



CODE OF CONDUCT

STUDENTS:

- ❖ Students are expected to conduct themselves in a manner commensurate with the dignity of the nursing profession within and outside the college premises.
- ❖ Students should greet and respect teaching and non-teaching staff of college of nursing, other college staff, hospital and administrative staff in campus.
- ❖ Students are expected to use only courteous and polite language, when talking with fellow students and should abstain themselves from violence.
- ❖ Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- ❖ The students shall be regular and punctual in attending classes and all activities connected with the college.
- ❖ Practices such as taking alcohol, narcotic drugs, pep pills etc., are strictly prohibited in the college premises and hostels. Those found indulging are liable to strict disciplinary action including suspension/ termination from the college.
- ❖ Representation of complaints and grievances may be made individually to the principal through the class teacher and grievance committee members or post the complaint in box.
- ❖ All students should be present in the college on the last and first working days of the vacation. If the student returns late after the vacation, the disciplinary action will be taken.
- ❖ The students must obtain 80% attendance in theory and 100% attendance in clinical as per the regulatory body norms. Those who lack the above attendance in any one of the subjects in theory or practical will not be permitted by the institution for examination.
- ❖ Leave taken without permission during clinical hours, students need to compensate at the rate of 1:1 ratio and students who are late to the clinical have to compensate as per the hours missed.
- ❖ Absenteeism from classes is viewed seriously. For genuine reasons, leave may be taken and to be informed to the coordinator, after the same has been sanctioned by the principal.



In the event of a student falling ill, a medical certificate of a registered medical practitioner is required to be submitted.

- ❖ Students should maintain proper dress code during college & clinical hours.
- ❖ The institution has made arrangements for the transportation of students for academic activities. Day scholars, who use vehicles for transport to and from their residence, are prohibited from riding at high speed inside the campus.
- ❖ Parent teachers meeting will be held once in a year. All are expected to attend without any absence. If unable to attend the meeting on specified date for emergency reasons, need to report within one week of meeting.

TEACHERS:

- ❖ Teachers should strictly follow the working hours.
- ❖ Teachers should work within the framework of the organizational structure.
- ❖ Teachers are expected to sign the attendance register while reporting for duty.
- ❖ Teachers shall use the biometric system to record their time of arrival and departure from the College.
- ❖ In case the teacher needs to leave the campus for personal work, she/he needs to record the activity in the movement register.
- ❖ Teachers should create an educational ambience in the classroom and also should not show favoritism to any of the students and treat them equally.
- ❖ Faculties in addition to making the students professionally competent also should inculcate in them patriotism, community service and social responsibility
- ❖ Faculties should maintain the dignity of the profession
- ❖ Faculties should do research, innovative activities and adhere to the principles of scientific research and writing.
- ❖ Teachers are expected to always wear their identity card while inside the college premises



- ❖ Faculties should interact with parents of the students during Parent Teacher's Meeting, which is conducted three times a year.
- ❖ Faculties should follow professional ethics and behavior.
- ❖ Faculties should avoid taking unnecessary leave and maintain regularity for the smooth functioning of the institution
- ❖ Faculties are not permitted to use cell phones while taking classes and while supervising examination work.

PRINCIPAL:

The Principal is the Academic and Administrative Head of the Institution and is committed for the growth and the progress of the institution. She is expected to:

- ❖ Coordinate and motivate the faculty, administrative authorities and the supporting staff, in order to enhance their efficiency and competence.
- ❖ Principal should adhere to the management policies.
- ❖ Principal need to discharge her professional responsibilities according to the rules and regulations.
- ❖ Coordinate and motivate the faculty, administrative authorities and the supporting staff, in order to enhance their efficiency and competence.
- ❖ Be responsible to the Stakeholders, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.
- ❖ Monitor and guide the Heads of Departments and teachers to review the progress of academic work and suggest effective measures to achieve desired outcome.
- ❖ Should promote research activities and encourage scientific paper publications.



Indirani College of Nursing

DEVOTION DEDICATION DISCIPLINE

Ariyur, Puducherry - 605 102

(Affiliated to Pondicherry University, Puducherry)



- ❖ Should treat all staffs equally and avoid discrimination such as favoring his or her religion, caste, political, economic, and social and gender characteristics.
- ❖ Should inculcate standard professional behavior among the staff members.
- ❖ Should encourage extracurricular activities among the students to enhance self esteem and socialism.
- ❖ Should follow de-centralization practice to enhance confidence among employees
- ❖ Should take efforts to maintain an appropriate educational atmosphere and respect the fundamental rights of staffs and the students.

IQAC COORDINATOR

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SVMCH & RC CAMPUS
ARIYUR, PUDUCHERRY.**

**PRINCIPAL
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