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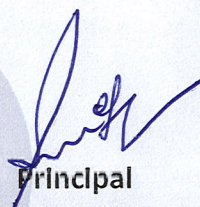
OFFICE ORDER

The Principal of Nootan Ayurvedic College & Research Center, Sankalchand Patel University, Visnagar is pleased to constitute committee for Code Of Conduct of Nootan Ayurvedic College & Research Center, Sankalchand Patel University, Visnagar, which outlines the expectations for behavior and conduct within our college community. As an institution dedicated to the pursuit of knowledge and the practice of Ayurveda, we are committed to maintaining a professional and respectful environment for all students, faculty, and staff.

This code of conduct is designed to promote academic integrity, professionalism, respect, and inclusion, while also ensuring compliance with relevant laws and regulations. It is intended to guide our actions and decisions, and to help us uphold the values of Ayurveda.

Code of Conduct Committee

Designation	Name	Contact no	Role
Principal, NACRC	Prof. Smitha	9925021601	Chair Person
Professor, NACRC	Dr.Nisha E B	9847341511	Member secretary
Asso. Professor, NACRC	Dr. Sunita Valsan	9249869762	Member
Professor, NACRC	Dr. Anjana V	9146891929	Member
Asso. Professor, NACRC	Dr. Swapnali Pandit	9225651571	Member
Assi. Professor, NACRC	Dr. Monika Prajapati	9023444527	Member



Principal
NACRC

**NOOTAN AYURVEDIC COLLEGE &
RESEARCH CENTRE
VISNAGAR.**

Encl. – 1. Attached document of Code of Conduct





CODE OF CONDUCT

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CODE OF CONDUCT FOR STUDENTS

1. Students should behave well with Teaching and Non-Teaching staff of the College.
2. Students must observe the notices displayed on notice-board.
3. Students should carry with them valid Identity card in college campus or representing the college at any other place. If demanded. At any time by the teaching or non-teaching staff of the college she will have to produce it.
4. Possession of mobile phones during the teaching hours in Academic Departments is strictly prohibited.
5. Girls' students are not allowed to leave the Hostel premises after 8.00 pm. If any Girl student wants to leave the Hostel after 8.00 for some valid reasons, she has to seek prior permission of Hostel Warden.
6. Students should take care of college property and should not involve in damaging the property.
7. Admission will be cancelled if they behave against the rules.
8. Student's attendance for lectures, practicals and examinations is a must. 75% attendance in the class is a must. Severe action will be taken against the absentees.
9. Students should not make any change in the documents like Bonafide, T.C., Identity Card etc. issued by the college.
10. Admission will be rejected to the students having misbehavior record in the examination or any other activity in the college.
11. Students should return the books on or before the due date and take care of library books and materials.
12. Students should pay the fees in the account section and preserve their receipt.
13. Spitting, smoking and throwing bits of paper inside the College campus are harmful and must be avoided. Students should refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, gutkhas, tobacco or items related to tobacco (in any form), and chewing gums. Any violation of these orders will lead to disciplinary action.
14. Possessing firecrackers of any kind in the hostel and College campus is strictly prohibited. . Scribbling on the desks or the black board or on the walls of the College and hostels strictly prohibited.
15. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
16. While attending any College functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the College.

CODE OF CONDUCT FOR TEACHERS:

1. The teaching faculty should sign the attendance register while reporting for duty.
2. The teaching faculty should follow the rules and regulations of the College as prevalent from time to time.
3. The teaching faculty shall devote their time and their best efforts for the progress of the College and Institute.
4. Faculty should contribute to the vision, mission and goals of College through engagement of working hours.
5. Every teaching staff employed in the college shall stay within the college during office hours and discharge his/ her duties efficiently and diligently and maintain honesty, integrity, fairness and total quality management in all activities with mutual respect.
6. Teaching staff must be punctual, sincere and regular in their approach.
7. All teaching faculties of the College are responsible for protecting and taking reasonable steps to prevent the misuse of or damage to College assets including all kinds of physical assets, movable and immovable property.
8. The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/Institution.
9. Whenever a faculty member intends to take a leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
10. The Faculty should engage the complete lecture and should not leave the class early.
11. The Faculty should encourage students asking doubts/ questions.
12. The Faculty should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
13. The Faculty should motivate the students and bring out the creativity/ originality in the students and should make himself/ herself available for doubt clearance.
14. Faculty members should also attend Orientation, Induction, and Quality Improvement & Faculty Development Programs to update their knowledge.
15. Teachers are barred from using cell phones while taking classes.
16. Teachers are expected to attend Department academic association meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
17. Their loyalty, sense of dedication and integrity of character at all-time should be an inspiration to their students.
18. Teacher should abide by the rules and regulations of the institute and also show due respect to the constituted authorities.
19. Teacher should be good counselors; they should help, guide, encourage and assist the students to ensure that the teaching, learning process become effective and successful.



20. Teachers have to make all efforts for the physical, mental and intellectual development of students.
21. Impartial treatment to all students irrespective of religion, community, caste, creed, economic and social status.
22. To make regular contribution for the personal development of students, while looking after their interest and welfare
23. To be a role model for inculcating the virtues of self-reliance, national consciousness, human and democratic values among students
24. To be fair and to assess the students impartially and only on merit/performance
25. A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students
26. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students.
27. A faculty member must engage lectures well prepared with theory and practical examples of the subject. He/ she may use pictures and videos to explain the subject extent as medium of communication for such discussion.
28. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it
29. General counseling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counseling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wise to explain what is best in the interest of a student
30. A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the college

CODE OF CONDUCT FOR LIBRARIAN:

1. The Librarian shall Provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed catalogued and up-dated
2. The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography
3. The Librarian shall always try to bring books, students and scholars together under conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. All the staff Members should follow the rules and regulations of the College as prevalent from time to time.
2. All staff shall devote their time and their best efforts for the progress of the College and institute
3. Staff should contribute to the vision, mission and goals of College through engagement of working hours
4. Every staff employed in the college shall stay within the college during office hours and discharge his/ her duties efficiently and diligently and maintain honesty, integrity, fairness and total quality management in all activities with mutual respect.
5. Staff must be punctual, sincere and regular in their approach.
6. Staff must attend all functions of the college as per the instructions of Principle, Vice Principal, Registrar and Head of the respective departments. Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
7. Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.

CODE OF CONDUCT FOR PHYSICIAN

Physicians must be aware of their professional duties to the community. It is required to seek the highest efficiency of their work and optimal performance of the means offered by society. As the health system is the main instrument of society for care and health promotion, doctors must ensure quality requirements, adequacy of care and maintenance of ethical principles in the system. They are obliged to report deficiencies, as they can affect the proper care of patients.

1. Doctors should take care of their attitude, language, manners, and image and, in general, their behavior to promote the full confidence of the patient.

2. The medical care requires a full relationship of understanding and trust between doctor and patient. This presupposes respect for the patient's right to choose or change doctor or health center. Individually doctors have to facilitate the exercise of this right and institutionally they must seek to harmonize it with the provisions and requirements arising from health management
3. Physicians shall respect the convictions of their patients and refrain from imposing their own.
4. In the exercise of their profession, doctors will act correctly and delicately, respecting the privacy of the patient
5. Doctor and patient have the right to the presence of a companion or partner when the intimate character of the history or examination requires it.
6. An essential element of information is to let know patients or their relatives the identity of the physician responsible for their care process, as well as the ones assisting them at all times.
7. Physicians shall respect the patient's right to freely decide, after receiving adequate information about clinical options available. It is a duty of the physician to respect the patient's right to be informed at each and every stage of the care process. As a general rule, the information is sufficient and necessary for the patient to make decisions.
8. The physician shall respect the patient's refusal, in whole or in part, to a diagnostic test or treatment. He/she must inform in an understandable and accurate way of the possible consequences of persisting in his/her refusal, noting this in the medical record. If the patient were to require a medical procedure that the doctor, for scientific or ethical reasons, judges inadequate or unacceptable, the doctor, after adequately informing, shall be excused from acting.
9. When a doctor treats a person on hunger strike, he/she will inform the patient about the consequences of rejecting food and the foreseeable development and prognosis. He/she will respect the freedom of those who choose to consciously and freely make hunger strike, including persons deprived of liberty; they are eligible for conscientious objection if forced to counteract this freedom.
10. When doctors treat patients who are legally incapacitated or unable to understand information, decide or give valid consent, they must inform their legal representative or families.
11. The physician should be particularly careful so that these patients are involved in the care process as much as their ability allows sit.



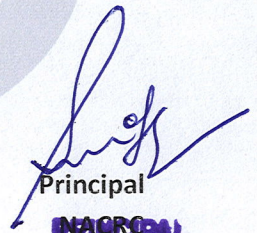
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UNIVERSITY**
॥ अथातो ज्ञानजिज्ञासा ॥
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22. Doctors and, when appropriate, the institution for which they work, are obliged to keep medical histories and diagnostic material while considered favorable for the patient and, in any case, during the time established by State and regional legislation. It is highly recommended that the responsible for the clinical documentation service is a doctor.
23. The physician has a duty to facilitate the patient who requests it the information contained in his/her medical history and diagnostic tests. This patient's right would be limited if damage to third parties who provided data confidentially in the interest of the patient is presumed. Subjective annotations that the doctor entered in the medical record are his/her exclusive property.
24. Access to medical records of deceased patients will be allowed only to people with family ties with the patient, provided the patient did not expressly forbid it. It is the duty of the physician, if the patient requests it, to provide other colleagues with the necessary data to complete the diagnosis or treatment, as well as to facilitate the review of the tests.
25. The ethical duty to collaborate in studies of economic audits and management does not require the physician to submit to medical insurers a patient's clinical report.
26. The electronic medical record is only ethical when it assures the confidentiality of the patient, being desirable records in decentralized basis.
27. When appropriate or when the patient requests it, it is the doctor's duty to provide a report or a certificate on assistance data or medical history. Its content must be authentic and truthful and it will be delivered only to the patient, the person authorized by him/her or his/her legal representative.
28. It is not desirable that the doctor issues a certificate to family members or persons under their civil dependence.
29. Medical certificates containing false information are ethically prohibited.
30. The physician has a duty to provide all patients with medical care of human and scientific quality




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