

D.E. SOCIETY'S BRIJLAL JINDAL
COLLEGE OF PHYSIOTHERAPY,
PUNE

CODE OF CONDUCT



D.E. Society's

BRIJLAL JINDAL COLLEGE OF PHYSIOTHERAPY

Fergusson College Campus, Pune - 411 004 • Phone: (020) 67656471, 67656467

• Fax: (91) (020) 67656494, 67656120 • E-mail: office.physiotherapy@despune.org

• Web-site: www.desphysiotherapycollege.com, www.despune.org

Approved by Govt. of Maharashtra, Maharashtra State Council of OT/ PT, Indian Association of Physiotherapist & affiliated to Maharashtra University of Health Sciences, Nashik

Code of Conduct Committee

Members

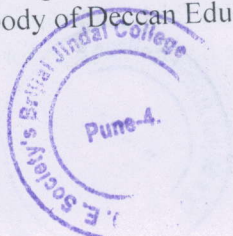
1. Dr. Sharad Agarkhedkar (Chairperson)
2. Dr. Snehal Joshi (Incharge Principal)
3. Mr. Bhagwan Mane (Parent Representative)
4. Mr. Yash Chaudhari (UG Student Representative)
5. Mr. Venkatesh Mane (PG Student Representative)
6. Ms. Siddhi Dhumal (UG Student Representative)
7. Ms. Aarya Kunte (PG Student Representative)
8. Dr. Harshada Sonawane (Staff Representative)
9. Dr. Shreya Dhake (Staff Representative)
10. Mrs. Deepa Bagade (Non-teaching Staff Representative)

Code of conduct

Code of conduct sets out the standards of conduct expected of the students, Staff and Parents/Visitors. It holds individual and groups responsible for consequences of their actions. Failure to fulfil these responsibilities may result in withdrawal of privileges or imposition of sanctions. College is a community of students and staff involved in learning, teaching, research, and other activities. In accordance with the **DES's Brijlal Jindal College of Physiotherapy's, Code of Conduct**, all members of this community are expected to conduct themselves in a manner that contributes positively to an environment in which respect, civility, diversity, opportunity, and inclusiveness are valued, to assure success of both individual and community.

Code of conduct for Teaching Staff

1. All teaching staff should adhere to the legitimate academic and administrative decisions taken by the authorities of Deccan Education Society and DES's Brijlal Jindal College of Physiotherapy.
2. Teachers should adhere and follow their duty timings.
3. Teachers should actively perform their academic duties including theoretical teaching, practical demonstrations, and clinical work along with required guidance to students for research work.
4. Apart from teaching responsibilities, teaching staff should fulfil administrative responsibilities assigned to them by college and MUHS.
5. Teaching faculty should not involve in any kind of discrimination on political grounds for reasons of race, religion, caste, language, or sex.
6. No faculty should involve in discrimination against student for personal or any arbitrary reason.
7. Teachers should not deliberately favour, discriminate, or victimize any student on any grounds in their academic assessment.
8. They should not indulge in inciting students or teachers against other students and teachers, colleagues, or administrative body of Deccan Education Society and DES's Brijlal Jindal College of Physiotherapy.



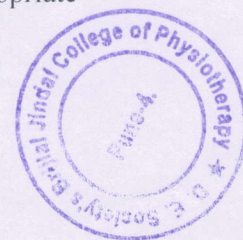
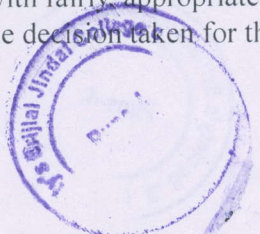
9. If have witnessed any discrimination or ragging, they should report that incidence and facilitate further necessary action.
10. Teachers should not directly or indirectly be involved in any kind of malpractice or unfair means while performing their academic and administrative duties.
11. Facilities provided by Deccan Education Society & DES's Brijlal Jindal College of Physiotherapy should not be misused by any faculty for personal, commercial, political, or religious purposes.

Code of conduct for Non-teaching staff

1. All non-teaching staff should adhere to legitimate administrative decisions taken by the authorities of Deccan Education Society and DES Brijlal Jindal College of Physiotherapy.
2. All non-teaching staff should adhere and follow their duty timings.
3. They are expected to perform their duties as and when assigned by Deccan Education Society authorities and DES Brijlal Jindal College of Physiotherapy, Principal and College staff.
4. They should be proactively involved in arranging various college events, workshops, and fulfil their duties during college and university examinations.
5. Non-teaching staff should not involve in any kind of discrimination on political grounds/for reasons of race, religion, caste, language, or sex.
6. None of them should be involved in discrimination against student for personal or any arbitrary reason. They should not indulge in inciting students or teachers against other students and teachers, colleagues or administrative body of Deccan Education Society authorities and DES Brijlal Jindal College of Physiotherapy.
7. If have witnessed any discrimination or ragging, they should report that incidence and facilitate further necessary action.
8. Facilities provided by Deccan Education Society authorities and DES Brijlal Jindal College of Physiotherapy, should not be misused by any member of non-teaching staff for personal, commercial, political, or religious purposes.

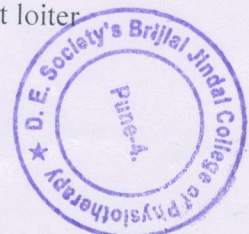
Code of conduct for Parents/ Guardians/ Visitors

1. Parents/ Guardians/ Visitors are requested to take prior appointments by calling administrative office staff for visiting Principal or Teaching staff.
2. Parents/ Guardians/ Visitors should park their vehicles in the allotted parking area.
3. Parents should attend yearly Parent teacher meetings to know the timely assessment and progress of their ward.
4. Deccan Education Society authorities, DES's Internal Compliance Committee (ICC) and DES Brijlal Jindal College of Physiotherapy prohibits the following behaviour of parents/guardians/visitors:
 - Abusive, threatening, or harassing communication, either in person, by email or text *voice mail*/phone or other written or verbal communication.
 - Disruptive behaviour that interferes or threats to interfere with college operations, including effective operation of classroom, an employee's office or duty station, a campus lobby or college grounds, parking slots etc
 - Threatening to do a bodily harm to college employees, visitors, fellow parents, or guardians
 - Threatening to damage the property of college employee, visitors, fellow parents, or guardians
 - Excessive unscheduled college visits, phone calls emails or text messages or any other oral or written communication
 - Any concerns that you have regarding any matter must be made through the appropriate channels so they can be dealt with fairly, appropriately & effectively for all.
 - Parents should cooperate for the decision taken for the welfare of students.



Code of conduct for Students

1. All the students shall follow the highest standard of discipline and dignified manner of behaviour inside and outside the college campus and shall abide by the rules and regulation of DES's Internal Compliance Committee (ICC) and DES Brijlal Jindal College of Physiotherapy, Pune.
2. Use of Identity cards is mandatory in College Campus and at various Clinical postings.
3. No student will be allowed entry without a valid college ID. Every student will have to wear their own ID while in the campus & / or produce upon demand.
4. All communication with staff should be done during college working hours and days, either in person or on college landlines.
5. Students are not allowed to get 4 wheelers in the campus. 2 wheelers will be parked only in the space designated for the same.
6. A six-working day schedule from Monday to Saturday to be followed as per the timetable.
7. Appropriate dress code should be followed by all students as and when informed by College Authorities/ teachers. Students should wear apron during clinical postings & for practical.
8. It is mandatory for students to follow the rules and regulation of respective hospitals during clinical postings. They should be well equipped with the clinical assessment kits.
9. All students should remain present for their theory and practical examinations whenever announced by the college & MUHS.
10. Students should timely submit their assignments, journals, seminars, and clinical case work.
11. Entry of Students in Principal's office and all staffrooms is prohibited, prior permission is needed.
12. Academic (Tuition & Exam) fees should be paid within given period to avoid late fees.
13. Ragging in any form is prohibited under Acts given by MUHS.
14. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
15. For independent study, students are expected to use the classrooms, library and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
16. Students are encouraged to make use of the library and should use M-OPAC software for issuing the books & other study material.
17. Strict Silence to be observed in the library and reading room.
18. Students should not crowd in common passages & corridors.
19. To use common computing facilities, students should follow IT policy by DES
20. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
21. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
22. Carefully handle the furniture, plinths, mats, therapeutic equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students or class will have to bear the cost of replacement/repair with fine.
23. Students should refrain use of mobile phone during theory and practical classes as well as during clinical postings.
24. Keeping the college campus neat and clean is responsibility of every student. Do not loiter anywhere in the campus.



25. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala, tobacco etc. are strictly prohibited.
26. Students are not allowed to arrange any unauthorised celebration and decorations of any magnitude in campus. Students are not permitted to distributed or display (both physically and electronically) materials such as notices, banners etc in campus.

❖ **The Code applies to the on-campus conduct of all students and staff at all the locations/ campus of the college:**

- ✓ Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange.
 - ✓ Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment.
 - ✓ Any activity sponsored, conducted, or authorized by the university or by registered student organizations.
 - ✓ Any activity that causes substantial destruction of property belonging to the university or members of the university community or causes serious harm to the health or safety of members of the university community; or
 - ✓ Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.
- ❖ **Any faculty member, student, parent, or visitor found guilty of contravening this code of conduct, after following the due procedure laid down in this regard, be liable for the appropriate penalties as specified by regulations/guidelines for the time being in force.**

Principal




PRINCIPAL
D. E. Sochar's Brijlal Jindal
College of Physiotherapy,
Pune.



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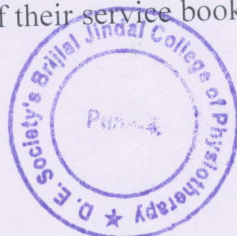
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Code of conduct for Principal

1. Principal should abide by the legitimate administrative decisions taken by the authorities of Deccan Education Society and academic decisions by the Maharashtra University of Health sciences, Nashik.
2. Principal is responsible for academic growth of college and hard work for improving the quality of health sciences education.
3. Principal should be actively involved in teaching, research, and training programmes of the College & University.
4. Principal should be a part of planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organised by the University, Department & College, for academic competence of the Faculty Members
5. Principal should be involved in the admission, registration and eligibility issued by the university to students and maintenance of discipline in college, as per prevailing rules. They shall also be responsible for curbing incidences of ragging, managing the college, libraries, laboratories, hospitals, hostel, gymkhana
6. Principal should monitor the conduct of discipline in the College
7. Principal should be responsible for the expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Local Managing Committee
8. Principal should be involved in correspondence related to the administration of the University & College
9. Principal should be involved in administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records
10. Observance of said Act, Statues, Ordinances, Directions, Regulations, Rules, Notifications and Orders issued thereunder by the university from time to time.
11. Principal should be involved in observance of regulation of various committees like ICC, Anti-ragging, IQAC, Examination committee etc.
12. Principal should supervise the work related to conduction of examinations, setting of question papers, moderation and assessment of answer papers for College and University examinations.
13. Principal should assess the performance of teaching and non teaching faculty on valid grounds and maintenance of their service books and looking for general welfare of teaching and non teaching staff.



14. Any other work relating to the college or recognised institution ,as maybe assigned to him or them by the university and appointing authority,from time to time.Allow or relive the teacher for performing the duty assigned by the university,from time to time and assign his duties to other suitable teacher during the period of his duty leave.
15. Observe and implementation of directives issued by the Government of India, respective Central councils, the Government of Maharashtra and Government Authorities,Director of Medical Education/State CET Cell / ARA / University and other concerned authorities.
16. Regular submission of information to different authorities viz. Government/University/Management etc. especially regarding scholarships, admissions, results etc.
17. Principal should not deliberately favour, discriminate or victimize any student, teaching, non-teaching staff or parents.
18. Principal ,Dean or Director of the concerned affiliated college shall be held responsible for submission of any false information or forged information to the University and shall be held responsible for any act done by him,which is contrary to the provision of the said Act, Statues, Ordinances, Rule s& Regulations, Directions,Instructions,Resolution or Notifications ,Decisions of University authority,Committees and Vice Chancellor,as the case may be.
19. Principal should safe-guard the interests of teaching/non-teaching staff members and the Management.



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PRINCIPAL
D. E. Society Brijlal Jindal
College of Physiotherapy,
Pune.