contravening this Code of Ethical Conduct for Students and Faculty shall, after following the due procedure laid down in this regard, be liable for the appropriate penalties as specified by enactments/regulations/ guidelines for the time being in force.
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Duties and Responsibilities of Teaching Faculty

1. Duties and responsibilities assigned by the Head of the Department time to time must be carried out.
 2. Freedom to the individual faculty to plan and schedule teaching and learning activity.
 3. Prepare Lecture Plan/ Learning materials.
 4. Assigned works must be completed within the time schedule.
 5. Encourage the students to participate curricular, co-curricular and extension activities of the Department/Institution.
 6. Monitor the achievements of the students with respect to the instructional objectives and course objectives.
 7. Monitor and supervise the performance of the students in practical session and skill oriented classes. Proper instructions and assistance should be provided for the completion of projects.
 8. Members of the faculty should update their knowledge and skill by attending seminars, symposia and workshop.
- Members of the faculty should publish articles in Journals, book publication and other knowledge dissemination process like editorial, reviews, chapter



10. Contributions and articles in health related magazines.
11. Should be actively involved in research activities in the campus.
12. Members of the faculty must apply for funded projects in their area of specialisation.
13. ICT enabled teaching –learning method must be adopted in the class room.
14. Members of the faculty must ensure the participation and involvement of every student in teaching-learning process.
15. Assignments submitted by the students should be evaluated in time and feedback is to be provided to the students.
16. Group activity and student centered teaching approaches are to be followed in the class room. Seminars, discussion and case analysis should be common practice.
17. Individual care to the students are to be provided in the class room, individual strength and weakness of the students are to be identified and corrective measures are to be undertaken in consultation with other members of the staff wherever necessary.
18. Having contact with parents.
19. Transparency in evaluation is to be maintained.
20. Employment and higher educational opportunities to graduate students are to be informed.
21. Importance must be provided for skill and personality development of the students.
22. Responsibilities like program co-ordinator, teacher-in-charge, mentor and other leadership roles are to be accepted voluntarily either from the head of the institution or Head of the Department.
23. Duties assigned by the evaluation cell of the institution must be adhered.
24. Effectively co-ordinates and implements the activities assigned by the head of departments and other head for the welfare of the student and for the achievements of institutional goals.
- 25 The Faculty Member should come to the college at least 5 minutes before the commencement of duty hours.

DEPARTMENT

- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- The teaching load will be allotted by the HOD after taking into account the
- Faculty Member's interests. In addition to the teaching, the Faculty Member should take additional Responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.
- Every Faculty Member must give seminar on some topic at least once in each semester to other faculty members.
- Every Faculty Member should maintain student's attendance records and the



absentees roll number should be noted everyday in the Attendance Register maintained in the Department.

- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / Practical / invigilation. In case of emergency, the HOD or the Associate Professor must be informed with appropriate alternate arrangements suggested.
- The Faculty Member should make himself / herself presentable.

CLASS ROOM TEACHING

- Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.
- The Faculty Member should get the lesson plan - approved by HOD and Principal.
- The Faculty Member's Daily diary/ Calendar must be regularly updated.
- The Faculty Member should not dictate the notes in the class.
- The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- The Faculty Member should engage the full 45 minutes and should not leave the class early.
- The Faculty Member ideally should recapture for first 3 minutes the lessons of the previous lecture, tell topic of study in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will learn in the next class.
- The Faculty of Member should be presentable in the lecture.
- Should practice/rehearse the lecture well before going to the class.
- The Faculty Member should make use of PowerPoint Presentation, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts /questions and motivate them.
- The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- The Faculty Member should take care of slow learner's students and pay special attention to their needs in special classes.
- In problem oriented students, regular tutorials have to be conducted.
- The Faculty Member should sign in the class attendance every day after he /she finishes the lecture.
- The Faculty Member should make himself / herself available for doubt clearance.

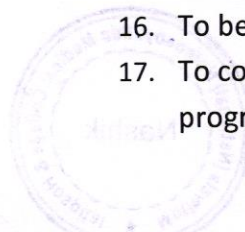


- The Faculty Member should motivate the students and bring out the creativity
- / Originality in the students.
- As soon as the Faculty Member enters the class, he/she should take attendance.
- The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

Roles and Responsibilities of P.G. Co-ordinator

Post Graduate Co-ordinator is a faculty appointed by the Principal for effective implementation of academic activities and co-ordinate various departmental activities for the PG program in a planned and systematic manner. The curricular and co-curricular activities of the program are designed by the CCH with respect to the program objectives and institutional goals. P.G Co-ordinator he/she is expected to take initiative and be exemplary liaison between faculty and students. He/she is responsible for effective curriculum implementation.

1. Preparation of P.G academic calendar.
2. Active role in preparation of Timetable, for House Job training, Dissertation, Seminars, Journal discussion, U.G. teaching, Case discussion and other training schedule as per requirements of curriculum in co-operation with respective HOD's/committees.
3. Implementing student centric methods in teaching learning process, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.
4. Developing and attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes.
5. Guidance and motivation for students to undertake projects and publish research works.
6. Conduct Continuous and Comprehensive Internal Evaluation.
7. Maintaining student's profile & student's records.
8. To guide student's about rules of attendance (general), study tours, sports, field trips, medical leave etc.
9. Assess learning level of student's post admission. Identify advanced learners and motivate them to excel. Update data regarding student's achievements in academics, sports, extracurricular activities etc. in college data base.
10. Collect information regarding weaker student's (Weaker student in terms of academic and personal problems) from the teachers and undertake corrective measures in consultation with the HOD.
11. Meeting the parents of student's, especially defaulters.
12. Address the student's queries.
13. Maintenance of PG student's discipline in the campus.
14. Monitoring student's feedback.
15. Allocation of guides for P.G. scholars.
16. To be an active member of Academic Committee.
17. To coordinate with the college committees for effective implementation of the program.

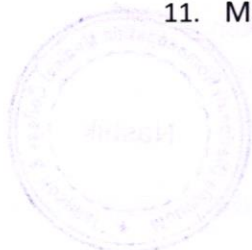


18. Regular meetings with P.G HODs for preparation and effective implementation of curriculum.
 19. Integrate issues relevant to gender, environment and sustainability, human values, health determinants, Rights to health and emerging demographic issues and professional ethics into the curriculum.
 20. Facilitation for innate talent/ aptitude of individual students -extramural activities/beyond the classroom activities such as student clubs, cultural societies, Journal club etc
 21. Identifying infrastructure and learning resources for effective implementation of program and representing the same to the head of the institution.
 22. Any other matter concerned with student's activities.
 23. Reporting regularly to the Head of the institution and complying with the duties/arrangements given by the Principal.
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Roles and Responsibilities of U.G. Co-ordinator

U.G. Co-ordinator is a faculty appointed by the Principal for effective implementation of academic activities and co-ordinate various departmental activities for the specific course in a planned systematic manner. The curricular and co-curricular activities of the course are designed by the co-ordinator by keeping the instructional and institutional goals. Academic co-ordinator is a key leader. They are expected to show initiative, be a visible presence, and be exemplary communicators between faculty and students. They are responsible for effective curriculum implementation

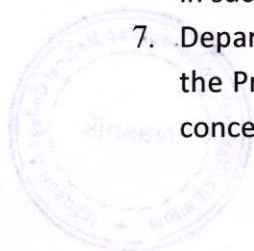
1. Monitoring the academic progress of the departments.
2. Regular meetings with HODs for preparation and effective implementation of curriculum
3. Developing and attainment of program out comes, program specific outcomes and
4. course outcomes
5. Identifying infrastructure and learning resources for effective implementation of program and representing the same to the head of the institution
6. Implementing student centric methods in teaching learning process, such as experimental learning, participative learning and problem solving methodologies for enhancing learning experiences
7. To be an active member of academic committee
8. Assisting in preparation of academic calendar
9. Approving the internal assessment marks for all students in all classes
10. Monitoring the students' feedback.
11. Maintenance of student's discipline in the campus



12. Active role in preparation of timetable, schedule for mentoring, tutorial and seminars as per requirements of curriculum in co-operation with respective HODs/ Academic in charges/committees
 13. To display the session plan and portion for session exam/class test on the respective notice board/college website.
 14. To guide the students about rules of attendance (general), study tours, sports, field trips medicalleave etc.
 15. Ensuring students record maintenance in department.
 16. Address students' queries in a proper methodological procedure.
 17. Meeting the parents of students, especially during parent teachers meeting.
 18. To inform the HOD about making alternate arrangement for lectures and practical's when a faculty is absent.
 19. To coordinate with the college curriculam committees for effective implementation of the programme.
 20. Collect information regarding weaker students (Weaker student in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
 21. Identify advanced learners and motivate them to excel. Update data regarding students achievements in academics, sports, extracurricular activities etc. in college data base
 22. Remedial classes coordinating.
 23. Any other matter connected with students' activities
 24. Reporting regularly to the Head of the institution and complying with the duties/arrangements given by the Principal.
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Roles and Responsibilities of Head of the department

1. Head of the Department must be aware of latest amendments of CCH and changes made in the University curriculum time to time.
2. Departmental meeting must be convened at least once in a month and the minutes for the same should be maintained.
3. Revision of curriculum and changes in the examination pattern must be discussed
4. in their departmental meetings and the positive recommendations if any should be represented to the appropriate forum.
5. Allocation of subjects/units to the individual faculty well in advance before the commencement of the academic program without any partiality.
6. Departmental vision and mission must be stated and exhibited in the department in such away that motivates the faculty and others.
7. Departmental time table should be prepared as per the guidelines received from the Principal in consultation with U.G Co-ordinator and the academic co-ordinator concerned.



8. Teaching plan for the individual faculty must be collected periodically and it should be properly maintained, the ICT enabled classes and its resources must be maintained in the register.
9. Motivation and encouragement of the faculty to acquiring latest trends and skills in their respective areas and professional development.
10. Research culture must be established in the department and basic requirements for conducting research must be provided.
11. All the communications and requirements from the department must be through proper channel (individual faculty to Head, Head to appropriate forum).
12. Motivate and encourage the faculty for achieving course objectives, departmental goals and institutional mission and vision.
13. Interact with the students periodically to know their difficulties and adopts remedial measures.
14. Monitor the progress of the departmental activities continuously.
15. Preparing a mechanism for continuous and comprehensive evaluation approach
16. for the assessment of student progress.
17. Registers maintained by the respective class teachers are monitored and submitted to before the concerned in time.
18. Effectively coordinate and organize extension activities at department level and institutional level.
19. Observe the dress code prescribed for the students, staff and other non-teaching professionals.
20. Collects students feedback on curriculum, individual teachers of the department and institutional facilities must be collected in a standard format and it must be analysed objectively with the help of IQAC. The feedbacks are to be discussed, and
21. individual lagging if any must be informed positively to the concerned individual in the presence of senior faculty/Principal.
22. Encouraged to conduct peer evaluation of teachers.
23. Attendance of the students and their academic achievement should be informed to the parents periodically with the help of academic-co-ordinators. Proper counseling is to be provided for those who are irregular in class.
24. Practice of documentation of all departmental activities both curricular and co-curricular activities are to be monitored.
25. Motivate the faculty to participate seminar/ symposia/workshop, publish papers in referred journals, publication of books, and undertake projects from CCRH, AYUSH, ICMR or similar funding agencies and other similar activities.
26. Arrange special classes and remedial classes on need basis in consultation with other faculty members.
27. Effectively coordinate with the other members of the faculty on one hand side and at the same time co-ordinate with academic co-ordinator, U.G co-ordinator, Head of the department of other department and head of the institution for achieving institutional vision and mission.



Duties and Responsibilities of Academic co-ordinator

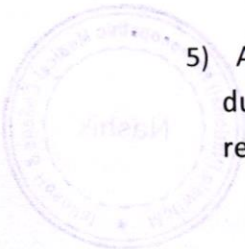
UG students are under purview of academic co-ordinator class wise. The duties of the academic co-ordinators are to design and co-ordinate all academic activities including progress of academics, mentoring, remedial support, tour programs, etc. in co-ordination with the Principal, UG co-ordinator and HODs. He interacts with Parents in such matters as are related to student support and progression, Academic progress, leave and observance of rules and discipline.

The Duties include:

- 1) Academic advisement to students:
 - Provide academic advisement according to academic plan and programs requirements, and monitors the implementation of teaching Learning and assessment activities as per the stated learning outcomes, academic progress and provides remedial assistance.
 - Provides mentoring, assigns mentors and supervises mentor- mentee system.
 - Helps in obtaining tutorial assistance, additional instructional and other resource materials.
 - Co-ordinates study tours
 - Assess the learning level of students after admission and performs special programs for advanced and slow learners.
- 2) Support in Co-curricular activities:
 - Promotes Co-curricular activities of the students in coordination with co-curricular co-ordinator and co-ordinators of various committees.
 - Facilitates innate talent, aptitude of individual students including extra mural activities, beyond class room activities such as student clubs, cultural societies, etc.
 - Encourages students to participate in State/National level qualifying examinations.
 - Promotes students to participate in capability enhancement and development schemes employed by the institution.
 - Encourages students to pursue certificate programs on value added courses imparting transferable life skills including online courses.
 - Arranges and motivates students to take up field visits/ internships/research projects/ industrial visits and community activities.
- 3) Promotion of extracurricular activities of students:

Promotes students to participate in sports & cultural activities/ competitions organised at institution level and regional/state/national/international levels.
- 4) Students support and progression:

Advices students regarding loan/scholarships and other financial aid / support procedures and encourages them to avail the same.
- 5) Assists Principal and UG co-ordinator in maintaining the file and registers related to duties and responsibilities of academic co-ordinator and Performs administrative tasks related to activities of academic co-ordinator.



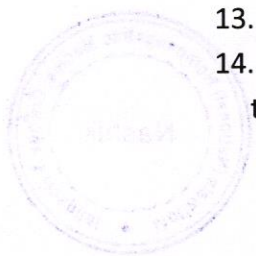
Details of files to be maintained by Academic Co-ordinator:

- Profile
- Complaints/ Grievance/ Incident file
- Leave sanction status
- Academic file (Academic calendar, PO, CO, PSO,CCIE, Details of academic programs)
- Remedial file
- Mentoring file
- Study tour file
- Parents meeting file
- Loan/ Scholarship/ support details
- Co-curricular file
- Extra-curricular file

CODE OF CONDUCT FOR NON-TEACHING STAFF:

Non-teaching Staff should abide by the guidelines laid down by the committee of code of conduct.

1. Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. They shall maintain punctuality.
3. They shall attend the students' grievances and act immediately.
4. Staff must maintain an impeccable standard of integrity in their entire professional relationships.
5. They shall not conduct any activity which will damage the image of the institution.
6. They shall respect Principal and teaching staff.
7. They shall maintain the decorum of the college.
8. They shall not indulge in anti-social, anti-environmental activities.
9. The Staff should avoid words and deeds that might bring the Institute into disrepute or might undermine colleagues in the perception of others.
10. They shall support Principal in all the administrative work.
11. Indecent behavior will not be tolerated. Strict disciplinary action will be executed against the concerned person.
12. As the technical and administrative staffs are expected to work closely with the faculty of the university in day to day activities.
13. Treat their colleagues in the same manner as they themselves wish to be treated.
14. Speak respectfully of other colleagues and render assistance for progress of the Institute.



15. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities and . Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
16. Communication to students: Any changes affecting the students or class schedule will be communicated to the students via the Notice Boards, ERP or other modes of communication. It is important that the students keep themselves a well-informed of any changes of timetable details and other announcements. It is the responsibility of the students to update themselves with these communications made from time to time, irrespective of whether they are attending or not attending sessions.

HOSPITAL INTERNS CODE OF CONDUCT

1. To maintain the highest standards of the academic integrity.
2. To show honesty and empathy towards the patients and to be sincere towards my job.
3. To Consider confidentiality as an essential part in the Doctor-Patient relationship.
4. To respect patient's privacy.
5. Discuss patient's cases only with the health care team.
6. Maintaining professionalism and treat patients and their families with respect.
7. Respect patients' decisions in all times, and consult his/her family whenever he/she is unable to make his/her own decision.
8. No discrimination between patients based on their age, sex, nationality, religion, health condition, appearance, natural and mental disability or social status.
9. Deal with my teaching staff and colleagues respectfully and professionally.
10. Respect others personal limits.

CODE OF CONDUCT FOR PRINCIPAL

Principal of any institution is a Patron, custodian, supervisor, teacher, and administrator, guide and so on and plays a Code of Conduct for teaching & Non-teaching staff - Handbook pivotal role in the inclusive development of the institution. He has a greater responsibility than any other staff. As an academic and administrative Head of the Institution. Principal is liable to follow certain code of ethics in his conduct.

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
2. It is the responsibility of the Principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.



3. The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programs of the College as well the general administration of the College has to be under the purview of the Principal.
4. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the stakeholder of education.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
6. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
7. The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.

VISITORS CODE OF CONDUCT

Philosophy and scope

The Code of Conduct for Visitors, Guests, and Volunteers MOTIWALA NATIONAL HOMOEOPATHIC MEDICAL COLLEGE is designed to promote and preserve a safe environment for all who come to the college. Visitors and guests are subject to state laws, municipal corporation laws and policies, procedures, rules, and regulations of the College. Visitors, guests, and volunteers are expected to act responsibly and respect the rights of the College.

1. Persons who, by their actions on College premises, violate their status as invited visitors, guests, or volunteers are subject to disciplinary action by the College and/or law enforcement.
2. Certain criminal, civil offenses or other behavior may by their very nature pose a serious and substantial danger to the College. Violations of laws, ordinances, policies, rules, procedures, and regulations will subject the violator to appropriate criminal, civil action, or restrictions.
3. Visitors, guests, and volunteers are responsible for exercising their right of personal expression in a manner that is not disruptive or defamatory
4. The Code of Conduct for Visitors, Guests, and Volunteers addresses behavioral actions. The College reserves the right to take criminal and civil action against visitors, guests, and volunteers for misconduct.
5. No smoking is permitted on campus.
6. Chewing of gutka or any tobacco products or any intoxicating or addictive products are banned by law in public places and the college premises as well.



7. No one shall distribute or circulate any notice, pamphlet, leaflet etc. within the campus and shall exhibit any type of banners, flags, posters, etc. without the prior sanction from the Principal.

CAMPUS :

- No honking zone.
- Restricted entry for Automobile.
- Parking shall be done on the specified place only.
- No entry for bike riders.
- Ban on plastic use in the Campus.
- Battery powered vehicles and cycles entry only.
- Use pedestrian friendly pathway.
- No photography is permitted on the campus without permission.
- Save water and conserve water.

*Sumit
Soni*

By order of Management



Motiwala
(Dr. F. F. Motiwala)
Principal
Motiwala (National) Homoeopathic
Medical College & Hospital, Nashik

*Shaloni
Shaloni*

