

HAND BOOK

CODE OF CONDUCT

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CODE OF CONDUCT: A code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct.

VISION: Narayana college of Nursing will be a universal leader for innovations, researches, education, attitude and practice to create positive changes in all health care outcomes.

MISSION: We are catalysts for optimizing health through nurse led health care by integrating education, application, research and technology to create innovative solutions that improve health for all.

CODE OF CONDUCT FOR PRINCIPAL

The Principal of an Institution should always be focused, attentive, organized. Honest, fair, supportive, protective and law abiding. Beside these qualities, the following traits are expected from the Principal.

- Always be keen to execute the vision and mission of the institution.
- Encourage and inculcate research development activities.
- Principal should be able to connect people together and find ways to earn their trust.
- Deal with difficult situations by effectively connecting to many groups of people which includes teachers, students, parents and also proffering solutions to those situations.
- Principal must be a visionary.
- A principal should be a continuous learner and also adapt to new trends.
- Must exhibit exemplary leadership qualities for others to follow, including staff and students alike.
- A principal must be an excellent listener.
- Disciplinary actions taken among the faculty, non-teaching staff and students must be fair.
- Make sure that the staff, students and non- teaching staffs aware of rules, policies and procedures lay down by the college.
- Manage and monitor the administration of the institution and take remedial measures based on the stakeholder's feedback.
- Inspire the staff and students to utilize their maximum potential.

CODE OF CONDUCT FOR FACULTIES

A code of conduct is developed by Narayana Nursing Institution to enhance the commitments, dedications, and efficiency of service, promote the highest standards of professional practice in teaching profession, and to provide self-disciplinary guidelines by establishing norms of professional conduct.

1. All the teachers in the institution shall perform his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College of Nursing management from time to time.
2. All teachers shall comport himself /herself with absolute dignity and decorum while dealing with the superiors, colleagues and students.
3. Every Teacher shall update his/her knowledge and skills to fit for the proper discharge of duties.
4. Provide a quality education to pupils.
5. Be good counsellors and facilitators for the students.
6. Every teacher shall help, guide, encourage and assist students in their learning and clinical practice.
7. Every teacher shall get prior permission from higher-ups while taking leave.
8. Be impartial and discriminative against students.
9. Create a conducive environment for a teaching experience in college as well as clinical area.
10. Supervise all clinical activities and working of all nursing students in the clinical area and administer and present all content for formal clinical training.
11. Assist all nursing students to adjust with clinical training and ensure optimal work performance in ward to meet all clients' objectives.
12. Train all students to minimize cross infection and contamination.

CODE OF CONDUCT FOR STUDENTS

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

Academic:

1. Respect for the inherent worth and uniqueness of an individual by demonstrating caring, trust, and empathy.
2. Demonstrate for commitment to nursing and an attitude of enthusiasm, cooperation, and self-direction.
3. Demonstrate honesty, rationality and accountability.
4. Maintain forthrightness with peers, staff, and faculty and handle conflicts with other objectively.
5. Base statements only on information and facts known to be correct, and do not participate in malicious or slanderous conversations.
6. Contribute to a classroom atmosphere conducive to learning.
7. Comply voluntarily with the spirit, rules, and policies of the college.
8. Be respectful of others' contributions. All discussion, questions and statements of opinion must is shared in a way that is exploratory rather than contentious.
9. Act with etiquette and courtesy.
10. Ensure that during test administration, all books and materials are placed in the front of the room.
11. Student's inappropriate behaviours will result in disciplinary action by the college of Nursing.
12. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.

Hospital:

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Demonstrate consistency in the responsible preparation, documentation, communication, and promotion of continuity in the care of clients.
- Meet the needs of the client from a biological, psychological, sociological, and cultural realm.
- Adhere to the dress code
- Be accountable as members of the health care team by reporting to appropriate individuals any communication suggesting harm to self or others.

- Exemplify safe, professional behaviour.
- Ensure physical safety of the client or other health team members.
- Recognize own limitations, competence, and/or legal responsibilities.
- Accept ethical and/or legal responsibility for own actions.
- Interact effectively with health care team members.
- Provide concise, inclusive, written and verbal communication.

Hostel:

All the students who are staying in the hostel in Narayana Nursing Campus shall abide by the following code of conduct.

- ❖ The admission of the student in to the hostel is prerogative of the Principal and subject to availability.
- ❖ The allotment of room in hostel is only for a period of one academic year and the student shall have to vacate the room on completion of one-year course period and shall apply for re-allotment of room on yearly basis for subsequent academic years.
- ❖ If any student fails in the same exam consecutively for two times or complete one year after the study period, such students has to vacate the hostel.
- ❖ All the students of the hostel shall follow the rules and regulations laid down from time to time particularly regarding timings of mess and outing etc, no student is permitted to allow any day scholar or outsider in to her room in the hostel.
- ❖ The hostel students have to make proper entries in the gate registers kept at main gate at hostel, mess, library and any other place as required. And the students have to carry her identity card and show it to the security at the entrance of the campus, failing which she shall not be allowed in to the campus.
- ❖ It is the collective responsibility of all the inmates to keep their premises clean and tidy.
- ❖ Male visitors are not allowed beyond security point.
- ❖ Visitor's timings: Only on Sundays: 10 am to 12 noon and 3 pm to 6 pm.
- ❖ It is the responsibility of the students to keep their personal belonging under lock and key.
- ❖ The management does not hold any responsibility for the security of the property of the inmates.
- ❖ They are expected to come back to the hostel after Class/Practical.
- ❖ Students should not leave the premises of the hostel and college without the written permission of Principal / Vice- Principal.
- ❖ They should produce the gate pass to the security to go out of the hostel.
- ❖ The gate pass should be signed by the Principal or authorized representative.
- ❖ The students are instructed to submit the details of visitors with photograph in the proforma enclosed and visitors are instructed to carry visitor's pass which is signed by Principal.
- ❖ Students should come back to the hostel by 7 pm if gone for outing /leave.
- ❖ Radios, Tape recorders, Iron box, Electrical equipment Camera should not be used in the hostel.

- ❖ By using electric goods, if student get any accident/ incident the management or authorities of college are not responsible inside the campus. In such case the student is responsible for herself and she is liable to be expelled from the hostel and her parents will be informed.
- ❖ The student should bring any male / female members including their mother / father in to the hostel. Visitors are restricted up to the visitor shall only.
- ❖ They should pay the hostel fees on or before 10th of every month.
- ❖ For any damage caused by the student to the property of the hostel, the students are responsible.
- ❖ If anybody violates these rules, the candidate may lose her hostel accommodation without further enquiry.
- ❖ Mobiles phones only allowed in the hostel premises. If the student used mobile phone in the college and hospital premises, she will be terminating from the hostel immediately without further enquiry.
- ❖ Ragging is strictly prohibited in the campus. Ragging act will be implemented without enquiry.
- ❖ Study hour 5.30 am to 6.30 am and 8 pm to 10 pm is compulsory.
- ❖ Morning prayer is by 7 am. Attendance is mandatory.
- ❖ For leaves at any situations, parents /guardians must present to take her to home.
- ❖ No student is permitted to go out of the campus without permission. Whenever any student goes out without prior permission the management or authorities of the college are not responsible for any untoward incident/ accidents happening/ occurring outside the campus. In such case the student is responsible for herself and she is liable to be expelled from the hostel and her parents will be informed accordingly.
- ❖ Any violations of these rules and regulations will be viewed seriously and necessary disciplinary action will be taken against the concerned including expelling the concerned student from the hostel without notice.
- ❖ The hostel student and her parent shall affix signature on one copy of the rules and regulations in token of having accepted these rules and regulations.

CODE OF CONDUCT FOR NON-TEACHING STAFF

The following qualities are expected from the Non-teaching staff. He / She must:

- Maintain duty timings as per institution policy.
- Keep accuracy in working style.
- Be a good communicator.
- Well versed & knowledge of all kind of guidelines/policies of College and University.
- Able to complete work on time.
- Be honest; maintain integrity and fairness in all activities.
- Ready to work in extended hours if in need.
- Must not be absent from duty without official approval.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.