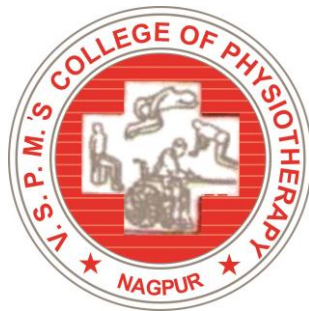


Handbook On Code of Conduct



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VSPM's College of Physiotherapy, Nagpur

Code of Conduct

Introduction:-

VSPM's College of Physiotherapy, Nagpur was established in 1999 by Vidya Shikshan Prasarak Mandal, YMCA, Sitabuldi, Nagpur. Situated at Digdoh Hills, Hingna Road , Lata Mangeshkar Hospital Premises, Nagpur, Very well connected by metro and road transport for nearby population to avail Physiotherapy services.. The college was started to serve the local student community, who were otherwise deprived of Physiotherapy education. The college is recognised by UGC under section 2 (F), MUHS Nashik, MS OTPT Council Mumbai, Indian Association of Physiotherapist.

College runs UG, PG and Ph.D. programme. College is known for quality teaching, tutoring highest grade of competent Physiotherapist. It also promotes sports and cultural activities aiming overall development of students. College gives importance in inculcating clinical skills, analytical horizon and research qualities to enhance their clinical competency.

Patient from various parts of city and surrounding villages come for getting the Physiotherapy treatment in the OPD of VSPM's College of Physiotherapy, Nagpur.

CODE OF CONDUCT-FOR UG-STUDENT

01. Uniform is mandatory in college premises
02. Students must wear their ID-cards in the college premises. Students must have a duplicate I-card prepared if their identify card is lost.
03. Students must read all notice prominently displayed on college notice board and website.
04. Minimum 75% attendance in theory and 80% attendance in practical is mandatory in each subject as per MUHS, Nashik norms.
05. All Internal assessment examination are conducted time to time, it is mandatory to appear for Internal Assessment Examination as per their academic year.
06. The college has Zero tolerance policy for unfair mean examination practices.
07. DO NOT USE college premises for political activities.
08. Foul language, shouting, screaming in lobbies, standing in corridor must be avoided in the company of peers.
09. Students are advised to exercise self restraints while using their cell phones and other electronic gadgets.
10. Students should contribute to keep premises clean and litter free or spiting.
11. Students are advised to activity participate in co-curricular and extra-curricular activities for their holistic development.
12. Students are advised to comply with all library rules.
13. Students should be aware of disaster management protocols and safety norms.
14. Students should conserve energy and water.
15. If the students is representing the institution prior permission must be obtained form Head of the institution.
16. Students must adhere to the authority's fee deadlines as well as any amendments made by authority.
17. Any misconduct occurring outside of the campus will not be the institute responsibility though students are on the college roll.
18. Disciplinary action can include a warning a time, suspension, detention, expulsion or reporting to the police depending on the authority's discretion.

SOP FOR DISCIPLINARY ACTION:

Whenever complain is received in written the in-charges of that committee and grievances committee will give sufficient hearing to the students, will try to resolve the matter. If the matter is not resolved the in charges will refer to Hon Principal within a week's time from the date of complaint. The Principal will take the further decision and suitable action will be taken.

CODE OF CONDUCT-FOR PG-STUDENT

1. Formal Dress code is mandatory with apron and ID-cards in the college premises
2. Students must read all notice prominently displayed on college notice board and website.
3. Minimum 90% attendance is mandatory, if short than preparatory leave will not be granted as per MUHS, Nashik norms.
4. DO NOT USE college premises for political activities.
5. Residents are advised to exercise self restraints while using their cell phones and other electronic gadgets.
6. Residents should contribute to keep premises clean and litter free or spiting.
7. Residents are advised to actively participate in co-curricular and extra-curricular activities for their holistic development.
8. Residents are advised to comply with all library rules.
9. Residents should be aware of fire, disaster management protocols and safety norms.
10. Residents should conserve energy and water.
11. If the Residents is representing the institution prior permission must be obtained form Head of the institution.
12. Any misconduct occurring outside of the campus will not be the institute responsibility though Post graduate students are on the college roll.
13. Disciplinary action can include a warning a time, suspension, detention, expulsion or reporting to the police depending on the authority's discretion.

SOP FOR DISCIPLINARY ACTION:

Whenever complain is received in written the in-charges of that committee and grievances committee will give sufficient hearing to the complainant will try to resolve the matter. If the matter is not resolved the in charges will refer to Hon Principal within a week's time from the date of complaint. The Principal will take the further decision and suitable action will be taken.

CODE OF CONDUCT-FOR EMPLOYEES

Principal:-

1. Principal is the overall incharge of code of conduct of faculty of VSPM's College of Physiotherapy, Nagpur
2. Principal is the overall in charge of VSPM's College of Physiotherapy, Nagpur
3. He / She is the academic and administrative head of the institute.
4. He / She exercises all the powers delegated to him / her however he / she will seek guidance from management as he / she considers appropriate.
5. Setting up high standards of professional conduct.
6. Planning rules and regulation to maintain efficient services as required.
7. Implementing recommendations and regulations that are issued, time to time by regulatory bodies like MUHS, Nashik.
8. Interpreting rules and regulations to the subordinates (Teaching / Non Teaching)
9. Regular visit to various departments, clinics, bedside teaching to maintain strict discipline.
10. Regular supervision of academic proceedings.
11. Procuring the equipments to all the departments and clinics.
12. Giving correct and accurate information to the management.
13. Fair reporting to higher authorities.
14. Regular staff meetings to solve the conflicts.
15. Maintenance of annual performance report.
16. Conducting meeting of various committee.
17. Sanctioning authority of all kinds of leaves to teaching and non teaching staff.
18. Any other work entrusted by management in the interest of institute as well as organization.

Teachers:-

1. Setting up high standards of professional code of conduct in the College.
2. Formal Dress code is mandatory with apron in the college premises
3. Planning the teaching schedule
4. Responsible and accountable for academic administration.
5. Responsible for periodic revisions and classes.
6. Planning practical training to Under Graduate (UG) & Post Graduate (PG) students.
7. Responsible for Clinical Teaching and Practical demonstration.
8. Guiding Post Graduate (MPT) and Under Graduate (B.P.Th.)
9. Any other work entrusted by principal and management.
10. Act as a true academic leader and motivate students.
11. A Teacher does not engage in activities, which adversely affects the qualities of professional ethics.
12. Student's feedback analysis and necessary action to be done periodically.

Administrative Staff (Non Teaching):-

1. Maintaining accounts, Transactions, Cashbook, Contingent register and advanced register.
2. Maintaining student section record.
3. Maintenance of OPD and IPD record.
4. Look into patient's feedback periodically.
5. Maintenance of service book of all the staff.
6. Maintenance of corresponding record.