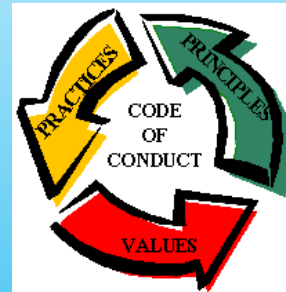




**P. D. Hinduja College of Nursing**

**NAAC 'A' GRADE**



**CODE OF CONDUCT HANDBOOK**

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**Quality Health Care for All Through Quality Education**

## PREFACE

### **Greetings from P.d.Hinduja College of Nursing...!!**

Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students. This Handbook indicates the standard procedures and practices of P.D. Hinduja College of Nursing for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the Institute's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

Both students and parents should become familiar with this Student Code of Conduct, which is a document adopted by the institution and intended to promote college safety and an atmosphere for learning.

The Student Handbook is a general reference guide only and is designed to be in harmony with institutional policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. If you or your child has questions about any of the material in this handbook, please contact a teacher, Institutional counsellor, or a campus administrator.



## **MESSAGE FROM PRINCIPAL'S DESK**

**We, at Hinduja, strive to achieve Quality in Education while ensuring overall development of the students.**

**We also recognize the importance of providing a supportive and stimulative learning environment using innovative teaching & learning strategies and technological advances. At this juncture, we fondly remember Mrs. Lalita Girdhar Hinduja, who was the visionary behind Nursing at P. D. Hinduja Hospital and more specifically, School of Nursing.**

***Prof. Dr. Jaya Kuruvilla***  
***Principal***

## **GENERAL INFORMATION**

This publication is for informational purposes and is neither a contract nor an offer to contract. The College of Nursing reserves the right to change any provision or requirement at any time without notice in order to ensure compliance with accreditation standards. Changes in such vital areas as curriculum or requirements for graduation will not be made retroactively unless they are to the students' advantage and can be accommodated within the remaining time before graduation.

The College of Nursing Baccalaureate Student Handbook is designed as a student resource to retrieve pertinent policies and procedures of P.D Hinduja College of Nursing. The vast majority of the information is online; therefore, the actual web sites are listed for the official information on policies and procedures. Where information is not available elsewhere online, a brief description is provided. Additional information can be obtained from the College of Nursing. Students are responsible to know and adhere to all established policies and procedures of P. D. Hinduja College of Nursing.

# **STUDENT CODE OF CONDUCT**

## **PREAMBLE**

Students have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

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 of 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.

## **PURPOSE AND SCOPE**

P.D Hinduja College of Nursing is committed to creating a safe and supportive environment which empowers, encourages and promotes the personal and professional development of students.

The Student Code of Conduct establishes the standard of conduct expected of all students of the College.

All students are expected to conduct themselves in a manner which reflects, and is consistent with, this Code of Conduct.

The Code of Conduct details the principles that guide the behaviour and responsibilities of students, and the standards of conduct and ethical standards expected of students.

## **POLICY**

The College reaffirms its commitment to the provision of education and the promotion of critical reflection, freedom of inquiry, academic excellence, research and a culture of scholarship. The College expects that students, as members of a community of learning, will conduct themselves in a manner which:

Allows all members of the College reasonable freedom to pursue their activities safely and without unreasonable disruption or discrimination

Is fair, honest and consistent with the principles of academic integrity

Ensures that college facilities, property and services are used appropriately.

The standards of behaviour for all students set out in this Code are intended to promote an environment of mutual respect between all students and staff of the College.

Students should follow the Code of Conduct in their interactions with other students, staff, visitors and other members of the College community, including the clients, patients and staff of placement organisations.

## **JURISDICTION**

The Institute shall have the jurisdiction over the conduct of the students associated / enrolled with the Institute and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions .

Institute may also exercise jurisdiction over conduct which occurs off campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include:

- Any violation of the Sexual Harassment Policy of the institute against other students of the Institute.
- Physical assault, threats of violence, or conduct that threatens the health or safety of person including other students of the Institute.
- Possession or use of weapons, explosives, or destructive, devices of campus .
- Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The Institute, while determining whether or not to exercise such off campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and / or whether the off conduct is part of a series of actions, which both on and off-campus.

## **STATEMENT OF STUDENT RIGHTS**

Subject to respect for the rights of others, every student enjoys the assurance of the full exercise of their rights.

Statements, including, but not limited to the following specific right:

- The right to protest and to dissent in a peaceable manner and to join with others in other nonviolent form of common action.
- The right to complain of injustice and to bring grievances to the appropriate offices of the college without fear of retaliation.
- The right to attend functions and to utilize college facilities subject to prescribe rules.
- The right to reasonable peaceful and quite environment in residential and academic facilities and to an atmosphere conducive to work study.
- The right to privacy in one's assigned room,. Subject to compliance with the college regulation and to the security of one's own property and property furnishing the common and public space at the college.
- The right , when participating in any aspect of life of the college or traveling to the respected clinical posting areas, to be free from harassment for reasons of one's race, religion, national origin, ethnic identification, age, political affiliation and / or belief, sexual orientation, gender, identity , gender expression, economic status or physical or mental disability.

## **STANDARDS FOR STUDENT CONDUCT**

All students are members of the College community and are responsible for maintaining a safe, harmonious and tolerant environment.

In addition students are expected to:

- Act in accordance with the Student Code of Conduct
- Acquaint themselves and comply with College rules, policies



and procedures and all course and unit requirements relevant to their enrolment and program of study

- Ensure personal details (including electronic contact details) are current
- Read relevant correspondence sent to them by PDHCON and respond if required.

## **RESPECT & DIGNITY**

- Treat all other students and staff of the College with respect, dignity, courtesy and sensitivity
- Act with impartiality, integrity and honesty in all their dealings with other students and with College staff
- Respect the privacy of other students and staff
- Maintain a collaborative and cooperative approach
- Behave in a manner which does not adversely affect the freedom of other members of the PDHCON community to pursue their studies, duties or activities
- Comply with directions given by College authority to promote the good order and management of PDHCON

## **ACADEMIC CONDUCT**

Ethical conduct, academic integrity and honesty are fundamental to the mission of the College and are qualities expected of graduates.

In undertaking their studies, students are expected to:

- Meet unit and course requirements to the best of their abilities
- Make genuine attempts to progress successfully in their course by meeting course requirements and deadlines for

assessment and by regular attendance and/or engagement with learning activities

- Undertake academic work in a manner consistent with the principles of academic integrity
- Conduct themselves in a professional manner while undertaking industrial or clinical placements, field trips, practicum's or other forms of work integrated learning

## **ANCIENT SCRIPTURE**

As part of ancient scripture practices students are expected to perform their daily prayer, recite National Anthem daily and on events of significance. Also ancient scriptural reading of the Bible, BhagvadGeeta, Quran and any other holy books are encouraged once a week.

## **DRESS CODE & GROOMING POLICY**

The uniform policy is designed to protect the personal safety of students and patients in the clinical setting and to support the professional image of nursing.

- Students attending the College or clinical posting are expected to comply with the code of dress and should arrive dressed up appropriately for the classes.
- Ensure to wear your uniform during clinical postings.
- Please ensure that your uniform is always spotlessly clean and well ironed.
- Hair, must be clean, groomed, and by the nature of the style does not intend to create a distraction
- All forms of jewellery that causes a distraction or that could be dangerous to the student or other individuals are

prohibited. (One pair of earrings not longer than fingertip from lobe. No facial or other visible piercings are allowed).

- Nails must be well trimmed and no visible tattoos or nail polish allowed.
- All students must have their student ID visible at all times.
- If students do not abide by the dress code& grooming, the student may be subject to disciplinary consequences.

## **ATTENDANCE**

- Successful achievement of course outcomes is facilitated by regular class attendance andActive engagement in the learning process.
- Should an absence be unavoidable, timely notification of faculty in accordance with syllabus instructions is expected.
- Tardiness or absence without faculty notification may result in dismissal for the clinical day or other consequences as determined by faculty.
- Please note: There may be opportunities to make up missed clinical hours and faculty are required to make arrangements for additional clinical hours.
- Students with 100% attendance throughout the academic year will be awarded during the Graduation ceremony.

## **HEALTH & SAFETY**

- All the students are entitled to free medical facilities of the parent hospital
- Comply with all health and safety requirements and instructions given by College staff and act in accordance with

the Work Health and Safety Policy

- Report any major illness, pregnancy & medical leave to be reported to immediate supervisor and Principal.
- Maintain the highest standards of professional ethics relevant to the profession or industry for which they are being trained

## **LIBRARY & LABORATORY FACILITY**

- Use College Information and Technology (IT) resources and other learning or support facilities provided by PDHCON, including library and computer laboratory facilities, in a responsible and appropriate manner that does not prevent or impair other students from pursuing learning opportunities or using learning and teaching resources.

## **TRANSPORTATION**

- Transport facility is available only for the residential students and faculty.
- Non-residential students are required to secure their own transportation.
- Non-residential students are strictly advised not to enter the hostel premises.

## **LOCKERS**

- Lockers are available for student convenience
- For security and liability reasons students cannot share lockers with another student. Students should report any problems with their lockers to the main office.
- College authorities may conduct periodic general inspections

of lockers at any time without notice, without student consent, and without a search warrant.

- Searches of specific lockers or lockers areas may be conducted as needed.
- Students are asked not to write or paint on the lockers or affix pictures or stickers that will damage the paint.

## **ACADEMIC DISHONESTY**

Academic dishonesty is a form of misconduct that is subject to disciplinary action under the Student Code of Conduct and includes the following:

**Plagiarism:** Any attempt to pass off other's work as your own. For course specific policies related to plagiarism.

**Cheating:** The intentional use of, or attempted use of, unauthorized materials, information, study aids, or previously prepared solutions in any academic exercise, exam, paper, or other assignment.

**Collusion:** Occurs when two or more students work together to produce individually submitted work without the permission of the faculty member.

**Fabrication/Fraud:**It is the unauthorized falsification or invention of any information, data, or citation in an academic exercise.

**Bullying:** It is a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm

to the student's person or of damage to the student's property

Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

**Cyberbullying:** It is done through the use of any electronic communication device, through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Furthermore, any attempt to facilitate any act of academic dishonesty on the part of oneself or others shall constitute a violation of this policy.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

For safety purposes, the College permits non-residential students to possess personal cellular telephones; however, these devices must remain turned off and handed over to the office during the instructional day, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers. Students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, readers, or other electronic devices at College, unless prior permission has been obtained. Any noncompliance to the above rules the resources obtained would be handed over to principal's desk for further action.

Students are strictly restricted from displaying photos of the college or the parent hospital on social media unless permission taken.

## **SEARCHES**

In the interest of promoting student safety and attempting to ensure that College is safe and drug free, searches may be conducted from time to time without a warrant.

## **RED FLAGS**

The entire campus, lecture hall, library and administrative office is under CCTV surveillance. CCTV is used to enhance security, safety and the quality of life of the campus community by integrating the best practices of “virtual policing” with state-of-the-art technology. The institution follows a three-tier security system and students are expected to ensure discipline and personal safety.

## **VANDALISM**

To ensure that College facilities can serve those for whom they are intended, littering, defacing, or damaging College property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **RAGGING**

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. A student found guilty by the committee will be suspended from classes and academic privileges. Any unfavourable encountered experience is to be reported to Anti Ragging committee as per Supreme Court order.

## **ANTI-RAGGING SQUAD**

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the squad is active and alert at all times and are empowered to inspect places of potential ragging and also make surprise raids in hostels and other hotspots in the institute. The squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

## **SEXUAL HARRASMENT**

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case. In case of any such issues must be reported to the Sexual Harassment Redressal Committee of the institute.

## **STUDENT GRIEVANCE PROCEDURE**

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. Grievance Redressal cell is intended to find solutions to problems like ragging, any kind of



physical or mental harassment, complaints regarding classroom teaching, management, completion of syllabus, teaching methods etc.

## **COUNCELLING CELL**

We the faculty of P.D.Hinduja College of Nursing believe that each individual / student has the innate ability to overcome barriers in achieving optimal fulfilment of their potentials. We believe that this ability of self-efficacy can be nurtured in every person. We accept and affirm that every student has the right psychological & counselling support when they need it. Students can avail this facility in case of severe anxiety, excessive stress inability to adapt to current situation.

Services Provided:

- 3 tier counselling referral
- 24/7 helplines
- Walk-in / referral counselling
- Free psychologist & psychiatric consultation and medications
- Meticulous confidentiality in records; information shared on strict need-to-know basis.
- Psychiatric medications if necessary and prescribed, given under direct observation of faculty.

## **STUDENT PARTICIPATION IN GOVERNANCE**

Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and

collectively to improve the quality and effectiveness of this Code and appended policies.

## **DISCIPLINARY ACTION**

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

### **Warning**

Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

### **Restrictions**

Reprimanding and restricting access to various facilities on the campus for a specified period of time.

### **Expulsion**

Expulsion of a student from the Institute permanently indicating prohibition from entering the institute premises or participating in any student related activities or campus residences etc. is done only in extreme case of violation of code not redeemable by counselling.

**Suspension** - A student may be suspended for a specified period of time which will entail prohibition on participating in student

related activities, classes, programs etc. Additionally, the student will be forbidden to use various institute facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties.

- Ineligibility to reapply for admission to the institute for a period of three years, and
- Withholding the grade or certificate for the courses studied or work carried out.

Grievance committee takes decision on individual basis

## **APPEAL**

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, she may appeal to the Principal. The Principal may decide on one of the following:

- Accept the recommendation of the committee and impose the punishment as suggested by the Committee.
- Modify and impose any of the punishments as stipulated in this code which is commensurate with the gravity of the proved misconduct, or
- Refer the case back to the committee for reconsideration. In any case the Principal's decision is final and binding in all the cases where there is a possible misconduct by student.
- Individual undertaking to the effect of following rules & regulation of the college or MUHS shall be taken at the time of Admission.

## **DISCLAIMER**

The nursing program at P.D.Hinduja college of Nursing reserves the right to make changes in the regulations and policies announced in this handbook as circumstances arise. If changes in the handbook are required during the academic year, the student will be given notice of those changes and asked to verify by signature that the required changes were received and understood.

