



Dr. Vithalrao Vikhe Patil Foudation's
COLLEGE OF PHYSIOTHERAPY

Opp. Govt. Milk Dairy, M.I.D.C., Ahmednagar-414111

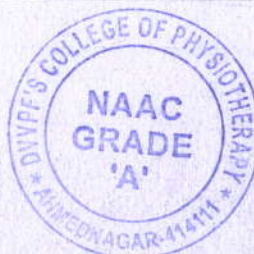
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CODE OF CONDUCT INDEX

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Signature



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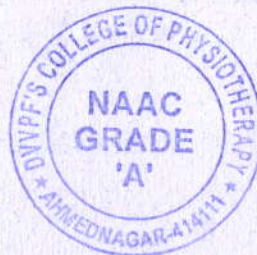


MESSAGE FROM PRINCIPAL

Code of conduct is committed to providing students with a safe, supportive and intellectually challenging study environment. The basic principle that underpin an effective code of behavior are providing clarity, affirming that everyone's behavior matters, focusing on promoting good behavior, balancing needs, recognizing that relationships are crucial, focusing on personal responsibility, ensuring fairness and equity, promoting equality, recognizing educational vulnerability, attending to freedom for threat. Teachers, parents and students may have different understanding about behavior. A common understanding will provide a sound foundation for a whole-college approach to promoting good behavior and for responding to inappropriate behavior. The factors that contributed most to good behavior were college and departmental policies, student aspirations, ambitions and expectations. Promoting good behavior is the main goal of the code.

College management and staff should actively foster a college ethos, policies, and practices that help to promote positive behavior and prevent inappropriate behavior. The objective of the policy is to support staff and students in creating a positive environment, in which learning can take place and all people in the college community can feel valued and appreciated. The policy has a set of overarching concepts, but these have been refined with details relating to particular groups or individuals. Hence the code guides will help day-to-day practice and helps them to understand their responsibilities in caring for service users in a safe, ethical and effective way. The code will support ethical decision making, on-going reflection and professional self-development and also sets standards for the regulation, monitoring and enforcement of professional conduct.


Principal



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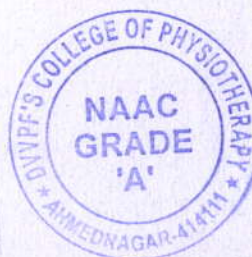
CODE OF CONDUCT FOR STUDENTS

1) Attendance:

- Students should attend regular classes & Practical / Clinical Sessions in order to meet minimum criteria prescribed by the university.
- It is mandatory for all students to attend educational visits at prescribed place, medical camps, Field work, Seminars, Workshop, prescribed by the Institute form time to time.
- It is mandatory to attend the activities related to observance of various national & International Days.
- Students should maintain al documents related to academic programme as instructed by teachers & should produce it when asked for.
- It is the students responsibility to make every possible attempt to meet the requisite criteria for attendance & avoid detention.

2) Discipline:

- Students should wear neat clear, formal dress along with White Apron with Institute Logo and Institute I-card during the regular college hours.
- It is the students responsibility to get I-card & Apron with college Logo replaced in case of any damage.
- Students should not loiter around the class rooms & Laboratories and keep it clean. In case of any damage to the institute property during regular classes & Laboratory clinical posting by the students, a strict disciplinary action will be taken.
- Students should not indulge in any ragging activity at any given point of time either in the institute or in the Hostel. If it is found, strict action will be taken in the form of suspension or expulsion depending on the nature of ragging & recommendation of antiragging squad institute. Students should abide by the ordinance 157 & section 95 of Maharashtra University Act-1994 regarding the maintenance of discipline & good conduct.



DR. SHIVAM D. GANUR, Ph.D.

Principal
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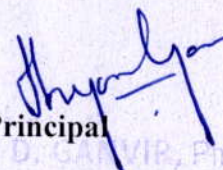
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- e) Being a Co-education institute, every student is expected to respect the opposite gender & behave in a maximum decent way possible. Any genuine complaint from a student will be taken seriously and accordingly action will be taken.
- f) Students are expected to participate actively in the various extracurricular & Co-curricular activities organized by institute or deputed by the institute outside the institution. During this time, student is expected to work in a team of senior and junior students along with teacher.
- g) Students should keep reading the notices issued by the institute from time to time and act accordingly.
- h) Students must Switch-off their Mobiles during the regular teaching activity. If student is found using the Mobile, strict action will be taken.
- i) It is mandatory for the students to apply for leave in advance through proper channel. In case of genuine reason, leave will be granted on a telephonic basis.
- j) Students should abide by all the rules of library & observe a strict silence while using reading hall of library.
- k) Students cannot circulate any printed or hand written material among other students without prior permission from the principal.
- l) PG students are expected to follow all above instruction along with being on duty as and when instructed by unit in-charge. Along with routine PG activity, deputation for any field work or patient related activity should be accepted by each students. It is mandatory for each student to follow the instructions of unit in-charge regarding the dispensation of patient related work.




Principal

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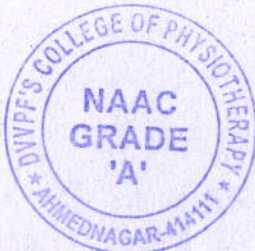
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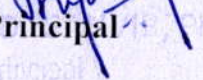
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CODE OF CONDUCT FOR TEACHERS

1. It is expected that once the profession of teacher has been adopted, a teacher would conduct himself/herself in accordance with the ideal of a profession.
2. Students look upon the teacher as a role model and hence it is expected that the teachers will behave in the most appropriate way.
3. Teachers should:
 - a) Discharge their professional responsibilities as directed by the Principal from time to time.
 - b) Work in co-ordination with other teachers, students, non-teaching staff and teachers from other departments related to undergraduate and postgraduate education.
 - c) Conduct regular teaching assigned to him/her and treat all students with equality.
 - d) Take care of slow and advance learners and should pay special attention to their needs in special classes or extra lectures.
 - e) Teachers should undertake necessary evaluation of students as directed by Principal for understanding the progress of each student in a particular academic year and overall academic growth.
 - f) Fulfill their role as subject teacher, year co-ordinator, examiner both theory and practical, paper setter and evaluator, member of the department, part of various committees.
 - g) Submit their performance appraisal report at the end of year and should note his/her progress both academically and non-academically.
 - h) Represent to the university as and when required by the institute with prior permission.
 - i) Undertake the assignments with universities after consultation of the Principal.
 - j) Not accept any appointments from any professional body such as association, council, other university, NGO without the knowledge and prior consent of the Principal.
 - k) Communicate with other stake holders such as parents with the purpose of mutual exchange of information and suggestions for the overall benefit of students.



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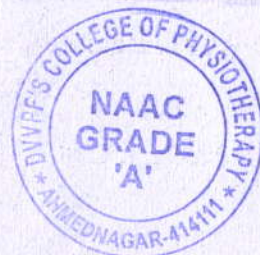
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CODE OF CONDUCT FOR HEAD OF DEPARTMENT

Each Head of Department should:

1. Ensure that every teacher in the department is assigned equal work load with respect to teaching, research and administrative responsibility.
2. Prepare academic calendar and plan various activities related to regular teaching of undergraduate and postgraduate students.
3. Plan activities related to observance of various national and international days assigned to the department.
4. Hold regular meetings with teachers and students for smooth functioning of the department.
5. Should assign workload to the teacher depending on the interest and capacity of the teacher.
6. Take feedback, formal and informal from teachers, students and support staff regularly.
7. Should encourage faculty members to update their knowledge by participating in continuous professional development activities.
8. Monitor the workload of postgraduate students and take action accordingly.
9. Patients attending the department on a regular.
10. Update the patient statistics on monthly basis and develop strategies for patient care.
11. Obtain regular feedback from patients and after its analysis take corrective actions.
12. Take a stock of the current equipments and desired if any.
13. Update the stock of books and journals for undergraduate and postgraduate teaching on a regular basis.



Shyamala
Principal

DR. SHYAMALA S. SHIVJI, Ph.D.

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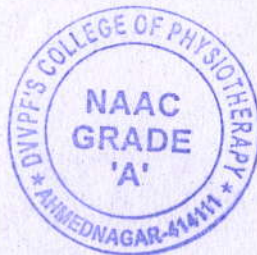


CODE OF CONDUCT FOR PRINCIPAL

1. The Principal should plan and monitor administration of academic programmes for undergraduate and postgraduate students.
2. Supervise general administration of the institute in terms of student section and establishment section.
3. Act like a link between the University and Management for the maximum benefit to the students and patients.
4. Plan budgetary provisions based on previous year expenditure and make provisions for expenditure in the current academic and financial year.
5. Form various college level committees and assign responsibilities to teachers and support staff as per their potential.
6. Ensure that there are minimum grievances from all stake holders such as teachers, students, non-teaching staff, parents and patients.
7. Encourage faculty members to update themselves professionally by participation and organization of workshops and conferences.
8. Take a lead in organizing events, both curricular and non-curricular activities for the overall development of students.
9. Represent the institute at Parent University as per the requirement in the most efficient way.
10. Plan short term and long term development strategies for making the institute a center of excellence, a desirous place for future students.

Principal

DR. SHIVAM D. V. Ph.D.
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CODE OF CONDUCT FOR NON-TEACHING STAFF

A. Establishment Section:

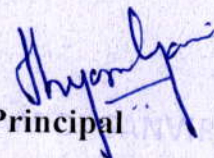
1. All documents related to personal profile of teaching and non-teaching staff (clerical level) should be maintained and kept confidential.
2. Primary responsibility preparation of the office catalogue related to the files require and prepared for overall working of the institution should be prepared and maintained by the staff.
3. Staff should assign optimal workload to the support staff equally and monitor their work.
4. Staff should undertake any other work allotted by the Principal from the time to time.

B. Student Section:

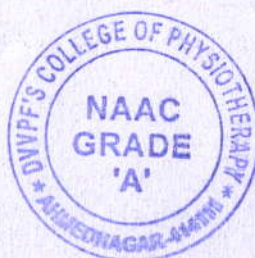
1. Staff should prepare and maintain student related data as per the requirement of Parent University, Pravesh Niyantana Samiti and DMER from time to time and also represent institute at these headquarters whenever required.
2. Staff should prepare all inspection related files and get it verified from the Principal.
3. Staff should maintain all information related to fees submitted by the students and the defaulters for necessary action in consultation with the Principal.

C. Librarian:

1. The primary responsibility of the librarian is to keep the record of books and journals available in the library and to make requisition for the new purchase of books and journals in consultation with the library advisory committee headed by the Principal.
2. Librarian should keep a record of books issued and return by the students on a monthly basis and other records of Library.
3. It is obligatory to accept any other work assigned by the Principal from time to time.


Principal

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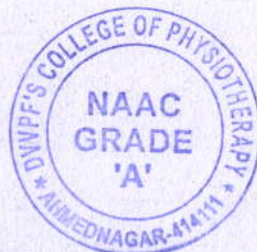
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GENERAL RULES AND INSTRUCTIONS FOR LABORATORY WORK

1. Every student must wear an apron and bring the appropriate journal when attending a practical in laboratory.
2. Student attending practical should bring practical kit including electrodes.
3. Students must come to the practical class at the schedule time and must not leave the class without the permission of the teacher.
4. It is responsibility of student to carefully handle therapeutic equipment and keep it safely back to its own place.
5. All the apparatus or equipment in the laboratory should be handled with care and any breakage or loss of an apparatus at any time must be immediately reported to the teacher incharge.
6. Neatness and economy should be observed in all the work done in laboratory.
7. Students are advised to get their practical difficulties solved in the same practical class before completion of that lesson.
8. If a student remains absent for a practical class or if satisfactory result is not obtained in any class, the student must attend the same when it will be repeated in revision class in the same term.
9. Journal writing should not be completed at home and completed journal must be submitted on the given date to the subject incharge.
10. Remark on journal will be given on student performance at the term ending depending on their regularity and performance in the practical classes.
11. No page from the journal should be torn off nor should any remark be rubbed off or defaced.
12. Cell phones are not allowed inside the laboratory. If any students are found using cell phone in the laboratory, action will be taken against him/her.
13. Students are instructed not carry any valuable things with them in bag and keep their bags in the lab itself at the prescribe place (college will be not responsible for any things lost from bag).



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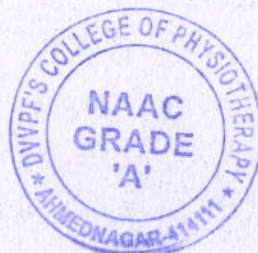
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INSTITUTIONAL LIBRARY RULES AND REGULATIONS

1. Every student must possess library card while making use of the library facilities.
2. Strict discipline must be maintained in the library.
3. Using cellular phones and audio instruments is strictly prohibited in the library.
4. Enter your name and sign in the register kept at the entrance before entering library.
5. Bags and personal belongings must not be brought inside the library.
6. Any damage found in the books should be brought to the notice of the staff.
7. The member must replace the lost book / pay the cost of the latest edition of the lost book along with overdue charges, if any.
8. Students can check the availability and reserve books through the web address 192.168.2.234 by logging with personal card id number.
9. Library materials must not be marked, defaced, mutilated or annotated in any way.
10. Library internet facility can be utilized for research and project work.
11. Users are not allowed to change the placement of furniture in library.
12. Books will be issued to the students and staff for 7 days only, fine will be charged after due date till the book is returned to library.
13. Books can be issued or returned on Monday, Wednesday and Friday between 4pm to 5pm.
14. UG and PG students can issue 2 books at a time and staff can issue 3 books at a time.
15. Economically backward students can apply for MUHS and institutional book bank facility.
16. Violation of library rules or misconduct by a member may invite discontinuation of the library privileges.



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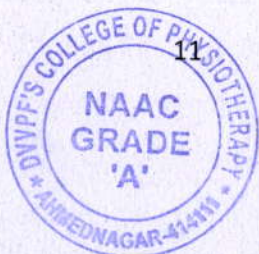
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GENERAL RULES & INSTRUCTIONS FOR HOSTEL GUIDELINE

1. The in time for hostel inmates a night is 8pm on all working days, except Sunday. On Sunday it is 9pm.
2. No students will be permitted to enter the hostel after the scheduled time, subject to written permission from the Principal/Rector.
3. It is mandatory for all the students to submit the hostel leave form, duly signed by all concerned, at least 2 days in advance before proceeding on leave/ vacation/ preparation leave.
4. Ragging is entirely banned in the institute premises, student indulged in ragging and found guilty of such act, will be expelled instantly from the hostel and college.
5. Male guests/ parents are not permitted to enter inside the hostel at any instance.
6. Student should not indulge in any form of indiscipline & misbehavior.
7. Also it is expected that students to take care of the hostel property. In case of any damage, the cost will be recovered from the concerned students.
8. Students are advised not to keep valuable things in room, or make it sure that room is locked every time, she leaves the room. In case of loss, hostel authorities will not be responsible.
9. Student should hand over the complete possession of the room and property of the hostel issued to her without causing any damage or tampering, as soon as the academic year ends, or as notified by the Rector.
10. Students should not use hot plates, heater in their room.
11. Student should always carry identity card with them & present it, if asked for. Any violation of above rules & regulations shall attract strict disciplinary action.



Shyam
Principal

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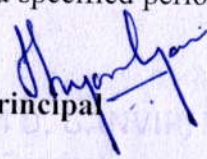
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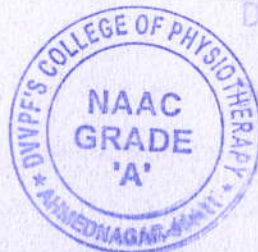
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PROCEDURE TO BE FOLLOWED DURING EXAMINATION

- 1) The examination rooms/halls shall be open 10 minutes before the commencement of examination. Candidate should occupy their seats immediately after opening the examination hall. If the candidates do not report in time, they are likely to misgeneral instructions to be announced in the examination hall.
- 2) A candidate who comes after the commencement of examination shall not be permitted to appear for the examination.
- 3) Candidates are not allowed to carry any **textual materials, calculators, slide rule, log tables, electronic watches with facilities of calculator, printed or written material, bits of papers, mobile phone** or any other device inside the examination hall. (If any candidate in possession of any of the above item his/her candidature will be treated as having resorted to unfair means, his/her current examination will be cancelled.)
- 4) No candidate, without special permission of Invigilator, Centre Incharge and Centre Observer, will leave his/her seat or examination room until the full duration of paper is over. Candidate should not leave the room without handing over answer sheet to concerned invigilators.
- 5) Ten minutes before the commencement of the paper, answer sheet shall be provided to each candidate.
- 6) Five minutes before the commencement of examination, question paper shall be provided to each candidate.
- 7) The examination will start exactly as per Time-Table provided by the College and an announcement to this effect will be made by the invigilator.
- 8) After completing the paper and before handing over to invigilators, the candidate should check again all particulars required in the answer sheet have been correctly written.
- 9) A warning bell will be given before closing time then candidate must stop writing.
- 10) **Unfair Means:** - Candidate shall maintain absolute silence and attend to his/her question paper only. Any conversation and gesticulation or disturbance in the examination hall shall be deemed as misbehavior. If a candidate is found resorting to unfair means or impersonating his/her candidature shall be cancelled and he/she will be liable to be debarred from examination either permanently or for a specified period according to the nature of offence.


Principal



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