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(FROM YEAR 2015 ...)

Sant Dnyaneshwar Shikshan Santha's

Hon.Shri.Annasaheb Dange Ayurved Medical College,

Ashta; Tal: Walwa; Dist: Sangli; India 416301

(Approved by CCIM, New Delhi, Govt. of Maharashtra, Affiliated to Maharashtra University of Health Sciences ,Nashik,Maharashtra)

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I

INTRODUCTION

Sant Dnyaneshwar Shikshan Santha ,Islampur was registered under Bombay Public Trust Act ,1950 ^[1] has been started the Hon.Shri Annasaheb Dange Ayurvedic Medical College and PG Research center, Ashta and Dhanwantari Hospital in the year 1999 ^[2] with permission from the Government of Maharashtra, Central Council of Indian Medicine [C.C.I.M.] and Dept of AYUSH, Ministry of health and family welfare, New Delhi, India. With intake capacity of 30 students as a private Un-aided Affiliated college to MUHS,Nashik.

We have enrolled by All India Survey on Higher Education (AISHE) from since from 2010 till the date ^[3].We intend to contribute for enhancing performance through constructing the new building for organization & coordination

This is the foremost Ayurved College in Maharashtra where the medium of instruction is Marathi as well as English with an increased intake capacity of 100 students of UG ^[4] and 57 students of PG. We run Ph.D. affiliated center of Maharashtra University of Health Sciences, Nashik, in four subjects as Rachana Sharir, Kriya Sharir, Rasshatra and panchkarma .

The Institute had started specialize courses MD/MS in one subject from academic year 2008-09 and also we have received permission to run PG courses now in twelve subjects from academic year 2013-14 to 2017-18 ^[5] with more than 3 intake capacity.Institute has 76 UG and PG teachers fulfilling all norm as per CCIM, Total number of nonteaching staff as 156, Total number of females in nonteaching is 47 and male staff is 109.

Total number of students enrolled is 475 in which girls are 295 and boys are 180.

Reference:

1. REGISTRATION NO. (MATI /1599/ SANGLI) ,BOOK OF RECORDS UNDER NO-1546(SANGLI) ,GIVEN ON 30 SEPTEMBER 1986.
2. MUHS 65(4),MAVV/102/3747/99 DATED 06/12/1999

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3. REF NO :C-13948-2017 ,GOVERNMENT OF INDIA,HRD,DEPERTMENT OF HIGHER EDUCATION STATISTICS DIVISION
4. LETTER NO R.11011/03/2017-EP(IM-1) DATED 12.06.2017
5. REF:MUHS/PG/E-3/3213/2222

INTAKE CAPACITY OF COLLEGE:

| Sr.No. | UG/PG Degree Courses | Max.Seats Permitted as per |
|--------|--|---------------------------------------|
| | | Teacher:Student Ratio# A.Y.2017-18 |
| 1 | B.A.M.S. | 100 |
| 2 | M.D.-Ayurved Samhita evam Siddhant | 5 |
| 3 | M.D.- Rachana Sharir | 5 |
| 4 | M.D.- Kriya Sharir | 5 |
| 5 | M.D.-Rasashtra evam Bhaishajya kalpana | 5 |
| 6 | M.D.-Rog Nidana evam Vikriti Vigyana | 6 |
| 7 | M.S.-Prasuti evam Strirog | 6 |
| 8 | M.D.- Kaumarbhritya-balarog | 6 |
| 9 | M.D.- Kayachikitsa | 6 |
| 10 | M.D.- Panchakarma | 3 |
| 11 | M.S.- Shalya Tantra | 5 |
| 12 | M.D.- Sangyahaarana | 5 |
| 13 | M.S.- Shalakya Tantra | 6 |
| 14 | Ph.D. in four subjects | 9 |

(Ref Letter no :MUHS/PG/E-3/3213 /2222 dated 29/09/2017)

PG COURSE INFORMATION:

The Institute also offers a post graduate courses in Ayurved the degree conferred is M.D. / M.S. (Ayurved) granted a degree is of 3 years of duration.

Duration of the PG Course: PG Degree course - 3 years

→ Ist Preliminary Year - 12 months

→ IInd Final Years - 24 months

PH.D. COURSE INFORMATION:

We facilitate the Ph.D. degree in four subjects as follows from 2017-18,

| Sr.No. | Ph.D. Course | Max.Seats Permitted as per Ph.D. Guide |
|--------------|---|--|
| 1 | Ph.D.in Rachana Sharir | 3 |
| 2 | Ph.D.in Kriya Sharir | 3 |
| 3 | Ph.D.in Rasashtra evam Bhaishajya kalpana | 3 |
| 4 | Ph.D.in Panchkarma | 3 |
| Total Intake | | 12 |

The above subject & intake wise affiliation is subject to the following conditions;

1. Grant of permission from Govt.of India, Dept of Ayush /Central council & State Govt.
2. Fulfillment of the required teaching staff as per the teacher :student ratio prescribed by CCIM & university norms.
3. Admission of students is subject to availability to approved teaching staff in concerned department as specified in CCIM regulations 2016 & Recognized PG teachers.

DHANWANTARI HOSPITAL :

Hon.shri. Annasaheb Dange Ayurvedic Medical college & Post Graduate Research Center ,Dhanvantari Hospital Ashta,Sangli runs as per the coded MSR given by CCIM . Faculty comprises of well qualified Post graduates from well known Institutions who contribute to the expertise in the treatment of the patient. It is well equipped 224 bedded hospital with highly qualified medical staff, paramedical & Nursing staff, with two operation theatres i.e. O.T. for Ophthalmic; Gynecology, Labour Room , minor surgery & major surgery with all modern amenities. We have a multispeciality hospital supportive to the departments kayachikitsa,Balrog, Stirog,Shalya, Shalakyia, Panchkarma, Physiotherapy ,dental OPD.

Emergency Medical care is available. Special Panchakarma therapies including Snehana, Swedana, Rakta Mokshan, leech application, Basti, Shirodhara, Hrud Basti, Kati Basti, nasal medication (Nasya) etc. are conducted on regular basis taking into consideration the nature of the disease and constitution of the person.

Other facilities available are X-Ray, Ultra Sonography, ECG ,Pathology lab, Pharmacy etc are available under expert supervision in hospital. A holistic approach including Yoga and panchgyavya chikitsa , pathya –apathya OPD is followed. The patients are provided with the medicines prepared in the pharmacy attached to the hospital. Ambulance facility is available for 24 hours. Regular health check up camps, diagnostic camps are taken in hospital & peripheral villages.6 beded I.C.U. & casualty is running 24 hours.

We are providing services as ,

1. O.P.D Facility
2. I.P.D Facility
3. ICU
4. Department of surgery with ultra modern Operation Theatre
5. Department of Medicine
6. Pathology
7. Gyne and Obst
8. Swastha Rakashan Health center
9. Well equipped Yoga Practice Chambers

It is the endeavor of the institution is to produce graduates of profound intellectualism having in depth scientific knowledge of Indian System of Medicine of Ayurveda.

2

INSTITUTE VISION, MISSION AND QUALITY POLICY:

VISION (OUR ASPIRATION):

The Annasaheb Dange institute aspires to the world class, to generate & sustain excellence in Ayurvedic education and research in a supportive and stimulating academic environment. High quality research activity will be purposed in focused areas, with particular reference to the research priorities of institutes and public health problems. The Institute will be leader in transforming the health of communities through its purposeful integration of education, research and clinical care with compassion and highest ethical values.

MISSION (OUR PURPOSE):

The Annasaheb Dange institute provides students of high academic potential with a Ayurvedic Medical education of exceptional quality and prepares physicians and other health care professionals to serve the humanity.

Our missions includes to educate all students I accordance with highest professional standards with holistic approach enriched with ethical values of saints and Rishis. Institute prepares socially accountable, community-based physicians and health professionals who are uniquely qualified in Ayurvedic Medicines to transform the health of patients and community.

Emphasis is placed on enhancing skills and habits of life-long learning and producing world leaders in Ayurvedic Medicine by providing an environment enhanced by diversity, clinical innovation and research.

PRIDE:

- a. Partnership: Partnering with Parents, Families and other Organizations, collaborating with co-workers and colleagues.
- b. Integrity: Using resources wisely, building trust.

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- c. Dignity & Respect: Creating an inclusive and compassionate environment for all people.
- d. Excellence : Demonstrating excellence in all we do.

QUALITY POLICY:

We intend to continually enhance performance of our institute through:

- a. Functioning in a structured, organized & coordinated manner.
- b. Being conscious about our responsibilities and authorities at formal & informal levels.
- c. Taking every possible initiative in the role assigned.

OUR VALUES:

We value

- Each member of our faculty and staff as *a trustworthy and capable learning leader*, able to take evidence-based initiatives to achieve our goal of learning for competence *at all times, in all things, and in all places*.
- Each student by promoting their personal success, high academic standards, a love of learning, and social responsibility
- The ongoing professional development of learning leaders throughout our college community
- The potential of each person to learn.
- Planning skills that enable faculty and students to create, integrate and achieve personal, career, and educational goals.
- A communicative, respectful, and supportively learning-focused collegiate culture.
- A caring professional relationship between and among students and all faculty and staff.
- A respect for diversity and the learning opportunities this creates.
- To do research in collaboration with various pharmaceutical companies.
- The purposeful use of technology and other tools that enhance Learning.

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- Academic, professional, and personal integrity.

OUTCOME BASED EDUCATION :

Program outcomes are narrower statement that describes what students are expected to know and able to do by the time of graduation.

PROGRAMME OUTCOME - UNDER GRADUATE:

At the end of Programme students will be able to,

1. Basic knowledge of Sanskrit, health science, Ayurveda, and bio-medical science
2. Application of Ayurveda principles and procedures in diagnostic and treatment activities;
3. Apply ethical standards& knowledge of legal responsibilities to professional Ayurveda Practice.
4. To follow the holistic approach in human health matter..
5. To use technology in diagnostic and treatment activities.
6. Develop life-long learning abilities in the respective fields of Ayurveda.
7. Have appropriate skills, attitude, communication skills, and responsible clinical care within professional limitations to work in multidisciplinary team.
8. To follow environment and sustainability in the health science profession.
9. Able to manage the clinic/project/hospital and finance.

PROGRAMME OUTCOME - POST GRADUATE:

1. Apply specialized knowledge in the Ayurveda system;
2. Record evidences and analyze / diagnose the patient;
3. Treat complex disease;
4. Conduct research;
5. Prepare/develop and implement the procedures, treatment plan for the specialty (domain specific) treatment.

PROGRAMME EDUCATION OBJECTIVES FOR UNDER GRADUATE STUDENTS:

The program educational objectives of the institute are to prepare graduate for:

1. Basic knowledge of health science and bio-medical science;
2. Perform the clinical activities in clinics/hospitals and to manage the clinics/hospitals;

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3. Follow swathyaRakshanmaprincipi ekl of Ayurveda;
4. Opt for higher education, research and life-long learning;
5. Be a good citizen and Ayurveda professional.

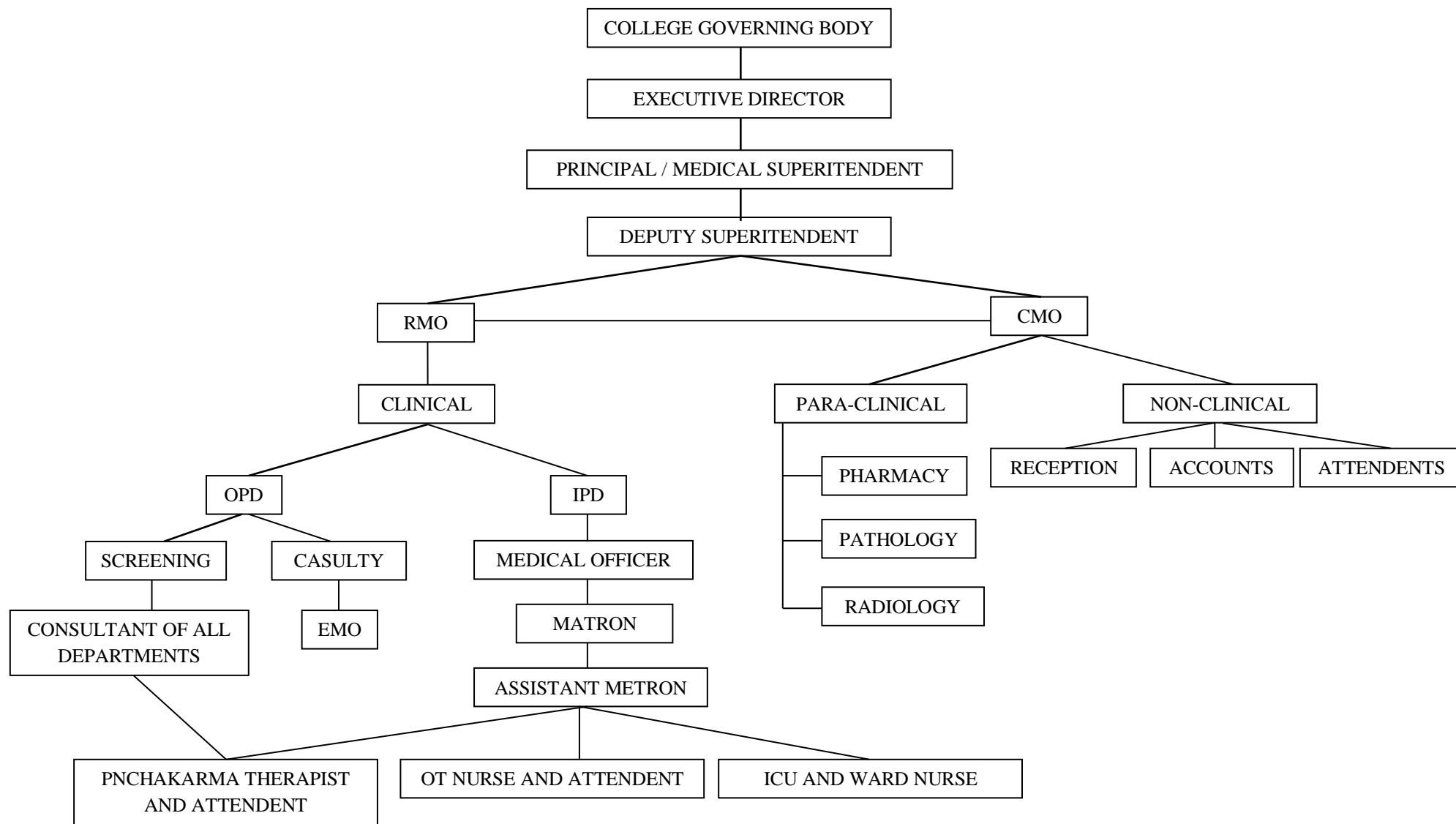
PROGRAMME EDUCATION OBJECTIVES FOR UNDER GRADUATE STUDENTS:

The program education objectives of the PG program are:

1. Application of specialized knowledge in Ayurveda and health science in managing the disease;
 2. Manage specialty cases/hospitals;
 3. Treat complex level of diseases;
 4. Use evidenced based approach in Ayurveda practice.
-

3. DHANVANTARI HOSPITAL, HON. SHRI. ANNASAHEB DANGE AYURVED MEDICAL COLLEGE, ASHTA

HOSPITAL INTERNAL ORGANIZATIONAL STRUCTURE



HON. SHRI. ANNASAHEB DANGE AYURVED MEDICAL COLLEGE, ASHTA

COLLEGE INTERNAL ORGANIZATIONAL STRUCTURE

COLLEGE GOVERNING BODY

EXECUTIVE DIRECTOR

PRINCIPAL

FINANCE

PURCHASE

BUILDING

VICE-PRINCIPAL (ACADEMIC)

IQAC

VICE-PRINCIPAL (ADMINISTRATIVE)

COLLEGE BODIES / CELLS

ADMINISTRATIVE OFFICER

UG SECTION

PG SECTION

ADMINISTRATION – STAFF

ADMINISTRATION – STUDENTS

UG CO-ORDINATOR

PG CO-ORDINATOR

ACCOUNTS (SALARY)

ACCOUNTS (FEES)

HOD's

HOD's

DOCUMENTATION

DOCUMENTATION

TEACHING STAFF – UG

TEACHING STAFF – PG

HOUSE KEEPING

SCHOLARSHIPS

RESEARCH DEPARTMENT

RESEARCH DEPARTMENT

SECURITY

LIASONING OFFICER

EXAM SECTION

EXAM SECTION

HERBAL GARDEN

HRD OFFICER

ACADEMIC IN-CHARGE

ACADEMIC IN-CHARGE

MAINTENANCE

UG LIBRARY

PG LIBRARY

LMC

TPC

ALUMNI

EARN & LEARN

NSS

NIRBHAYA

ANTI-RAGGING

GMC

ABHAYAM

DISCIPLINE

ETHICAL

RESEARCH

PUBLICATION

CAMP

EDUCATIONAL VISITS

STUDENT'S COUNCIL

4

GOVERNANCE

The main objective of the academic committee is to oversee the academic affairs of the college and make recommendations to the Principal about academic programs and strategic priorities. The members of the committee sit together at regular intervals of time to develop the ways and means to ensure that quality teaching-learning process should remain the topmost priority. There shall be a separate local managing committee for every affiliated college or institution, consisting of the following members : (a) President or Chairman of the management—Chairman; (b) Secretary of the management or his nominee; (c) three local members representing different fields of the area, nominated by the management; (d) three teachers, elected by the teachers of the college or institution; (e) one non-teaching employee, elected by the non-teaching employees of the college or institution; (f) Principal—Member-Secretary.

The local Management Committee of the college, which meets atleast twice during an Academic Year, evaluates the progress of the college on a regular basis and provides guidance & directives for constant improvement in ensuring higher standards of education in the college.

LOCAL MANAGING COMMITTEE

| | | |
|-----------------------------------|------------------------|----------------------------------|
| Local Management Committee | President | Hon.Shri. Annasaheb Dange |
| | Exi. President | Hon.Adv. Rajendra Dange |
| | Secretary | Dr. Pramod Budruk |
| | Joint Secretary | Mr. Nitin Shah |
| | Member | Hon.Shri. Vishwanath Dange |
| | Member | Hon.Shri. Sunil Shingare |
| | Member | Dr. Satish Bapat |
| | Member | Dr. Vijay Nikam |
| | Member | Dr. Alaknanda Kulkarni |

ROLES AND RESPONSIBILITIES :

Various functions and responsibilities of the Local Management Committee are:

- a. Prepare the budget and financial statements.
- b. Recommend to the management the creation of the teaching and other posts.
- c. Determine the programme of instruction and internal evaluation and to discuss the
 - i. progress of studies in the college.
- d. Make recommendations to the management for the improvement of the standard of teaching in the college.
- e. Formulate proposals of new expenditure which is not provided in the college budget.

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- f. Advise the Principal regarding the intake capacity of various programs and discuss various other matters relating to the internal management of the college.
- g. Consider and make recommendations on the inspection report, if any.
- h. Consider and make recommendations on the report of the local inquiry committee, if any.
- i. Prepare the annual report on the work done by committee for the year ending and submit the same to the management.
- j. Perform such other duties and exercise such other powers as may be entrusted by the Management.
- k. Make recommendations to the management for the improvement of the standard of teaching in the college
- l. Formulate proposals of new expenditure not provided for in the college budget
- m. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

COLLEGE COUNCIL COMMITTEE

The main objective of the academic committee is to oversee the academic affairs of the college and make recommendations to the Principal about academic programs and strategic priorities. The members of the committee sit together at regular intervals of time to develop the ways and means to ensure that quality teaching-learning process should remain the topmost priority. This Committee also formulates the guidelines, rules and regulations of all Academic affairs of the College. The Academic Committee is formed with the following members under the chairmanship of Principal.

ROLES AND RESPONSIBILITIES:

- a. Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect.
- b. Review the academic and other related activities of the college.
- c. Review the students and faculty development programs.
- d. Visualize and formulate perspective plans for the development and growth of the college.
- e. Prepare and review Academics Calendar and Class Routine for the college.
- f. Review and update the College Prospectus.
- g. Draft Concise Leave Rule for the teaching and non-teaching staff of the

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College.

- h. Decide the introduction of Students Uniform in the College.
- i. Promote research and extension activities in the college campus.
- j. Plan for sustaining the quality of education, quality improvement and accreditation of the college.
- k. Keep vigilance on the attendance of teachers and regularity in taking the classes.
- l. Review student's attendance/malpractices in examinations.
- m. Oversee the internal examinations/evaluation/recording.
- n. Take disciplinary action to the students for violation and disobedience to the college rule.

HSET AND RESEARCH SOCIETY CELL

The HSET Research and Promotion Cell has been constituted with the following members under the chairmanship of principal. The main objective of Research & Promotional Cell is to explore new avenues of knowledge, encourage and promote research culture at the College. The research and teaching should go hand in hand for knowledge accumulation. The committee encourages faculty members to undertake and pursue their research and publish their findings. They are also encouraged to participate and present papers at conferences, seminars, symposia and workshops. The Committee is to organize regularly research oriented Faculty Development Programs, workshops, Management Development Programs, Seminars & conferences in the College. This committee deliberates all important issues relevant to research at the college level, which include research clusters, college research seminars, research infrastructure; research funding, research productivities. The committee shall meet once every quarter during the Academic year.

OBJECTIVES

- I. To foster Innovation and Research that will lead to competitive development;
- II. To establish our college as a Centre for Excellence in Innovation, through an interdisciplinary approach;
- III. To create opportunities for students to build their Academic Profile for a successful career;

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- IV. To enhance productivity in our youth and channel their intellect to improvise and invent for the benefit of society.

ROLES AND RESPONSIBILITIES:

- a. Organizing National and International Conferences;
- b. Organizing Short Term Training Programs and workshops;
- c. Establishing linkages with other Institutes / Labs / Organizations for projects;
- d. Arranging seminars on paper presentation techniques for faculty and students, designed to meet national and international standards;
- e. Inculcate the concept of research among students & staff by arranging paper presentation competitions;
- f. Encourage publication of research articles by sending deserving entries to journals;
- g. Identifying members of the faculty who have are orientation towards research activities.

EXAMINATION COMMITTEE

The Examination committee is an apex body of the College which is headed by Principal and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results of all years, Unit Test and Pre-final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee. The Examination Committee plans and organizes all internal as well external examinations in the college. The Examine Committee of the College is formed with the following members under the chairmanship of Principal.

ROLE AND RESPONSIBILITIES:

- a. The Examination Committee shall prepare relevant time tables for College Examinations.
- b. The Examination Committee will make policies regarding holding of different examinations and shall make Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
- c. Suggest Principal to appoint Assistant Officer in charges for smooth conduct

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- of Examinations.
- d. The Exam Committee shall hold pre-exam meetings to brief the members of faculty with regard to the examination procedures and prepare budget of expenditure.
 - e. After the end of each examination the Committee will accept the audited accounts submitted by coordinator.
 - f. The Committee will hold Centre Committee meeting of final Exam with the external and internal members.
 - g. The Exam Cell shall analyze the College exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, the Principal.
 - h. To ensure that the entire exam related documents reach the university in time
 - i. Any Circular, Guideline, Office Order, Notification issued by the University and circulars are processed in the Examination Cell, reply thereof prepared and after Principal's signature dispatched or circulates to the concerned departments.

LIBRARY MANAGEMENT COMMITTEE

ADAMC,ASHTA College has been continuously enhancing and updating its well-equipped Library as it is one of the key learning resources which assists students in fulfilling their information requirements and helps its faculty in supplementing class-room lectures. There is a Library Management Committee is constituted with the Principal as its Chairperson and 7 members from different academic departments. The Committee extends advice and suggests new ideas from time to time regarding the developmental activities of the Library.

ROLE AND RESPONSIBILITY:

- a. Purchase of Library Material-e material and reading devices
- b. Provision and upkeep of Reading Room
- c. Reference Section
- d. Access Working Hours, Extended Hours & Holidays
- e. Current students, Alumni, visitor/community
- f. Book Issue, Issue Period
- g. Facility- Reprography & Internet connectivity

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- h. Book Bank
- i. Linkages to other Libraries
- j. Automation
- k. Stock Checking

GRIEVANCE REDRESSAL CELL

This committee is vested with the authority to settle any type of grievances raised by the students, teachers and non-teaching staff of the college. The students are ought to lodge their grievances to their respective tutors, and they in turn intimates the matter to the committee for necessary action. Students are not encouraged to petition the Principal, initially. They have to avail the avenue provided by the grievance redressal cell and then the Principal, if the grievances are not redressed.

The Grievance Redressal Cell of the College is formed with the following members under the chairmanship of Principal.

GMC : GENERAL MANAGEMENT COMMITTEE

As per rules of university of Maharashtra Health Sciences ,Nashik ,the college provides a vibrant platform to develop the varied interests and aptitudes of our large student community and thus shape them into successful, well-rounded adults and good citizens of tomorrow. A wide variety of forums and committees promotes sports, cultural, social service and other extra-curricular and co-curricular activities which not only nurture talent but also develop team building, leadership and organizational skills.

This committee contains each of general head, NSS head, Sports head, cultural head, research head and student council .This committee organizes all the sports events on the campus. The College strongly believes in all round development of students. The activities carried out by this Committee help the students in getting an experience of working in teams, organizing various types of events, and developing insight into multiple functions of management. The College actively supports sports, cultural, literary and other recreational activities. Students are encouraged to take part in extra-curricular activities and competitions organized by MUHS University and inter-districts sports. The

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Committee for Sports and Co-curricular activities of the college is formed with the following members under the chairmanship of principal.

ROLE AND RESPONSIBILITIES:

- a. The Committee shall be responsible for all intra and inter collegiate cultural ,sports, NSS, Research events in the College.
- b. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- c. To prepare annual budget for all events and take necessary steps for its approval.
- d. The Convener of the committee shall conduct a meeting of the committee to discuss and delegate task
- e. To prepare and maintain records of all cultural activities
- f. Any other duties the Principal may assign.

PROCEDURE TO ORGANIZE CULTURAL EVENTS:

1. To prepare the Annual Budget for various cultural event
2. To obtain formal permission from the College authorities to arrange program
3. To decide the date, time and agenda of the program
4. To inform members of staff and students about the event
5. To arrange the venue and logistics (audio/video system, dais, podium etc).
6. To invite the Chief Guest and other dignitaries
7. To arrange mementos for guests and gifts/certificates for the participants
8. The committee shall display on the Notice Board/Website information about festivals to be celebrate

ALUMNI : WE ARE THE ADAMC

The college has an active Alumni association working since 2015. Alumni contributes in a good way in college activities. Alumni act as experts, speak persons, at workshops, training programmes, interactive sessions, and encouragement lectures. They assist in placement of students after completion of course. They contribute

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consistently into the intellectual and academic facilities provided by the institute through alumni association and also to elevate the academic fame of the institute through alumni association.

ROLES AND RESPONSIBILITIES OF ALUMNI ASSOCIATION:

1. To implement various ventures through alumni association leading to indissoluble relationship between alumni and institute.
2. To arrange the events for the development of institute via alumni association. .
3. To organize career guidance camps, lectures, professional guidance camps, employment guidance talks and lectures for the students of institute.
4. To arrange expert lectures on personality development and other academic awakenings for the students of the institute.
5. To render assemblage of the alumni of the institute for their professional growth and development.
6. To glorify the outstanding performers of the institute by offering them prizes.

VISHAKHA COMMITTEE: WOMEN'S GRIEVANCE REDRESSAL COMMITTEE:

In 2013, after a span of 16 years, India finally enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the 'Act') for prevention of sexual harassment against women at the workplaces. The Central Government vide notification SO 3606 (E) appointed 9 December 2013 as the date on which the provisions of the Act came into force and on the same day, the Central Government made the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 ("Rules"). It is an act to provide protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for matters connected there with or incidental there to.

Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

1. Physical contact and advances
2. A demand or request for sexual favours

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3. Sexually coloured remarks
4. Showing pornography
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

OBJECTIVE:

- a. The Act is enacted by the Indian Parliament to provide protection against sexual harassment of women at workplace and prevention and redressal of complaints of sexual harassment. Sexual harassment is termed as a violation of the fundamental rights of a woman to equality under Articles 14 and 15 of the Constitution of India and right to life and to live with dignity under Article 21 of the Constitution of India. Sexual harassment is also considered a violation of a right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment.
- b. Women's Grievance Redressal Cell is a growing community of women in Trident Academy of Technology, whose purpose is to learn, educate and collaborate on ideas that have the power to effect meaningful and positive change while fighting the odds they face. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is therefore, punishable.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013

In exercise of the powers conferred by section 29 of the sexual Harassment of Women (Prevention, Prohibition and Redressal) Act 2013(14 of 2013), the Central Government hereby makes the rules.

Following these rules Women's GRC made this structure given below:

Structure:

1. A committee of senior members would be constituted by the management to consider
2. and redress Complaints of Sexual Harassment. This Committee will be known as "Internal Complaints Committee" (ICC).
3. One member from the top of the Management.
4. One member from the top of the Administration(Male).
5. One Legal Advisor as a member.
6. One Social worker as a member.

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7. One member from the level of Professor(Female).
8. One faculty member from each department.
9. One member from non teaching group.
10. One member from student committee.

Rule-

1. Any woman student/employee who feels and is being sexually harassed directly or indirectly may submit a written complaint of the alleged incident to any member of the ICC Committee, as per the format with her signature preferably within 7 days of occurrence of incident and not later than 90 days.
2. The committee will meet at least twice in year to resolve the grievances depending on the seriousness of the complaint.
3. To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.

GRIEVANCE PROCEDURE:

1. Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the Principal's office.
2. The complaint will be afforded full confidentiality at this stage.
3. After receiving the complaint, the chairman shall convene the meeting of the cell.
4. The chairman will appoint investigation committee, Coordinator will convene the meetings.
5. The investigation committee shall then decide the course of action to proceed.
6. The complaint will stand dropped if in accordance to the committee the complaint has not been able to disclose prima-facie an offence of sexual harassment by complainer /her representative.
7. In case the investigation committee decides to proceed with the complaint, the wishes of the complainer shall be ascertained and if the complainer wishes that a warning will suffice then alleged offender shall be called to the meeting of the committee, heard and if satisfied that a warning is just and proper, he will be warned about his behavior and non-occurrence of it. In case the complainer requests that the complaint should be proceeded with beyond mere a warning, the same may be proceeded with in the manner prescribed hereafter.

CODE OF CONDUCT

8. ICC will submit report once in 6 months, noting all the grievances addressed and action taken.

ROLES AND RESPONSIBILITIES:

- a. To organize activities particularly on issues pertaining to ‘Gender Sensitization’, ‘Violence Against Women’ and legal provisions under ‘The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013’ for general awareness and make their campuses adequately gender sensitive.
- b. Promote the Staff and students to take participation in various programmes organised by Women Cell include Women’s Day celebrations
- c. Provide a forum for discussion and interaction with eminent ladies
- d. Organize Seminars on women and Indian culture in matters of dressing, festivals, traditions
- e. Organize classes for training on recipes, interior decoration other interests among women
- f. To organize various types of training programmes and create awareness about self-employment schemes for the encouragement of self-reliance among women.
- g. Any other duties the Principal may assign.

CODE OF CONDUCT

RULES AND REGULATIONS TO FORM THE INTERCOLLEGE COMMITTEE

| Sr. No | Name of Committee | Designation |
|----------------------|---|---------------------------------------|
| 1 | LMC | President |
| | | Exi. President |
| | | Secretary |
| | | Joint Secretary |
| | | Member |
| | | Member |
| | | Member |
| 2 | College Council | Director |
| | | President |
| | | Expert |
| | | Administrative Officer |
| | | Head of Department of Each Department |
| 4 | UG –Coordinator & UG- Academic Incharge | I- Year |
| | | II- Year |
| | | III- Year |
| | | IV- Year |
| 5 | PG Coordinator & PG- Academic Incharge | Pre Md/Ms |
| | | Final MD/MS |
| 6 | UG- Admission Cell | Chairman |
| | | Administrator |
| | | Voice Principal |
| | | Member |
| | | Member |
| | | Member |
| | | Member |
| | PG - Admission Cell | Document Scrut. |
| | | Accountant |
| | | Chairman |
| | | Administrator |
| | | Voice Principal |
| | | Member |
| | | Member |
| Ph.D. Admission Cell | Member | |
| | Member | |
| | Member | |
| | Member | |
| | Document Scrut. | |
| | Asst. Account | |
| | Asst. Account | |

CODE OF CONDUCT

| Sr. No | Name of Committee | Designation |
|--------|--|-------------------------|
| 7 | GMC | General Head |
| | | Cultural |
| | | Sports |
| | | NSS |
| | | Research |
| 8 | Exam Cell | Hospital |
| | | Coordinator |
| | | Ass. Coordinator |
| | | Member |
| | | Member |
| | | Member |
| 9 | Anti Ragging Committee | Member |
| | | Member |
| | | Member |
| | | Member |
| | | Member |
| | | Member |
| | | Member |
| | | Member |
| 10 | Anti Ragging Squad | Clerk |
| | | Chairman |
| | | Coordinator |
| 11 | College Grievance Redressal Cell | Member |
| | | Member |
| | | Member |
| | | Member |
| | | Member |
| | | Member |
| 12 | Vishakha - Women Grievance Redressal Cell | Chairman |
| | | Coordinator |
| | | Member |
| | | Member |
| | | Member |
| | | Member |
| | | Member |
| | | Member |
| | | Member |
| 13 | Social Activates & Publication Cell | Member |
| | | Coordinator |
| | | Member |

CODE OF CONDUCT

| Sr. No | Name of Committee | Designation |
|--------------------|---------------------|--|
| 14 | Educational Tour | Coordinator |
| | | Member |
| | | Member |
| | | Member |
| 15 | Discipline Cell | Chairman |
| | | Coordinator |
| | | Member |
| | | Member |
| 16 | NACC Cell | Director/Principal |
| | | NAAC Coordinator |
| | | IQAC Coordinator |
| | | Criteria I Head |
| | | Criteria II Head |
| | | Criteria III Head |
| | | Criteria IV Head |
| | | Criteria V Head |
| | | Criteria VI Head |
| Criteria VII Head | | |
| Criteria VIII Head | | |
| 17 | Internship | Coordinator |
| 18 | Health Camp | Coordinator |
| 19 | HSET Cell | Chairman |
| | | Coordinator |
| | | 5 Members of Department |
| 20 | Research Society | Chairman |
| | | Coordinator |
| | | 10 Members of Departments |
| 21 | Alumni Association | Chairman |
| | | President |
| | | Vice- President |
| | | Secretary |
| | | Coordinator |
| | | 10 Registred Members in alumni association |
| 22 | Website Development | Coordinator |
| 23 | Ethical Committee | Chairman |
| | | Vice Chairman & Lawer |
| | | Secretary/Principal |
| | | Member of Medicine |
| | | Member of ayurveda |
| | | Member of Pharmacy |
| | | Member of women representative |
| | | Member of local concern |
| Statistician | | |

CODE OF CONDUCT

| Sr. No | Name of Committee | Designation |
|--------|---|---|
| 24 | Student Welfare Cell | Chairman |
| | | Student Coordinator |
| | | Member of women representative |
| | | Member of NSS |
| | | Member of Sports |
| | | Member of Cultural |
| | | Member of Research |
| 25 | TPC | Coordinator |
| | | Member |
| | | Member |
| | | Member |
| 26 | Library Cell | Chairman |
| | | Coordinator |
| | | Member |
| | | Member |
| | | Member of Website development /software |
| | | Hospital Representative |
| | | Women Representative |
| 27 | Establishment Cell (Recruitment) | Chairman |
| | | Principal |
| | | Administrator |
| | | Women Representative |
| | | S. C. Representative |
| | | Minority Representative |
| | | Hospital Representative |
| | | Employment Representative |
| 28 | Additional Certificate Course | Director/Chairman |
| | | Coordinator |
| | | Member |
| | | Member |
| | | Member |
| | | Member |
| 29 | ISO Cell | Chairman |
| | | Administrator |
| | | Coordinator |
| | | Asst. Coordinator |
| | | Expert |
| | | Member |
| 30 | NABH Cell | Chairman |
| | | Administrator |
| | | Coordinator |
| | | Asst. Coordinator |
| | | Members of each Department |

CODE OF CONDUCT

| Sr. No | Name of Committee | Designation |
|--------|--|---------------------|
| 31 | Maintenance & House Keeping Cell | Principal |
| | | Coordinator |
| | | Member |
| | | Member/Store Keeper |
| | | Member/House Keeper |
| 32 | Seminar & Guest Lecture Committee | Coordinator |
| | | Member |
| | | Member |
| | IPR Cell | Coordinator |

FUNCTIONS OF KEY ADMINISTRATIVE POSITIONS

| Position | Functions |
|-------------------------------------|---|
| College Governing Body | Frame directive principles and policies. Amend and approve policies Approve budgets |
| Executive director | Mediator between college governing body and Principal |
| Principal / Medical Superintendent | Mobilize internal & external resources Plan & provide necessary facilities/equipment for development. Annual budget Periodic monitoring & evaluation of various processes Ensure effective purchase procedure Define quality policy and objectives Arrange periodic meeting of various bodies and committees. Accounts and finance Employee recruitment Monitoring of various college committees |
| UG Academics And PG Academics | Annual Magazine Resource Provision Preparing Budget Office Administration Admission Transport Alumni interaction Public relations |

CODE OF CONDUCT

| | |
|------------------------|--|
| | <p>Resource Generation</p> <p>Housekeeping including hostels</p> <p>Prepare and execute academic calendar</p> <p>Monitor the teaching-learning process</p> <p>Carry out result analysis and suggest corrective measures to Principal</p> <p>Initiate supplementary teaching measures</p> <p>Internal and External examinations</p> <p>Library Up gradation</p> <p>Proper conduct of co-curricular guidance.</p> <p>Formation of student council</p> <p>Student orientation , discipline, health care</p> |
| IQAC | <p>Discussion, Analysis and Implementation of Quality sustenance processes</p> |
| Administrative Officer | <p>Liaisoning with MUHS,CCIM and AYUSH</p> <p>College roster</p> <p>Service Books</p> <p>Faculty personal files</p> <p>Recruitment process</p> <p>Maintain minutes of meeting (all)</p> <p>New proposals</p> <p>Co – ordinate day to day activities of office</p> <p>Annual budget</p> <p>Shikshan Shulka Samiti requirements</p> <p>Oversee the routine work</p> |
| UG and PG Coordinators | <p>Plan and execute academic activities of UG and PG students</p> <p>Mediator between HODs and Vice-principal (Academic)</p> |
| Academic In Charge | <p>Facilitate career guidance to students</p> <p>Assist students suffering from psychological disorders</p> <p>Arrange for professional counselors</p> <p>Maintain record of counseling activities</p> <p>Student academic counseling</p> <p>Provide slow-pace programme for weaker students</p> |

CODE OF CONDUCT

| | |
|-----------------------|--|
| | <p>Arrange remedial classes for weaker students</p> |
| Heads of Department | <p>Plan and execute academic activities of the department</p> <p>Maintain discipline and culture in the department</p> <p>Maintain the department neat and clean</p> <p>Pick and promote strengths of students / faculty / staff</p> <p>Monitor academic activities of the department</p> <p>Propose Department Budget</p> <p>Adhere to QMS Procedures</p> <p>Maintain records of departmental activities and achievements</p> |
| Exam Section | <p>Plan and execute terms wise and university annual examinations</p> |
| Librarian | <p>Plan and execute modus operandi of routine activity of the library</p> <p>Plan and propose expansion / development</p> <p>Maintain library discipline and culture</p> <p>Prepare annual budget for library</p> <p>Publication of magazine and news letters</p> |
| TPC Officer | <p>Identify and provide for training needs of students</p> <p>Arrange campus interviews of Healthcare units and Pharmacies</p> <p>Proposing annual Training & Carrier Guidance budget</p> |
| Deputy Superintendent | <p>Overall administration of hospital activities</p> <p>Control over the clinical, para-clinical and non-clinical staff</p> |
| CMO | <p>Governance over RMO and other staff of hospital</p> <p>Proper distribution of work to each employee</p> <p>Maintenance of pharmacy, pathology and radiology records</p> |
| RMO | <p>Overall administration of OPD and IPD</p> <p>Maintenance of medical records</p> <p>Duties of consultants, medical officers, interns, nurses and attendants</p> |

5

CURRICULUM DEVELOPMENT

GENERAL CURRICULUM INFORMATION:

Every branch has a prescribed course structure which in general terms is known as Curriculum. It prescribes courses to be studied in each term as prescribed in “The Gazette of India” given by AYUSH on 7th November 2016 as 24-14/2016 (UG regulations) ,New Delhi . Eligibility of students who has 50 or more than 50 percent marks in HSC board or equivalent course of HSC.

This course is of duration 5.5 years and degree given is “Ayurvedacharya “ Equivalent to “BACHELOR OF AYURVEDIC MEDICINE AND SURGERY” as B.A.M.S.

No. 24-14/2016 (U.G. Regulation).—In exercise of the powers conferred by clauses (i), (j) and (k) of sub- section (1) of section 36 of the Indian Medicine Central Council Act, 1970 (48 of 1970), the Central Council of Indian Medicine, with the previous sanction of the Central Government hereby makes the following regulations to amend the Indian Medicine Central Council (Minimum Standards of Education in Indian Medicine) Regulations, 1986, namely:-

UG REGULATIONS

1. Short title and commencement.-

- I. These regulations may be called the Indian Medicine Central Council (Minimum Standards of Education in Indian Medicine) Amendment Regulations, 2016.
- II. In the Indian Medicine Central Council (Minimum Standards of Education in Indian Medicine) Regulations, 1986, for the Schedule

2 Aims and Objects.- The Bachelor of Ayurveda education shall aim at producing graduates, having profound knowledge of Ashtanga Ayurveda supplemented with knowledge of scientific advances in modern medicine along with extensive practical training so as to become efficient physicians and surgeons fully competent to serve the health care services.

3. Admission qualification.- The eligibility to seek admission in Bachelor of Ayurveda education are as under-

- (a) 12th standard with science or any other equivalent examination recognised by concerned State Governments and Education Boards with at least fifty per cent. aggregate marks in the subjects of Physics, Chemistry and Biology.
- (b) For reserved category or special category like physically handicapped students in 10+2, they shall be given relaxation in marks for admission in Bachelor of Ayurvedic Medicine and Surgery as per rules for time being in force.
- (c) For foreign students any other equivalent qualification to be approved by the concerned authority may be allowed.

4. Duration of course.- The duration of the course shall be five years and six months

comprising-

- | | | |
|------------------------------------|---|------------------|
| (a) First Professional | - | Twelve months |
| (b) Second Professional | - | Twelve months |
| (c) Third Professional | - | Twelve months |
| (d) Final Professional | - | Eighteen months. |
| (e) Compulsory Rotatory Internship | - | Twelve months |

5. Degree to be awarded.-

The candidate shall be awarded **Ayurvedacharya** (Bachelor of Ayurvedic Medicine and Surgery- B.A.M.S.) degree after passing all the examinations and completion of the prescribed course of study extending over the prescribed period and the compulsory rotatory internship extending over twelve months.

2. Medium of instruction.- The medium of instruction for the course shall be Sanskrit or Hindi or any recognised regional language or English.

3. Scheme of examination.- (1) (a) The first professional session shall ordinarily start in July and the first professional examination shall be at the end of one academic year of first

professional session;

(b) The first professional examination shall be held in the following subjects, namely:-

- (i) Padarth Vigyan evam Ayurved Itihas;
- (ii) Sanskrit;
- (iii) Kriya Sharir (Physiology);
- (iv) Rachana Sharir (Anatomy); and
- (v) Maulik Siddhant evam Ashtanga Hridaya (Sutra Sthan);

(c) The failed student of first Professional shall be allowed to appear in second professional examination, but the student shall not be allowed to appear in third professional examination unless the student passes all the subjects of first professional examination and maximum four chances shall be given to pass first professional examination within a period of maximum three years.

(a) The second professional session shall start every year in the month of July following completion of first professional examination and the second professional examination shall be ordinarily held and completed by the end of month of May or June every year after completion of one year of second professional session;

(b) The second professional examination shall be held in the following subjects, namely:-

- (i) Dravyaguna Vigyan (Pharmacology and Materia Medica);
- (ii) Rasashastra evam Bhaishajya Kalpana (Pharmaceutical Science);
- (iii) Roga Nidan evam Vikriti Vigyan (Diagnostic Procedure and Pathology); and
- (iv) Charak Samhita-Purvardh (an ancient Ayurvedic text, Part -I);

(c) The failed student of second professional who have passed all the subjects of first professional examination shall be allowed to appear in third professional examination, but the student shall not be allowed to appear in final professional examination unless the student passes all the subjects of second professional examination and maximum four chances shall be given to pass second professional examination within a period of maximum three years.

(2) (a) The third professional session shall start every year in the month of July following

completion of second professional examination and the third professional examination shall be ordinarily held and completed by the end of the month of May or June every year after completion of one year of third professional session;

(b) The third professional examination shall be held in the following subjects, namely:-

- (i) Agad Tantra Vyavahar Ayurveda evam Vidhi Vaidyaka (Toxicology and Medical Jurisprudence);
- (ii) Charak Samhita-Uttarardh (an ancient Ayurvedic text, Part -II);
- (iii) Swasthavritta and Yoga (Preventive and Social Medicine and Yoga);
- (iv) Prasuti evam Striroga (Obstetrics & Gynaecology); and
- (v) Bal Roga (Pediatrics);

(c) The failed student of third professional who have passed all the subjects of first and second professional examinations shall be allowed to appear in final professional examination and maximum four chances shall be given to pass third professional examination within a period of maximum three years.

(3) (a) The final professional session shall be of one year and six months duration and shall start every year in the month of July following completion of third professional examination and the final professional examination shall be ordinarily held and completed by the end of month of October or November every year after completion of one year and six months of final professional session.

(b) The final professional examination shall comprise of the following subjects, namely:-

- (i) Shalya Tantra (General Surgery);
- (ii) Shalakya Tantra (Diseases of Head and Neck including Ophthalmology, Ear, Nose, Throat and Dentistry);
- (iii) Kayachikitsa (Internal Medicine-including Manas Roga, Rasayan and Vajikarana);
- (iv) Panchakarma; and
- (v) Research Methodology and Medical-statistics;

(c) Research Methodology shall remain in the department of Samhita Siddhant but for the purpose of teaching, Bio- statistician shall be required as part time to teach Research

Methodology;

- (d) The student failed in any of the four professional examinations in four chances shall not be allowed to continue his or her studies:

Provided that, in case of serious personal illness of a student and in any unavoidable circumstances, the Vice- Chancellor of the concerned University may provide one more chance in any one of four professional examinations;

- (e) To become eligible for joining the compulsory internship programme, all four professional examinations shall be passed within a period of maximum nine years including all chances as mentioned above.

4. Compulsory Rotatory Internship.-

(1) The duration of Compulsory Rotatory Internship shall be one year and the student shall be eligible to join the compulsory internship programme after passing all the subjects from first to the final professional examination and the internship programme shall be start after the declaration of the result of final professional examination.

(2) The Internship Programme and time distribution shall be as follows:-

- (a) The interns shall receive an orientation regarding programme details of internship programme along with the rules and regulations, in an orientation workshop, which shall be organised during the first three days of the beginning of internship programme and a work book shall be given to each intern, in which the intern shall enter date-wise details of activities undertaken by him or her during his or her training;
- (b) Every intern shall provisionally register himself with the concerned State Board or Council and obtain a certificate to this effect before joining the internship program;
- (c) The daily working hours of intern shall be not less than eight hours;
- (d) normally one-year internship programme shall be divided into clinical training of six months in the Ayurvedic hospital attached to the college and six months in Primary

Health Centre or

(e) Community Health Centre or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of modern medicine: Provided that where there is no provision or permission of the State Government for allowing the graduate of Ayurveda in the hospital or dispensary of Modern Medicine, the one-year Internship shall be completed in the hospital of Ayurvedic college.

3. The clinical training of six or twelve months, as case may be, in the Ayurvedic hospital attached to the college or in non-teaching hospitals approved by Central Council of Indian Medicine shall be conducted as follows:-

| Sl. No. | Departments | Distribution of six months | Distribution of twelve months |
|---------|------------------------|----------------------------|-------------------------------|
| (i) | Kayachikitsa | Two months | Four Months |
| (ii) | Shalya | One month | Two months |
| (iii) | Shalakya | One month | Two months |
| (iv) | Prasuti evam Striroga | One month | Two months |
| (v) | Balroga-Kaumarabhritya | Fifteen days | One month |
| (vi) | Panchakarma | Fifteen days | One month |

4. Six months training of interns shall be carried out with an object to orient and acquaint the intern with the National health Programme and the intern shall undertake such training in one of the following institutes, namely:-

- (a) Primary Health Centre;
- (b) Community Health Centre or District Hospital;
- (c) Any recognised or approved hospital of modern medicine;
- (d) Any recognised or approved Ayurvedic hospital or Dispensary:

Provided that all the above institutes mentioned in clauses (a) to (d) shall have to be recognised by the concerned University and concerned Government designated authority for taking such a training.

5. Detailed Guidelines for internship programme.- The guidelines for conducting the internship clinical training of six or twelve months in the Ayurvedic Hospital attached to the

college and the intern shall undertake the following activities in the respective department as shown below:-

- (e) **Kayachikitsa**- The duration of internship in this department shall be two months or four months with following activities:-
 - (i) all routine works such as case taking, investigations, diagnosis and management of common diseases by Ayurvedic Medicine;
 - (ii) Routine clinical pathological work such as haemoglobin estimation, complete haemogram, urine analysis, microscopic examination of blood parasites, sputum
 - (iii) examination, stool examination, Mutra evam Mala pariksha by Ayurvedic method, interpretation of laboratory data and clinical findings and arriving at a diagnosis;
 - (iv) training in routine ward procedures and supervision of patients in respect of their diet, habits and verification of medicine schedule;
- (f) **Panchakarma**- The duration of internship in this department shall be fifteen days or one month with following activities:-
 - (i) Panchakarma procedures and techniques regarding purva karma, pradhan karma and pashchat Karma;
- (g) **Shalya**- The duration of internship in this department shall be one month or two months and intern shall be practically trained to acquaint with the following activities:-
 - (i) diagnosis and management of common surgical disorders according to Ayurvedic principles;
 - (ii) management of certain surgical emergencies such as fractures and dislocations, acute abdomen;
 - (iii) practical training of aseptic and antiseptics techniques, sterilization;
 - (iv) intern shall be involved in pre-operative and post-operative managements;
 - (v) practical use of anesthetic techniques and use of anesthetic drugs;
 - (vi) radiological procedures, clinical interpretation of X-ray, Intra Venous Pyelogram, Barium meal, Sonography and Electro Cardio Gram;
 - (vii) surgical procedures and routine ward techniques such as-
 - (a) suturing of fresh injuries;

- (b) dressing of wounds, burns, ulcers and similar ailments;
 - (c) incision of abscesses;
 - (d) excision of cysts;
 - (e) venesection; and
 - (f) application of Ksharasutra in ano rectal diseases;
- (h) **Shalakya**- The duration of internship in this department shall be one month or two months and intern shall be practically trained to acquaint with the following activities:-
- (i) diagnosis and management of common surgical disorders according to Ayurvedic principles;
 - (ii) intern shall be involved in Pre-operative and Post-operative managements;
 - (iii) surgical procedures in Ear, Nose, Throat, Dental problems, Ophthalmic problems;
 - (iv) examinations of Eye, Ear, Nose, Throat and Refractive Error with the supportive instruments in Out-Patient Department; and procedures like Anjana Karma, Nasya, Raktamokshan, Karnapuran, Shirodhara, Putpak, Kawal, Gandush at Out-Patient Department level;
- (i) **Prasuti evam Striroga**- The duration of internship in this department shall be one month or two months and intern shall be practically trained to acquaint with the following activities:-
- (i) antenatal and post-natal problems and their remedies, antenatal and post-natal care;
 - (ii) management of normal and abnormal labours; and
 - (iii) minor and major obstetric surgical procedures;
- (j) **Balroga**- The duration of internship in this department shall be fifteen days or one month and intern shall be practically trained to acquaint with the following activities:-
- (i) antenatal and post-natal problems and their remedies, antenatal and post-natal care also by Ayurvedic principles and medicine;
 - (ii) antenatal and post-natal emergencies;
 - (iii) care of new born child along with immunization programme; and
 - (iv) important pediatric problems and their Ayurvedic managements.

- (6) The Internship training in Primary Health Centre or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of modern medicine or Ayurvedic Hospital or Dispensary- During the six months internship training in Primary Health Centre or Rural Hospital or Community Health Centre or District Hospital or any recognised or approved hospital of Modern Medicine or Ayurvedic Hospital or Dispensary, the interns shall –
- (i) get acquainted with routine of the Primary Health Centre and maintenance of their records;
 - (ii) get acquainted with the diseases more prevalent in rural and remote areas and their management;
 - (iii) involve in teaching of health care methods to rural population and also various immunization programmes;
 - (iv) get acquainted with the routine working of the medical or non-medical staff of Primary Health Centre and be always in contact with the staff in this period;
 - (v) get familiarised with the work of maintaining the relevant register like daily patient register, family planning register, surgical register and take active participation in different Government health schemes or programmes;
 - (vi) participate actively in different National Health Programmes implemented by the State Government; and
 - (vii) participate actively in casualty section of the hospital in identification of casualty and trauma cases and their first aid treatment and also procedure for referring such cases to the identified hospitals.

6. Assessment.- After completing the assignment in various Sections, the interns have to obtain a completion certificate from the head of the Section in respect of their devoted work in the Section concerned and finally submitted to Principal or Head of the institute so that completion of successful internship can be granted.

7. Migration of Internship.-

- (1) The Migration of internship shall be with the consent of the both college and University, in case of migration is between the colleges and two different Universities.
- (2) In case migration is only between colleges of the same University, the consent of both the colleges shall be required.
- (3) The migration shall be accepted by the University on the production of the character

certificate issued by institute or college and application forwarded by the college and University with a “No Objection Certificate”, as case may be.

- 8. Examination.-** (1) The theory examination shall have minimum twenty per cent. short answer questions having maximum mark up to forty per cent. and minimum four questions for long explanatory answer having maximum marks up to sixty per cent. and these questions shall cover entire syllabus of subject.
- (2) The minimum marks required for passing the examination shall be fifty per cent. in theory and fifty per cent. in practical or clinical or viva-voce, wherever applicable separately in each subject.
- (3) A candidate obtaining seventy-five per cent. marks in the subject shall be awarded distinction in the subject.
- (4) The supplementary examination shall be held within six months of regular examination and failed students shall be eligible to appear in its supplementary examination, as the case may be.
- (5) Each student shall be required to maintain seventy-five per cent. attendance in each subject (in theory and practical) for appearing in the examination and in this regard a class attendance card shall be maintained for each student for the different subjects and the Principal shall arrange to obtain the signature of the students, teachers at the end of each course of lectures and practical instructions and send the cards to each Head of the Department for final completion before the commencement of each examination.
- (6) In case a student fails to appear in regular examination for cognitive reason, he or she shall appear in supplementary examination as regular students, whose non-appearance in regular examination shall not be treated as an attempt and such students after passing examination shall join the studies with regular students and appear for next professional examination after completion of the required period of study.
- (7) The following facts may be taken into consideration in determining class work in the subject-
- (a) Regularity in attendance;
 - (b) Periodical tests; and
 - (c) Practical work.

CODE OF CONDUCT

9. Migration.-

(1) The Students may be allowed to take the migration to continue their study to another college after passing the first professional examination, but failed students transfer and mid-term migration shall not be allowed.

(2) For migration, the students shall have to obtain the mutual consent of both colleges and Universities and it shall be against the vacant seat after obtaining “No Objection Certificate” from Central Council.

10. (1) Number of papers and marks for theory and practical or viva-voce:

| Name of the subject | Number of hours of teaching | | | Details of maximum marks | | | |
|--|-----------------------------|-----------|-------|--------------------------------------|--------|------------------------|-------|
| | Theory | Practical | Total | Number of papers | Theory | Practical or Viva-voce | Total |
| 1st Professional | | | | | | | |
| 1. Padarth Vigyan evam Ayurved ka Itihas | 100 | --- | 100 | Two | 200 | --- | 200 |
| 2. Sanskrit | 200 | --- | 200 | One | 100 | --- | 100 |
| 3. Kriya Sharir | 200 | 200 | 400 | Two | 200 | 100 | 300 |
| 4. Rachana Sharir | 300 | 200 | 500 | Two | 200 | 100 | 300 |
| 5. Maulik Siddhant evam Asthanga Hridaya (Sutra Sthan) | 150 | --- | 150 | One | 100 | 50 | 150 |
| 2nd Professional | | | | | | | |
| 1. Dravyaguna Vigyan | 200 | 200 | 400 | Two | 200 | 200 | 400 |
| 2. Roga Nidan evam Vikriti Vigyan | 200 | 200 | 400 | Two (01 – Pathology 01- Ayurveda) | 200 | 100 | 300 |
| 3. Rasashastra evam Bhaishjya Kalpana | 200 | 200 | 400 | Two | 200 | 200 | 400 |
| 4. Charak Samhita (Purvardh) | 200 | --- | 200 | One | 100 | 50 | 150 |

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| Name of the subject | Number of hours of teaching | | | Details of maximum marks | | | |
|--|-----------------------------|-----------|-------|--------------------------|--------|-------------------------|-------|
| | Theory | Practical | Total | Number of papers | Theory | Practical or Viva- voce | Total |
| 3rd Professional | | | | | | | |
| 1. Agad Tantra, Vyavhar Ayurved evam Vidhi Vaidyak | 200 | 100 | 300 | One | 100 | 50 | 150 |
| 2. Swasthavritta and Yoga | 200 | 100 | 300 | Two | 200 | 100 | 300 |
| 3. Prasuti evam Striroga | 200 | 200 | 400 | Two | 200 | 100 | 300 |
| 4. Balroga | 100 | 100 | 200 | One | 100 | 50 | 150 |
| 5. Charak Samhita (Uttarardh) | 200 | -- | 200 | One | 100 | 50 | 150 |
| Final Professional | | | | | | | |
| 1. Kayachikitsa | 300 | 200 | 500 | Two | 200 | 100 | 300 |
| 2. Panchakarma | 100 | 200 | 300 | One | 100 | 50 | 150 |
| 3. Shalya Tantra | 200 | 150 | 350 | Two | 200 | 100 | 300 |
| 4. Shalakya Tantra | 200 | 150 | 350 | Two | 200 | 100 | 300 |
| 5. Research Methodology and Medical Statistics | 50 | -- | 50 | One | 50 | --- | 50 |

NOTE: The period of theory and practical shall not be less than sixty minutes (one hour) and the duration of the practical of clinical subjects and Rachana Sharir (Dissection) shall be of at least one hundred and twenty minutes (two hours).

(2) Clinical training of the students shall start from third professional onwards.

(3) The clinical training in the hospital attached with college to the students shall be as follows:-

(i) **Kayachikitsa** (Indoor and Outdoor): **Eighteen Months**

- (a) Kayachikitsa (Samanya) - Six months
- (b) Manasroga - Three months
- (c) Rasayan and Vajikaran - Three months
- (d) Panchakarma - Three months
- (e) Rog Nidan evam Vikriti Vigyan - Three months

(ii) **Shalya** (Indoor and Outdoor): **Nine Months**

- (a) Shalya (Samanya) - Three months (minimum one-month in Operation Theatre)
- (b) Shalya (Kshar and Anushastra Karma)- Three months (minimum one-month in

- Operation Theatre)
- (c) Ksharsutra - Two months
- (d) Anaesthesia - Fifteen days
- (e) Radiology - Fifteen days
- (iii) **Shalaky Tantra** (Indoor and Outdoor): **Four months**
(minimum one-month in
Operation Theatre)
- (iv) **Prasuti evam Striroga** (Outdoor and indoor) : **Three months**
- (v) **Kaumarabhritya** (Outdoor and indoor): **One month**
- (vi) **Atyayik (casualty)** : **Two months**

11. Qualifications and Experience for teaching staff.-

The qualifications and experience for teaching staff shall be as follows:-

(a) Essential qualification-

- (i) A Bachelor degree in Ayurveda from a University or its equivalent as recognised under the Indian Medicine Central Council Act, 1970; and
- (ii) A Post-graduate qualification in the subject or speciality concerned included in the Schedule to the Indian Medicine Central Council Act, 1970.

(b) Experience-

- (i) **For the post of Professor:** Ten years teaching experience in concerned subject or five years teaching experience as Associate Professor (Reader) in concerned subject or ten years research experience in regular service in Research Councils of Central Government or State Government or Union territory or University or National Institutions with minimum five papers published in a recognised journal.
- (ii) **For the post of Reader or Associate Professor:** Five years teaching experience in concerned subject or five years research experience in regular service in Research Councils of Central Government or State Government or Union territory or University or National Institutions with minimum three papers published in a recognised journal.
- (iii) **For the post of Assistant Professor or Lecturer:** The age shall not exceed forty-five years at the time of first appointment and it may be relaxed for in-service candidates as per the existing rules.

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Note: Priority shall be given to the candidates having Doctoral in Ayurveda.

- (c) **Qualification and experience for the post of Head of the Institution** –The qualification and experience for the post of Head of the Institution (Principal or Dean or Director) shall be the same qualification and experience prescribed for the post of Professor.
- (d) **Provision of allied subject-** In absence of the candidate of post-graduate qualification in the subject concerned as mentioned in column (2) of the table, the candidate of post-graduate qualification in the allied subjects as mentioned in column (3) of the table, shall be considered eligible for the post of Lecturer or Assistant Professor, Reader or Associate Professor and Professor:-

Table

| Sl.No. | Speciality required | Name of the allied subjects |
|--------|----------------------|---|
| 1. | Swasthavritta | Kayachikitsa |
| 2. | Agada Tantra | Dravyaguna or Rasashastra |
| 3. | Roga Vigyana | Kayachikitsa |
| 4. | Rachana Sharira | Shalya |
| 5. | Kriya Sharira | Ayurveda Samhita evam Siddhant or Kayachikitsa |
| 6. | Shalakya | Shalya |
| 7. | Panchakarma | Kayachikitsa |
| 8. | Balaroga | Prasuti evam Striroga or Kayachikitsa |
| 9. | Kayachikitsa | Manasaroga |
| 10. | Shalya | Nischetana evam Ksha- kirana |
| 11. | Prasuti evam Strirog | Shalya Tantra |

Note 1: The provision of allied subjects may be allowed for five years from the date of publication of these regulations.

Note 3: The research experience of regular Doctor of Philosophy (Ph.D.) holder may be considered equivalent to one year teaching experience. **Appointment of Examiner in Ayurveda.-** No person other than regular or retired teacher or researcher with minimum three years teaching or research experience in the concerned subject shall be considered eligible for examinership”.

PG REGULATIONS

As per notification, No. 4-90/2016-P.G. Regulation.—In exercise of the powers conferred by clauses (i), (j) and (k) of sub-section of section 36 of the Indian Medicine Central Council Act, 1970 (48 of 1970), and in supersession of the Indian Medicine Central Council (Post Graduate Education) Regulations, 1979 and the Indian Medicine Central Council (Post Graduate Ayurveda Education) Regulations, 2012, except as respects things done or omitted to be done before such supersession, the Central Council of Indian Medicine, with the previous sanction of the Central Government, hereby makes the following regulations to regulate the education of post-graduate course in Ayurveda system of medicine, namely:—

1. Short title and commencement.- (1) These regulations may be called the Indian Medicine Central Council (Post Graduate Ayurveda Education) Regulations, 2016.

(1) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.- (1) In these regulations, unless the context otherwise requires,-

(a) “Act” means the Indian Medicine Central Council Act, 1970 (48 of 1970);

(b) “Council” means the Central Council of Indian Medicine;

(c) “recognised institution” means an approved institution as defined under clauses (a) and (ea) of sub-section (1) of section 2 of the Act.

(2) The words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act

3. Aims and objects- The aims of the post-graduate degree courses shall be to provide orientation of

4. specialties and super-specialties of Ayurveda, and to produce experts and specialists who can be competent and efficient teachers, physicians, surgeons, gynaecologists and obstetricians (Stri Roga and Prasuti Tantragra), pharmaceutical experts, researchers and profound scholars in various fields of specialisation of Ayurveda.

5. Specialties in which post-graduate degree shall be conducted.- The post-graduate degrees shall be allowed in the following specialties as under:-

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| Sl.No. | Name of speciality | Nearest terminology of modern subject | Department in which post-graduate degree can be conducted |
|---------------------------------|--------------------------------------|---|---|
| Pre-clinical speciality | | | |
| 1 | Ayurveda Samhita Siddhant | Ayurveda Samhita and basic principles of Ayurveda | Samhita and basic principles of Ayurveda |
| 2 | Rachana Sharira | Anatomy | Rachana Sharira |
| 3 | Kriya Sharira | Physiology | Kriya Sharira |
| Para-clinical speciality | | | |
| 4 | Dravyaguna Vigyana | Materia Medica and Pharmacology | Dravyaguna |
| 5 | Rasa Shastra evam Bhaishajya Kalpana | Ayurveda Pharmaceuticals | Rasa Shastra evam Bhaishajya Kalpana |
| 6 | Roga Nidana evam Vikriti Vigyana | Diagnostic Procedure and Pathology | Roga Nidana evam Vikriti Vigyana |
| Clinical specialty | | | |
| 7 | Prasuti evam Stri Roga | Obstetrics and Gynecology | Prasuti evam Stri Roga |
| 8 | Kaumarabhritya –Bala Roga | Pediatrics | Kaumarabhritya–Bala Roga |
| 9 | Swasthavritta | Preventive Social Medicine | Swasthavritta and Yoga |
| 10 | Kayachikitsa | Medicine | Kayachikitsa |
| 11 | Rasayana evam Vajikarana | Rejuvenation and Aphrodisiacs | Kayachikitsa |
| 12 | Mano Vigyana evam Manasa Roga | Psychiatry | Kayachikitsa |
| 13 | Shalya | Surgery | Shalya Tantra |
| 14 | Shalakyia | Diseases of Eye, Ear, Nose, Throat Head, Neck, Oral and Dentistry | Shalakyia Tantra |
| 15 | Panchakarma | Panchakarma | Panchakarma |
| 16 | Agada Tantra | Toxicology and Forensic Medicine | Agada Tantra. |
| 17 | Yoga | Yoga | Swasthavritta and Yoga |

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6.Nomenclature of post-graduate degree.- The nomenclature of post-graduate degree in respective specialties shall be as under:-

| Sl.No. | Nomenclature of specialty or degree | Abbreviation |
|--------------------------------|--|--|
| Pre-clinical specialty | | |
| 1 | Ayurveda Vachaspati – Ayurveda Samhita evum Siddhant | M.D. (Ayurveda)- Compendium and |
| 2 | Ayurveda Vachaspati – Rachana Sharira | M.D. (Ayurveda) - Anatomy |
| 3 | Ayurveda Vachaspati – Kriya Sharira | M.D. (Ayurveda) - Physiology |
| Para-clinical specialty | | |
| 4 | Ayurveda Vachaspati – Dravyaguna Vigyana | M.D. (Ayurveda) - Materia Medica and Pharmacology |
| 5 | Ayurveda Vachaspati Rasa Shastra evam Bhaishajya Kalpana | M.D. (Ayurveda) - Pharmaceuticals |
| 6 | Ayurveda Vachaspati – Roga Nidana evam Vikriti Vigyana | M.D. (Ayurveda)-Diagnostic procedure and Pathology |
| Clinical specialty | | |
| 7 | Ayurveda Dhanvantari – Prasuti evam Stri Roga | M.S. (Ayurveda)- Obstetrics and Gynecology |
| 8 | Ayurveda Vachaspati – Kaumarabhritya –Bala Roga | M.D. (Ayurveda)- Paediatrics |
| 9 | Ayurveda Vachaspati – Swasthavritta | M.D. (Ayurveda)- Social and Preventive Medicine |
| 10 | Ayurveda Vachaspati – Kayachikitsa | M.D. (Ayurveda)- Medicine |
| 11 | Ayurveda Vachaspati – Rasayana evam Vajikarana | M.D. (Ayurveda)- Rejuvenation and aphrodisiacs |
| 12 | Ayurveda Vachaspati – Mano vigyana evam Manasa Roga | M.D. (Ayurveda)- Psychiatry |
| 13 | Ayurveda Dhanvantari – Shalya | M.S. (Ayurveda)- Surgery |
| 14 | Ayurveda Dhanvantari – Shalakya | M.S. (Ayurveda)- Diseases of Eye, Ear, Nose, Throat Head, Neck, Oral and Dentistry |
| 15 | Ayurveda Vachaspati – Panchakarma | M.D. (Ayurveda)- Panchakarma |
| 16 | Ayurveda Vachaspati – Agada Tantra | M.D. (Ayurveda)- Toxicology and Forensic Medicine |
| 17 | Ayurveda Vachaspati – Yoga | M.D. (Ayurveda)- Yoga |

Note 1: The post-graduate degree holder in the old nomenclature, namely, Ayurveda Vachaspati-Ayurveda Sidhant, Ayurveda Vachaspati- Ayurved Samhita, Ayurveda Vachaspati- Kriya Sharir (Dosha-Dhatu-Mala Vigyana) and Ayurveda Vachaspati-Bhaishajya Kalpana as mentioned in Post-graduate Education Regulations, 2005, may be appointed in the concerned department like, holder of Dosha Dhatu Malavigyana in the department of Kriya Sharira, holder of Samhita or Siddhant in the department of Samhita and Basic Principles of Ayurveda, holder of Bhaishajya Kalpana in the department of Rasa Shastra evam Bhaishajya Kalpana. Similarly, The post-graduate degree holder in the old nomenclature, namely, Ayurveda Dhanvantri - Shalya - Samanya, Ayurveda Dhanvantri – Kshar Karma evam Anushastra Karma, Ayurveda Dhanvantri – Shalakya – Netra Roga, Ayurveda Dhanvantri – Shalakya – Shiro- Nasa Karna evam Kantha Roga, Ayurveda Dhanvantri – Shalakya – Danta evam Mukha Roga, Ayurveda Vachaspati- Sangyaharan, Ayurveda Vachaspati-Chhaya evam Vikiran Vigyan, Ayurveda Dhanvantri – Asthi Sandhi and Marmagat Roga and Ayurveda Vachaspati- Swastha Vritta and Yoga as mentioned in Post-graduate Education Regulations, 2012, may be appointed in the concerned department like, holder of Shalya - Samanya in the department of Shalya, holder of Kshar Karma evam Anushastra Karma in the department of Shalya, holder of Shalakya – Netra Roga in the department of Shalakya, holder of Shalakya – Shiro- Nasa Karna evam Kantha Roga in the department of Shalakya, holder of Shalakya – Danta evam Mukha Roga in the department of Shalakya, holder of Sangyaharan in the department of Shalya, holder of Chhaya evam Vikiran Vigyan in the department of Rog Nidan, holder of Asthi Sandhi and Marmagat Roga in the department of Shalya and holder of Swasthavritta and Yoga in the department of Swasthavritta.

Note 2: The post-graduate degree holder of newly developed speciality, namely, Ayurveda Vachaspati- Yoga as mentioned in these regulations, may be considered for appointment in their corresponding department mentioned under regulations 4 like holder of Yoga in department of Swasthavritta and Yoga.

6. Minimum requirement for post-graduate institution where under-graduate course is in existence. -The post-graduate institute where under-graduate course is in existence shall fulfill following requirements, namely:-

- (1) The under-graduate institution which has completed minimum four and half years of under-graduate teaching shall be eligible for applying to start post-graduate courses.
- (2) The institute shall satisfy all the minimum requirements of under-graduate training as specified in the Indian Medicine Central Council (Requirements of Minimum Standard for under-graduate Ayurveda Colleges and attached Hospitals) Regulations, 2016 as amended from time to time.
- (3) The institute shall have all the equipment and research facilities required for training in the related speciality and subject as specified in the Indian Medicine Central Council (Requirements of Minimum Standard for under-graduate Ayurveda Colleges and attached Hospitals) Regulations, 2016 as amended from time to time.
- (4) The institute shall have Central Research Laboratory and Animal House for starting post-graduate Course, Animal House shall be either owned or in collaboration.
- (5) The existing post-graduate Institutions shall fulfill the requirement as specified in sub-regulation (4) before the 31st December, 2016.
- (6) The Additional Ancillary staff like Biochemist, Pharmacologist, Bio Statistician, Microbiologist to be appointed and the Qualification shall be Post Graduate degree in the subject concerned or equivalent qualification from a recognised University.
- (7) The minimum additional teaching staff required for starting post-graduate course shall be one Professor or Reader and one Lecturer of the concerned subject, in addition to the teachers stipulated for under-graduate teaching, and the specialty which does not exist as independent department at under-graduate level shall have minimum one Professor or Reader and one Lecturer for starting post-graduate course.
- (8) The post-graduate department or specialty shall have minimum one Professor in concerned subject or specialty from the academic session 2017-18.
- (9) In each of the department of Rachana Sharira, Kriya Sharira, Dravyaguna, Rasa

Shastra evam Bhaishajya Kalpana, Roga Nidana evam Vikriti Vigyana and ShalyaTantra, the following non-teaching staff shall be required in addition to the under-graduate staff requirement:

- (i) Laboratory technician - 1 (one)
- (ii) Laboratory assistant - 1 (one)
- (iii) Attendant or Peon or Multipurpose worker - 1 (one).

- (10) The institute shall have a fully equipped hospital consisting of minimum one hundred beds with specialty- wise adequate facilities in all departments as specified in the Indian Medicine Central Council (Requirements of Minimum Standard for under-graduate Ayurveda Colleges and attached Hospitals) Regulations, 2016 as amended from time to time.
- (11) In the post-graduate institute having under-graduate course with upto sixty seats, ten post-graduate seats in clinical subjects shall be admissible within the bed strength as specified in sub-regulation (10) and for more than ten post-graduate seats in clinical subjects, additional beds in the student: bed ratio of 1:4 shall be provided over the bed strength as specified in the sub-regulation (10).
- (12) The post-graduate in pre-clinical or para-clinical subject as specified in regulation 4 at serial number 1 to 6 shall be admissible on the basis of bed strength as specified in sub-regulation (10).
- (13) The post-graduate institute having under-graduate course with sixty-one to hundred seats shall require additional beds for post-graduate seats in clinical subjects in the student: bed ratio of 1:4 over the bed strength as specified in sub-regulation (10).
- (14) The minimum annual average bed-occupancy in In-Patient Department of the hospital during last one calendar year (i.e. 365 days and 366 days in case of a leap year) shall be more than fifty per cent. and minimum daily average attendance of patients in Out-Patient Department of the hospital during last one calendar year (300 days) shall be minimum one hundred and twenty patients per day for the colleges having post-graduate course(s) with upto sixty under-graduate seats and minimum two hundred patients per day for the colleges having post-graduate course(s) with sixty-one to hundred under-graduate seats.

(15) In clinical departments, for additional beds increased for clinical post-graduate seats, one Clinical Registrar or Senior Resident or Resident Doctor shall be provided for every twenty beds.

7. Post-graduate Institute where under-graduate course is not in existence.-The post-graduate institute where under- graduate course is not in existence shall fulfill following requirements, namely:-

- (1) The institute shall have fully developed Departments with infrastructure as specified in the Indian Medicine Central Council (Requirements of Minimum Standard for under-graduate Ayurveda Colleges and attached Hospitals) Regulations, 2016 as amended from time to time, in which post-graduate course is being conducted.
- (2) The institute shall have all the equipment and research facilities required for training in the related speciality and subject as specified in the Indian Medicine Central Council (Requirements of Minimum Standard for under- graduate Ayurveda Colleges and attached Hospitals) Regulations, 2016 as amended from time to time.
- (3) The institute shall have Central Research Laboratory and Animal House for starting post-graduate Course, Animal House shall be either owned or in collaboration.
- (4) The existing post-graduate Institutions shall fulfill the requirement as specified in sub-regulation (3) before the 31st December, 2016.
- (5) The Additional Ancillary staff like Biochemist, Pharmacologist, Bio Statistician, Microbiologist to be appointed and the Qualification shall be Post Graduate degree in the subject concerned or equivalent qualification from a recognized University.
- (6) The department, in which post-graduate course is being conducted shall have minimum three faculties; one Professor, one Reader or Associate Professor and one Lecturer or Assistant Professor; or one Professor or Reader or Associate Professor and two Lecturers or Assistant Professors in each concerned subject or specialty.
- (7) Consultants or part time teachers in concerned specialty as specified in the Indian Medicine Central Council (Requirements of Minimum Standard for under-graduate Ayurveda Colleges and attached Hospitals) Regulations, 2016 as amended from time to time shall be engaged for teaching on part time basis.
- (8) The post-graduate department or specialty shall have minimum one Professor in concerned subject or specialty from the academic session 2017-18.
- (9) In each of the department of Rachana Sharira, Kriya Sharira, Dravyaguna, Rasa Shastra

evam Bhaishajya Kalpana, Roga Nidana evam Vikriti Vigyana and Shalya Tantra, the following non-teaching staff shall be required:

- (i) Laboratory technician - 1 (one)
- (ii) Laboratory assistant - 1 (one)
- (iii) Attendant or Peon or Multipurpose worker - 1 (one).

(10) In each of the department other than the departments specified in sub-regulation (9), the following non-teaching staff shall be required:

- (i) Office Assistant or Data entry operator - 1 (one)
- (ii) Attendant or Peon or Multipurpose worker - 1 (one).

(11) Minimum one hundred beds in the hospital and minimum annual average bed-occupancy in In-Patient Department of the hospital during last one calendar year (365 days and 366 days in case of a leap year) shall be more than fifty per cent.

(12) Minimum daily average attendance of patients in Out-Patient Department of the hospital during last one calendar year (300 days) shall be minimum one hundred and twenty patients per day.

(13) Twenty-five post-graduate seats in clinical subjects shall be admissible within the bed strength as specified in sub-regulation (11) and for more than twenty-five post-graduate seats in clinical subjects, additional beds in the student: bed ratio of 1:4 shall be provided over the bed strength as specified in the sub-regulation(11).

(14) The institute conducting post-graduate course in clinical speciality shall have related Out-Patient Departments and In-patient departments and laboratory in the hospital as per the Indian Medicine Central Council (Requirements of Minimum Standard for under-graduate Ayurveda Colleges and attached Hospitals) Regulations, 2016 as amended from time to time and the total attendance of patients in those Out-Patient Departments and In-patient departments shall be taken in to account for the purpose of determining minimum daily average attendance of patients as mentioned in sub-regulations (11) and (12).

(15) The institute conducting post-graduate course in pre-clinical or para-clinical speciality shall have any of Out- Patient Departments and In-patient departments and related laboratory in the hospital as per the Indian Medicine Central Council (Requirements of Minimum Standard for under-graduate Ayurveda Colleges and attached Hospitals)

Regulations, 2016 as amended from time to time and the total attendance of patients in those Out-Patient Departments and In-patient departments shall be taken in to account for the purpose of determining minimum daily average attendance of patients as mentioned in sub-regulations (11) and (12).

- (16) In clinical departments, the beds for clinical post-graduate seats, one Clinical Registrar or Senior Resident or Resident Doctor shall be provided for every twenty beds.

Note:- The vacant post may be filled up on contractual basis with retired Professors or Readers or Associate Professors or Lecturers or Assistant Professors below the age of sixty-five years in any department, till the regular appointment is made.

8. Mode of admission-

- (1) A person possessing the degree of Ayurvedacharya (Bachelor of Ayurveda Medicine and Surgery) from a recognised University or Board or medical institution specified in the Second Schedule to the Act and enrolled in Central or State register of Indian Systems of Medicine shall be eligible for admission in the post-graduate degree course.
- (2) The State Government or University concerned shall conduct the admission process.
- (3) The Selection of candidates shall be made on the basis of final merit index calculated out of total of hundred marks based on eighty per cent. weightage to the Post-graduate entrance test (PGET) and twenty per cent. weightage to the marks obtained in undergraduate course.
- (4) The Post-graduate entrance test (PGET) of hundred marks shall consist of one common written test of multiple choice questions covering all the subjects of Ayurvedacharya (Bachelor of Ayurveda Medicine and Surgery) course.
- (5) The minimum eligibility marks of the entrance test for admission in the case of general candidates shall be fifty per cent of the total marks, in the case of candidates belonging to the Schedule Castes, the Scheduled Tribes and regular Central or State Government service candidate shall be forty per cent. and in the case of candidates belonging to the Other Backward classes shall be forty-five per cent.
- (6) The sponsored candidates shall also be required to possess the percentage of marks specified in sub-regulations (5).
- (7) The sponsored foreign national's candidates shall not be required to possess the

percentage of marks specified in sub-regulations (5).

- (8) Reservation for all categories shall be applicable as per the policy of the Central Government or the concerned State Government.
- (9) Change of subject shall be permissible within a period of two months from the date of admission, subject to availability of vacancy and guide in the concerned department.

9. Duration of course and attendance-

- (1) The student shall have to undergo study for a period of three years after the admission.
- (2) The student shall have to attend minimum seventy-five per cent. of total lectures, practicals and clinical tutorials or classes to become eligible for appearing in the examination.
- (3) The student shall have to attend the hospital and other duties as may be assigned to him during the course of study.
- (4) The student of clinical subject shall have to do resident duties in their respective departments and student of non-clinical subject shall have duties in their respective departments like Pharmacy or Herbal Garden or Laboratory during the course of study.
- (5) The student shall attend special lectures, demonstrations, seminars, study tours and such other activities as may be arranged by the teaching departments.
- (6) The maximum duration for completion of the course shall not exceed beyond the period of six years from the date of admission to the course.
- (7) Web based centralized biometric attendance system shall be required for the attendance of post-graduate students and manual attendance at department level in which student is pursuing the post-graduate course.

10. Method of training.-

- (1) In the first year of the course, the students shall have to acquire knowledge in the applied aspects of the fundamentals of Ayurveda
- (2) Intensive training shall be provided in classical knowledge along with comparative and critical study in the respective specialty.
- (3) The emphasis shall be given on intensive applied and hands on training.
- (4) The student shall have to acquire the knowledge about the methods and techniques of research in the respective fields making use of information technology.

- (5) In clinical subjects, students shall undertake responsibility in management and treatment of patients independently and deal with emergencies.
- (6) The student shall undertake training in teaching technology and research methods and shall participate in the teaching and training programs of under-graduate students or interns in the respective subjects during the course of studies.
- (7) In the clinical training, the student shall have to acquire knowledge of independent work as a specialist.
- (8) In the specialties of Shalya, Shalakyia and Prasuti - Stri Roga, the student shall undergo training of investigative procedures, techniques and surgical performance of procedures and management in the respective specialty.

11. Dissertation.-

- (1) Central Scientific Advisory Post Graduate Committee appointed by Central Council of Indian Medicine shall suggest the areas of Research and topics to be focused every academic year to make campaigning of evidence based Ayurveda to the need of global standards and achieve publications and the same shall be followed by University Committee while approving the Dissertation title.
- (2) The title of the dissertation along with the synopsis, with approval of the Ethics Committee constituted by the institute as per regulations of concerned recognised University, shall be submitted to the University within a period of six months from the date of admission to the post-graduate course.
- (3) If the student fails to submit the title of dissertation and synopsis within the period specified under sub- regulation (2), his terms for final post-graduate course shall be extended for six months or more in accordance with the time of submission of the synopsis to the University.
- (4) The synopsis of the proposed scheme of work shall indicate the expertise and action plan of work of the student relating to the proposed theme of work, the name of the department and the name and designation of the guide or supervisor and co-guide (if any).
 - a. The University shall approve the synopsis not later than three months after submission of the synopsis.
- (5) A Board of Research Studies shall be constituted by the University for approving the title.

- (6) The University shall display the approved synopsis of dissertation on their website.
- (7) The subject of every dissertation shall be research oriented, practical oriented, innovative and helpful in the development of Ayurveda system and the subject of the dissertation shall have relation with the subject matter of the specialty.
- (8) Once the title for dissertation is approved by the Board of Research Studies of the University, the student shall not be allowed to change the title of the proposed theme of work without permission of the University.
- (9) No student shall be allowed to submit the dissertation before six months of completion of course and the student shall continue his regular study in the institution after submission of dissertation to complete three years.
- (10) The dissertation shall contain the methods and data of the research carried out by the student on the problem selected by him and completed under the guidance of the guide or supervisor approved by the University.
- (11) The dissertation shall consist of critical review of literature, methodology, results of the research, discussion on the basis of research findings of the study, summary, conclusion, and references cited in the dissertation shall be suitable for publication.
- (12) The dissertation shall consist of not less than forty thousand words.
- (13) The dissertation shall contain, at the end, a summary of not more than one thousand and five hundred words and the conclusion not exceeding one thousand words.
- (14) The guide or supervisor shall be a person of status of a Professor or Reader or Associate Professor.
- (15) Lecturer or Assistant Professor having five years University approved teaching experience in the subject concerned shall eligible for guide or supervisor.
- (16) Five copies of the bound dissertation along with a certificate from the supervisor or guide shall reach the office of the Registrar of the University four months before the final examination.
- (17) The dissertation shall be assessed by two external examiners and two internal examiners appointed by the University.
- (18) The dissertation shall be accepted only after the approval of examiners appointed under sub-regulation (17) and in case of disapproval by one external examiner, the dissertation shall be referred to third external examiner approved by the University concerned.

- (19) If the dissertation is not accepted by two external examiners, the same shall be returned to the student with the remarks of the examiners and the student shall resubmit the dissertation after making necessary improvement in the light of examiners' report to the University within a further period of six months.
- (20) The student shall be permitted to appear in the final examination of post-graduate degree course only after approval of the dissertation by the examiners.
- (21) Inter-disciplinary research may be done by co-opting the guide or supervisor from the concerned specialty.
- (22) If a para-clinical or pre-clinical subject student takes a thesis topic involving clinical trials then he/she shall work under co-guide of a clinical teacher of the speciality concerned for preparing the thesis

12. Examination and assessment.-

- (1) The post-graduate degree course shall have two examinations in the following manner, namely:-
- (a) the preliminary examination shall be conducted at the end of one academic year after admission;
- (b) the final examination shall be conducted on completion of three academic years after the admission to post- graduate course;
- (c) examination shall ordinarily be held in the month of June or July and November or December every year;
- (d) for being declared successful in the examination, student shall have to pass all the subjects separately in preliminary examination;
- (e) the student shall be required to obtain minimum fifty per cent. marks in practical and theory subjects separately to be announced as pass;
- (f) if a student fails in preliminary examination, he shall have to pass before appearing in the final examination;
- (g) if the student fails in theory or practical in the final examination, he can appear in the subsequent examination without requiring to submit a fresh dissertation;
- (h) the subsequent examination for failed candidates shall be conducted at every six months interval; and

- (i) the post-graduate degree shall be conferred after the dissertation is accepted and the student passes the final examination.
- (2) The examination shall be aimed to test the clinical acumen, ability and working knowledge of the student in the practical aspect of the specialty and his fitness to work independently as a specialist.
- (3) The clinical examination shall be judge the competence of the student in Ayurveda and scientific literature of the specialty.
- (4) The *viva-voce* part of the practical examination shall involve extensive discussion on any aspect of subject or specialty.

13. Subjects of examination.-

- (1) The preliminary examination at the end of one academic year after admission shall be conducted in the following subjects, namely:-
Paper I- Research Methodology and Bio or Medical Statistics; Paper II-Applied aspects regarding concerned subjects.
- (2) The student shall have to undergo training in the department concerned and shall maintain month-wise record of the work done during the last two years of study in the specialty opted by him as under:-
 - (a) study of literature related to specialty;
 - (b) regular clinical training in the hospital for student of clinical subject;
 - (c) practical training of research work carried out in the department, for student of pre-clinical and para- clinical subject;
 - (d) participation in various seminars, symposia and discussions; and
 - (e) progress of the work done on the topic of dissertation.
- (3) The assessment of the work done by the students of first year post-graduate course during the first year as specified in sub-regulation (2) shall be done before the preliminary examination.
- (4) The final examination shall include dissertation, written papers and clinical or practical and oral examination.
- (5) There shall be four theory papers in each specialty and one practical or clinical and viva-voce examination in the concerned specialty or group of sub-specialties selected

by the student for special study.

- (6) The student shall publish or get accepted minimum one research paper on his research work in one journal and one paper presentation in regional level seminar.

14. Mode of examination and appointment of examiner(s)-

- (1) The preliminary examination and final examination shall be held in written, practical or clinical and oral examination.
- (2) The preliminary examination shall be conducted by a team of two examiners, out of which one examiner shall be external from any other institution and the final examination shall be conducted by a team of four examiners, out of which two examiners shall be external from any other institution.
- (3) A teacher with five years teaching or research experience in concerned subject or speciality shall be considered eligible for being appointed as an examiner.

15. Facilities for post-graduate students.- The stipend and contingency shall be provided at the rates decided by the Central Government for institutes of its control or respective State Government for institutes of its control or University, as the case may be.

16. Teacher- student ratio.-

- (1) The teacher-student ratio shall be such that the number of post-graduate teachers to the number of post-graduate students admitted per year is maintained as 1:3 in case of Professor and 1:2 in case of Reader or Associate Professor.
- (2) The teacher student ratio shall be 1:1 in case of Lecturer or Assistant Professor having minimum of five years teaching experience.

17. The maximum number of students in post-graduate course.- The maximum number of students per year per specialty shall not exceed twelve.

18. Medium of instruction.- The medium of instruction shall be Sanskrit or Hindi or any recognised regional language or English.

19. Qualifications and Experience for teaching staff- The qualifications and experience for teaching staff shall be as follows:-

(a) Essential qualification-

- (i) A Bachelor degree in Ayurveda from a University as recognised under the Act;
- (ii) a Post-graduate degree in the subject or specialty concerned included in the Schedules to

the Act.

(b) Experience-

For the post of Professor: Total teaching experience of ten years in concerned subject or five years teaching experience as Associate Professor (Reader) in concerned subject or total ten years research experience in regular service in Research Councils of Central Government or State Government or Union territory or University or National Institutions with not less than five papers published in a recognised journal.

For the post of Reader or Associate Professor: Teaching experience of five years in concerned subject or total five years research experience in regular service in Research Councils of Central Government or State Government or Union territory or University or National Institutions with not less than three papers published in a recognised journal.

For the post of Assistant Professor or Lecturer at the time of first appointment, the age shall not exceed forty-five years and no teaching or research experience is required.

Qualification and experience for the post of Head of the Institution –The qualification and experience for the post of Head of the Institution (Principal or Dean or Director) shall be the qualification and experience prescribed for the post of Professor.

| Sl. No. | Specialty required | Name of the allied subjects |
|---------|----------------------|--|
| 1. | Swasthavritta | Kayachikitsa |
| 2. | Agada Tantra | Dravyaguna or Rasashastra |
| 3. | Roga Vigyana | Kayachikitsa |
| 4. | Rachana Sharira | Shalya |
| 5. | Kriya Sharira | Ayurveda Samhita evam Siddhant or Kayachikitsa |
| 6. | Shalakya | Shalya |
| 7. | Panchakarma | Kayachikitsa |
| 8. | Balaroga | Prasuti evam Striroga or Kayachikitsa |
| 9. | Kayachikitsa | Manasaroga |
| 10. | Shalya | Nischetana evam Ksha- kirana |
| 11. | Prasuti evam Strirog | Shalya Tantra |

(c) Provision of allied subject: In absence of the candidate of post-graduate qualification in the subject concerned as mentioned in column (2) of the table, the candidate of post-graduate qualification in the allied subjects as mentioned in column (3) of the table, shall be considered eligible for the post of Lecturer or Assistant Professor, Reader or Associate Professor and

Professor:-

Note 1: The provision of allied subjects may be allowed for five years from the date of publication of these regulations.

Note 2: The research experience of regular Doctor of Philosophy (Ph.D.) holder may be considered equivalent to one year teaching experience.

20. Date of completion of permission process and cut-off-date for admission in Ayurveda

Colleges.- (1) The process of grant or denial of permission to the Ayurveda colleges for taking admissions in post-graduate course shall be completed by the 31st July of each academic session.

(2) The cut-off-date for admissions in post-graduate course shall be the 30th September of each academic session.

Ph.D. REGULATIONS

Direction No. 05/2009 : Recognized qualification /eligibility conditions as equivalent to Ph.D. Degree

WHEREAS Maharashtra University of Health Sciences Act, 1998 (Mah. Act No. X 1999) has come into force with effect from 3rd June 1998.

AND

WHEREAS as per sec. 6(3) of MUHS Act 1998 all colleges of Health Sciences previously affiliated to conventional non-agricultural Universities in the State of Maharashtra shall be deemed to be affiliated to Maharashtra University of Health Sciences, Nashik

AND

WHEREAS Ph. D. Degree is not essential qualification for Teachers, Deans, Principals and Directors of colleges/institutions conducting Health Sciences Courses in the State of Maharashtra.

AND

WHEREAS it is essential to prescribe equivalent qualification/eligibility conditions in the field of Health Sciences to the Ph. D. Degree.

Now, therefore, I Dr. (Smt.) Mrudula Phadke, Vice-Chancellor of the Maharashtra University of Health Science in exercise of powers conferred upon me under sub section (8) of section 16 of the Maharashtra University of Health Science Act, 1998, hereby issue the following direction:

1. This direction shall be called As, "Recognized qualification/eligibility conditions as equivalent to Ph. D. Degree".
2. Any Teacher, Principal, Dean, Director of the college/institution of Health Sciences or Assistant Manager or above in a Research and Development Department who possesses following qualification(s)/eligibility condition(s) shall be recognized as equivalent to Ph.D. Degree.
 - (a) He/She is recognized as a Ph. D. Guide in a Statutory University.

OR

- (b) He/She has atleast two publications in the National /International journals as the first author alongwith 10 years experience as a PG recognized teacher
http://www.muhsnashik.com/academic/Direction_No_05_2009_100909.htm4/24/2012

Recognized Qualification Eligibility Conditions

OR

- (c) He/She has received National award/s from Government Organization/s or National Statutory Body for outstanding research with 10 years experience as a PG Recognized teacher.

OR

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(d) He/She has obtained atleast two International patents for research with 10 years experience as a PG recognized teacher.

OR

(e) He/She has worked in a Research and Development Department of an industry in the cadre of an Assistant Manager or above, for the period of not less than 5 years (The turnover of such industry shall be minimum Rs. 15 crores per annum) with 10 years experience as a PG recognized teacher.

3. This direction shall come into force from the date of its issuance and shall remain in force until repealed expressly.

Sd/-

Place: NashikDr. (Smt.) Mrudula Phadke Date: /07/2009

Vice-Chancellor

http://www.muhsnashik.com/academic/Direction_No_05_2009_100909.htm 4/24/2012

HUMAN RESOURCE POLICY

THE PROCEDURE FOR APPOINTMENT AND APPROVAL OF PRINCIPALS, DEANS, DIRECTORS AND TEACHERS AND RECOGNITION OF POST GRADUATE TEACHER OR GUIDE OF AFFILIATED PRIVATE AIDED AND UNAIDED COLLEGES OR RECOGNISED INSTITUTIONS AND THE CRITERIA GOVERNING TERMS AND CONDITIONS OF THEIR SERVICES. (As per Direction No.-01/2017/www.muhs.ac.in)

As per Maharashtra University of Health Sciences Act, 1998 (hereinafter in this Direction referred to as "the said Act") has been passed by the State Legislature to establish the Maharashtra University of Health Sciences (hereinafter in this Direction referred to as "the University") for the purposes of ensuring proper and systematic instruction, teaching, training and research in modern Medicine and Indian system of Medicine and to have a balanced growth in the Health Sciences, so also to have uniformity in various courses in Health Sciences in the State which is followed & implemented by Hon.Shri.Annasaheb Dange Ayurved Medical college & Post graduate Research Center, Ashta, Sangli .

AND WHEREAS as per clause (u) of section 27 of the said Act, the Management Council of the University may prescribe by Statues the procedure of appointment of teachers, officers and other employees in all institutions and colleges affiliated to the University, and the terms and conditions of their services, and as per sub-section (3) of section 61 of the said Act, the University may prescribe the selection committee and the mode of appointment for Principals, teachers and other employees of the affiliated Colleges is followed & implemented by Hon.Shri.Annasaheb Dange Ayurved Medical college & Post graduate Research Center, Ashta, Sangli .

AND WHEREAS prescribing the qualifications, procedure of recruitment, workload, code of conduct, terms and conditions in respect of official duties, including periodic assessment of teachers, the affiliated Aided and Unaided colleges and recognised institutions (except those colleges or institutions managed and maintained by the State or Central Government or a local

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authority) is a subject matter of Statutes, as per the provisions of sub-section (8) of section 48 of the said Act is followed & implemented by Hon.Shri.Annasaheb Dange Ayurved Medical college & Post graduate Research Center, Ashta, Sangli .

AND WHEREAS, The existing Directions No.07/2012, 09/2012, 10/2012, 01/2013 and 05/2013, prescribing rules for recognition of Post Graduate teachers, respectively, from the Medical, Dentistry, Ayurveda and Unani, Homeopathy and Allied Health Sciences faculty are hereby repealed. However, the actions taken under those Directions shall stand protected. is followed & implemented by Hon.Shri.Annasaheb Dange Ayurved Medical college & Post graduate Research Center, Ashta, Sangli .

1. Definition clause.-

Words and expressions used but not defined in this Direction shall have the same meaning, respectively, assigned to them in the said Act.

2. Pay scales.-

Pay scales of the Principals, Deans and Directors of the affiliated colleges and recognised institutions and different categories of teachers in the University, affiliated private aided and unaided colleges and recognised institutions shall be as prescribed by the State Government, from time to time, and be adopted by the University.

If the pay scale for private unaided affiliated colleges or recognised institutions is not prescribed by the State Government, then the University shall be entitled to prescribe the minimum pay for the Principals, Deans, Directors and different categories of teachers in such private unaided affiliated colleges or recognised institutions.

3. Qualifications and experience.-

The qualifications and experience for the Principals, Deans and Directors of the affiliated private aided and unaided colleges and recognised institutions and the different categories of teaching posts of Professors, Associate Professors (Readers), Asstt. Professors, (Lecturers), Tutors or Demonstrators, etc. shall be as prescribed by the respective Central Councils and be adopted by the University, from time to time. Where the Councils have not prescribed any criteria of qualifications and experience and where there is no Central Council, the University shall prescribe the criteria in respect of the qualifications and experience.

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(Explanation.- For the purposes of this rule, approved teaching experience means the approved teaching experience in the University.)

4. Appointments of Principals, Deans and Directors of affiliated colleges or recognized institutions.-

- (a) Principals, Deans and Directors of affiliated colleges and recognised institutions shall be appointed only by direct recruitment, through the selection procedure;
- (b) The post of the Principal, Dean or Director of affiliated college and recognised institutions shall be a non-vacation post;
- (c) The appointment of Principal, Dean or Director of affiliated college and recognised institution shall be made by an Appointing Authority, on the recommendations of the selection committee.
- (d) The selection committee for posts of Principal, Dean and Director of affiliated private unaided colleges shall be consisting of,-**
 - (e) Chairman of the Governing Body or Management of the college or recognised institution, or his nominee;
 - (f) One member of the Governing Body or Management of the college or recognised institution nominated by the Governing Body or Management;
 - (g) Two members, to be nominated by the Vice-Chancellor out of which minimum one shall be the Principal or Dean of the affiliated college or recognised institution. Attendance of minimum one member out of these two members shall be mandatory to constitute the quorum of the Selection Committee;
 - (h) One member belonging to either the S.C or S.T or V.J.N.T. or O.B.C. or S.B.C., category nominated by the Vice-Chancellor. Attendance of the said member shall be mandatory to constitute the quorum of the Selection Committee.
 - (i) The member of the selection committee shall not delegate any of his powers to any other person.
 - (j) The Selection Committee for the aided post of the Principal, Dean or Director of a private aided affiliated college and recognised institution, shall be, as prescribed by the State

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Government, from time to time. The Selection Committee and the procedure of selection for the non-aided post of the Principal, Dean or Director of a private affiliated college or recognised institution, shall be, as prescribed by the University.

- (k) If, the Selection Committee, the procedure of the selection or any rule regarding selection committee or its procedure has not been separately prescribed by the State Government or any appropriate authority for the selection of Principal, Dean or Director of any aided affiliated college or recognised institution of any pathy or faculty, then the procedure prescribed by the University for selection of Principal, Dean or Director in the private affiliated college or recognised institution shall be applicable to such aided affiliated college or recognised institution.

4. Roles & Responsibilities of Principal, Dean or Director of affiliated colleges or recognized institutions.-

This Subject to the supervision and general control of the University and the Governing Body or Management, the Principal, Dean or Director of affiliated college or recognised institution, as administrative and academic head shall be responsible for,-

- (i) Academic growth of the college or recognised institution and work hard for improvement of the quality of Health Sciences Education;
- (ii) Participation in the teaching work, research, and training programmes of the college or recognised institution;
- (iii) Assisting in planning and implementation of Academic Programmes, such as orientation courses, seminars, in-service and other training programmes organized by the University, college or recognised institution, for academic competence of the faculty members;
- (iv) Admission, registration and eligibility issued by the University of to students and maintenance of discipline in the college or recognised institution, as per the prevailing Rules. They shall also be responsible for curbing incidences of ragging;
- (v) Managing the college or recognised institution, Libraries, Laboratories, Hospitals, Gymkhana and Hostels;
- (vi) Accepting receipts, making expenditure and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee;

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- (vii) Observance of provisions of the Accounts Code and good practices in the keeping of accounts;
- (viii) Correspondence relating to the administration of the college or recognised institution;
- (ix) Administration and supervision of curricular, co-curricular, extra-curricular or extra-mural activities, and welfare activities of the college or recognised institution and maintenance of records;
- (x) Observance of the said Act, Statutes, Ordinances, Directions, Regulations, Rules, Notifications and other Orders issued there under by the University, from time to time;
- (xi) Supervision of college or recognised institution and University examinations, setting of question papers for the college or recognised institution and the University examinations, moderation and assessment of answer papers and such other work pertaining to the examinations, as assigned;
- (xii) Assessing reports of teachers and non-teaching staff and maintenance of their service books and looking after the general welfare of the teaching and non-teaching staff;
- (xiii) Any other work relating to the college or recognised institution, as may be assigned to him or them by the University and Appointing Authority, from time to time. Allow or relieve 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;
- (xiv) Observation and implementation of directives issued by the Government of India, respective Central Councils, the Government of Maharashtra and Government Authorities i.e. Director of Medical Education and Research and Director of Ayurved and Unani, the University and other concerned authorities;
- (xv) To safe-guard the interests of teachers, non-teaching staff members and the Management;
- (xvi) Timely submission of information or returns to different authorities i.e. the Government, the University, the University Grants Commission, the respective Central Councils and Management, etc. especially regarding Academic and Accounts matters;
- (xvii) The Principal, Dean or Director of the concerned affiliated college or recognised institution shall be held responsible for submission of any false or forged information to the University and shall be held responsible for any act done by him, which is contrary to the provisions of the said Act, Statutes, Ordinances, Rules, Regulations, Directions, Instructions, Resolutions or Notifications, decisions of University authorities, Committees and the Vice-Chancellor, as the

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case may be.

5. *Regular appointment of teacher in private aided and unaided affiliated colleges or recognized institutions.-*

There shall be a Selection Committee for making recommendations to the Management for appointment of teachers;

(a) The Selection committee for Private unaided colleges or recognised institutions shall be consisting of the following, namely:-

- (a) Chairman of the Governing Body or Management, or his nominee;
- (b) One member nominated by the Vice-Chancellor as his nominee;
- (c) One member belonging to S.C., S.T., V.J.N.T., O.B.C. or .S.B.C., nominated by the Vice-Chancellor. Attendance of the said member shall be mandatory to constitute the quorum of the Selection Committee for selection for the post earmarked for the reserved category;
- (d) One subject expert in each subject, nominated by the Vice-Chancellor, provided that, the designation of the subject expert so nominated shall be always equal or higher than the post for which the selection committee is to be constituted. Attendance of this subject expert shall be mandatory to constitute the quorum of the Selection Committee;
- (e) The Principal, Dean or Director of the college or recognised institution, as the case may be;
- (f) The Head of the concerned Department of the college or recognised institution;
- (g) One representative belonging to the S.C., S.T., V.J.N.T., O.B.C. or S.B.C., from the concerned college or the institution for the post earmarked for the reserved category.

(b) The Selection Committee for the aided posts of teachers in the private aided affiliated colleges or recognised institutions shall be such, as prescribed by the State Government, from time to time. However, the subject expert shall be nominated by the Vice Chancellor on the Selection Committee and his attendance shall be mandatory to constitute the quorum of the Selection Committee.

(c) If the Selection Committee, the procedure of selection or any rule regarding selection committee or its procedure has not been separately prescribed by the State Government or any Appropriate Authority for the selection of teachers of any aided affiliated college or recognised

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institution of any pathy or faculty, then the procedure prescribed by the University for the selection of teachers in the private affiliated college or recognised institution shall be applicable to such college or recognised institution.

(d) The Selection Committee and the procedure for selection of candidates for the non-aided posts of teachers in the private aided affiliated colleges or recognised institutions shall be as prescribed by the University.

(2) Procedure of appointment and approval of teachers.-

- (e) The advertisement for all posts shall be prepared by the college or recognized institution, keeping in view the reservation policy, and shall get it approved from the University, along with the Roster as per rules of Reservation prescribed by the Government, from time to time.
- (f) The post of the teacher of affiliated college or recognised institution shall be widely advertised in a short manner, one at local level and one in the State level newspaper, with the particulars of the minimum and other qualifications, approved experience, if any etc. Reasonable time (minimum two weeks) shall be allowed to aspirants to submit their applications. The concerned affiliated college or recognised institution shall submit the detailed advertisement to the University, in a prescribed format, along with demand draft of fees prescribed by the University, for publishing it on the official website of the University. The college may also publish the said advertisement approved by University on its own website.
- (g) The date of the meeting of the Selection Committee shall be fixed by the college or recognised institution so as to allow the notice of minimum ten days to each member and to the candidates. The marking system chart particulars of each eligible candidate without address and contact number of the candidates called for interview, may be supplied to each member at least five days before the date of meeting, in consultation with the Principal, Dean or Director of the affiliated college or recognised institution.
- (h) The quorum of the meeting of the Selection Committee for private unaided colleges or recognised institutions shall be four members and for private aided colleges or recognised institutions shall be as prescribed by the State Government, from time to

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time:

- (i) Provided that, presence of subject expert and reservation category nominee (in case of post of reservation category) in the selection committee shall be mandatory to constitute the quorum for the meeting.
- (j) The Selection Committee shall interview all eligible candidates called and present for the interview, The committee may recommend only one name, if other candidates are not found suitable, or recommend no name, if no one is found suitable. The Selection Committee shall scrupulously verify the original documents of educational qualification and experience and shall attest copies of said documents and submit a set of such attested documents, along-with their recommendations report to the Appointing Authority. The report of the Selection Committee shall be sent to the University within 72 hours i.e. within three consecutive working days, along-with a set of documents attested by the Selection Committee and other relevant documents as per checklist by university.
- (i) The Appointing Authority, shall appoint a person in order of merit from amongst the persons so recommended by the Selection Committee and shall submit the proposals for approval to the University, along with all necessary documents prescribed by the respective Central Council and / or by the University. Such appointment shall be subject to the approval of the University.
 - (ii) The Vice-Chancellor shall grant approval to the appointment of such person, after verifying his qualifications and required approved experience, if any, as prescribed by the respective Central Council and / or by the University. Such approval to the appointment shall be communicated to the concerned college or institution in the form of Letter of Approval, under the signature of the Registrar. In the absence of Registrar it may be communicated under the signature of such other authorised officer not below the rank of Assistant Registrar.
- (ix) The regular approval granted by the Vice-Chancellor to the appointment of the teachers of the affiliated colleges or recognised institutions shall be subject to successful completion of at least one Medical Education Technology (MET) workshop conducted by the University, within the period of one year from the date of approval. If any teacher fails to comply with the said provision, the approval granted by the Vice-Chancellor may be cancelled.
- (x) There shall be an exemption from taking approval to the appointment of Dean, Director or teachers appointed in the college or the institution, managed and maintained by the State,

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the Central Government or the Local Self Government. However, it shall be the duty of the appointing authority of the college or the institution, managed and maintained by the State, the Central Government or the Local Self Government to,-

- a) observe the rules and regulations prescribed by the concerned Central Council while appointing the Dean, Director, Principle or teacher in such college or the institution;
- b) inform to the University about such appointments and transfers;
- c) submit list of teachers to the University mentioning their names, designation, nature of appointment, duration of appointment and other details as asked by the University, one month before the beginning of the Academic Year.

(xi) The University shall issue the formal approval to the appointments of the Dean, Director or teachers appointed at the college or the institution, managed and maintained by the State, Central Government or the Local Self Government, after receipt of the letter of appointment, promotion or transfer and the joining report.

(xii) The permanently appointed or regular approved teacher of affiliated college or recognised institution, who desires to relinquish his post for personal or other reasons, shall give three months' notice, or of such period, as prescribed by the concerned Central Council, or in lieu thereof the basic salary for the notice period to the Appointing Authority. The Appointing Authority, or the Governing Body or Management, at its discretion may waive the above notice period in part or in full.

(xiii) The rules regarding procedure for constitution of Selection Committee and appointment of teachers in the affiliated colleges or recognised institutions, who have been granted Minority Status by the State Government, and the University, shall be separately prescribed by the University. However, the other rules in this Direction except the rule regarding reservation of posts (Roster), shall be applicable mutatis mutandis to such colleges or recognised institutions.

7. Approved experience, verification and regularization of experience and permission to use higher designation.-

- 1) The experience of a Principal, Dean, Director or teacher of any category, appointed in the affiliated college or recognised institution of the University or any other University established under any State or Central enactment, to which the approval has been granted by the concerned University, shall be called as approved experience. Also the experience

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of any Principal, Dean, Director or teacher of the college or the institution, managed and maintained by the Central Government or any State Government or Local Self Government shall be deemed to be the approved experience.

2) The unapproved experience of any Principal, Dean, Director or teacher of any category may be validated by verifying self-attested copies of the following two documents submitted with the proposal in the format of university by the concerned college or the institution or by the candidate, namely,-

a) copy of Form no. 16 for the teaching post for the given period, duly signed by the Administrative or Accounts officer of the concerned college or the institution and Income tax return submission receipt;

b) experience certificate of the concerned period issued by the Principal, Dean or Director or Head of the Institution, as the case may be.

The University may call original documents for personal verification or may send such documents for verification to the concerned college or the institution. Such procedure of verification and validation of unapproved experience may be done for considering the proposal of approval of any Principal, Dean, Director or teacher of any category, selected by the selection committee. However, such selection shall be subject to the verification and validation of such period of unapproved experience.

3) The unapproved experience between the two different appointments of Principal, Dean, Director or teacher of any category of any affiliated college or recognised institution of this University may be verified and regularised by adopting abovementioned procedure.

4) It shall be mandatory to submit Affidavit along with the proposal for verification and validation of unapproved experience, to the effect that the information and documents submitted with the said proposal are true and correct. If at any stage it is found that any information and / or document submitted with the said proposal are false or fabricated, then the verification and validation or approval shall stand cancelled and the University may initiate penal action against such teacher.

5) If any approved teacher is having experience required for higher post and if the respective Council allows for compensation of deficiency of lower post by the excess faculty in higher cadre in the same department and appropriate roster of Constitutional reservation is maintained while appointing the said teacher, the University may, after receipt of

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proposal from the concerned college or the institution, accord the express permission to use appropriate higher academic designation, other than that approved by the University. Such, higher academic designation shall not be considered as approval to such post of higher designation. The concerned teacher shall not be entitled to use benefits of such higher academic designation for the administrative, election, co-option or nomination purpose, on any authority or body of the University. However, such higher academic designation shall be considered for the purpose of allotment of P.G. seats and the University examination related work. The proposal for use of higher academic designation shall consist of following documents,-

- a) self-attested copy of appointment order and the joining report of the post for which the University has granted approval;
- b) self-attested copy of the University approval letter;
- c) self-attested copy of the experience certificate of entire teaching experience which may be verified by the University;
- d) affidavit in the prescribed format of university for regularization or validation of experience.
- e) The University shall have right to cancel such permission to use higher academic designation under the circumstances, as it deem fit at any time.

8 .Recognition to Post Graduate teacher.-

(1) The recognition to the appointment of Post Graduate teacher shall be granted by the Vice-Chancellor after receipt of complete proposal, in the format of university , from the concerned college or institution.

(2) Such proposal shall include,-

- (a) a copy of appointment order and joining report,
- (b) a copy of experience certificate,
- (c) a copy of the University approval letter for UG course,
- (d) certificate of participation in research methodology workshop.

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(3)

Post Graduate teacher recognition shall be granted to the teacher if the University has granted regular approval to the appointment of the concerned teacher or if the University has granted temporary approval of two academic years to the appointment of the concerned teacher. It shall not be applicable to the teachers appointed at college or the institution, managed and maintained by the State or Central Government or the Local Self Government. However, it shall be the duty of the appointing authority of the college or the institution, managed and maintained by the State, the Central Government or the Local Self Government to,-

- (a) observe the rules and regulations prescribed by the concerned Central Council while appointing Post Graduate teacher in such college or the institution;
- (b) inform to the University about such appointments and transfers;
- (c) a copy of the University approval letter for UG course,
- (d) submit list of Post Graduate teachers to the University mentioning their names, designation, nature of appointment, duration of appointment and other details as asked by the University, one month before the beginning of the Academic Year or when required by the University.

(4) The educational qualifications and experience for the Post Graduate teachers shall be such as prescribed by the concerned Central Council and / or as may be recommended by the Academic Council and notified by the University.

(5) The Post Graduate teacher recognition shall be granted in view of the designation of the concerned teacher mentioned in the proposal, after verification of eligibility. However, it shall be the responsibility of the concerned Post Graduate teacher to communicate the change in his designation, through the college or institution, to retain status of the Post Graduate teacher.

(6) The Post Graduate teacher recognition shall be granted up to the age of 64 years or the age of superannuation as determined by the State Government or notified by the University.

(7) The Post Graduate teacher recognition shall be granted to the superannuated Post Graduate teacher, maximum up to the age of 70 years or up to the maximum age limit as

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prescribed by the concerned Central Council, for the period of one year at a time. In other words, after attaining the age of 64 years the regular Post Graduate teacher recognition shall be ceased and it shall be granted after receipt of the proposal from the concerned college or the institution, temporarily for the period of one year at a time, which may be extendable upto 70 years or the maximum age limit as prescribed by the concerned Central Council. However, such temporary Post Graduate teacher recognition shall be granted subject to medical fitness of the concerned teacher. No new Post Graduate student shall be allotted to any teacher after completion of 64 years of age. He shall be allowed to guide the previously admitted Post Graduate students only.

(8) The proposal for such temporary Post Graduate teacher recognition shall include,-

- (a) a copy of resolution of the management of the concerned college or the institution regarding requirement of services of the concerned superannuated teacher;
 - (b) undertaking or affidavit of the concerned teacher that he shall not leave the services of such college or the institution during the period of his temporary appointment;
 - (c) an undertaking or affidavit of the Chairman or Secretary of the Management and the Dean, Director or Principal of the college or institution to the effect that if the Post Graduate teachers leaves the service during the period of their appointment on any ground, they shall be responsible for appointing another eligible Post Graduate teacher, without any delay and they shall be responsible for any academic loss of any Post Graduate student;
- (9)** The Super Specialty teacher's recognition shall be granted by the Vice-Chancellor after receipt of complete proposal, in the format which may be notified by the University, from the concerned college or the institution. The educational qualification and experience for the Super Specialty teacher shall be such as prescribed by the concerned Central Council and Academic Council of the University.
- (10)** If the recognised Post Graduate teacher or the Super Speciality teacher leaves or

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gets promoted on higher post in affiliated college or the recognised institution and joins the service of another or same affiliated college or the recognised institution, then he shall be required to inform such change to the University through the college or the institution in the form of a proposal, along with appointment or promotion order, joining report and approval letter, in view of such new appointment. The Vice-Chancellor shall accord afresh recognition in view of such appointment, after necessary scrutiny of the proposal by the University.

- (11) The proposals of the Post Graduate or the Super Speciality teachers received from the affiliated college or the recognised institution shall be scrutinised at the University level and the Vice-Chancellor shall accord recognition to the eligible teacher as the Post Graduate or the Super Speciality teacher. Such recognition to the appointment shall be communicated to the concerned college or the institution in the form of Letter of Recognition, under the signature of the Registrar. In the absence of Registrar it may be communicated under the signature of such other authorised officer not below the rank of Assistant Registrar. The Dean, Director or Principal of the concerned college or the institution shall handover the copy of such recognition letter to all the teachers to whom the recognition is granted under such letter, for their record.

6. Period of U.G. teacher approval and P.G. teacher recognition.-

- (1) In case of temporary appointments the period of approval of the Dean, Director, Principal or teacher and recognition of P.G. teacher shall be specifically mentioned in the approval letter and recognition letter, respectively.
- (2) The approval and recognition granted to a temporary or regular Dean, Director, Principal or teacher shall be ceased automatically when there is any change of designation or appointment of the concerned Dean, Director, Principal or teacher.
- (3) The approval of Dean, Director, Principal or teacher and the P.G. teacher recognition is valid until any change in designation or in the institution of the concerned Dean, Director, Principal, teacher or P.G. teacher.

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7. Freezing or cessation of approval or recognition granted by University. –

- (1) Approval or recognition granted by the University to the appointment of teacher or Principal, Dean or Director of the affiliated college or recognised institution, shall be automatically ceased, for the following reasons, namely:-
 - a) If he ceases to be teacher or Principal, Dean or Director of the concerned affiliated college or recognised institution, for any reason such as superannuation, termination or dismissal or removal from the service, resignation or for any reason he ceases to hold the concerned post;
 - b) If such approved teacher or the approved Principal, Dean or Director has been convicted of any offence involving moral turpitude;
 - c) If, at any stage of his appointment, or at a later stage, it is found that the information or documents submitted by him, at the time of his selection or at the time of obtaining approval or recognition from the University, or at the time of validation or regularisation of his experience, is or are found to be forged or false or fabricated.
- (2) Approval or recognition granted by the University to the appointment of a teacher, Principal, Dean or Director of the affiliated college or recognised institution, shall not be treated as freeze or ceased, if he is suspended from the concerned post, from the concerned affiliated college or recognised institution, during the period of his suspension. However, such teacher shall not be, either (i) appointed as a Member or Chairman of any Committee or (ii) appointed as an examiner.
- (3) If any teacher or Principal, Dean or Director of the affiliated college or recognised institution creates obstacle in the smooth functioning of the University or any authority or the Committee of the University, or if any Principal, Dean or Director of the affiliated college or recognised institution has not permitted any teacher to perform the duties allotted by the University, without any valid reason, in such circumstances the Vice-Chancellor, after holding appropriate enquiry, may freeze or cease the approval granted to the appointment of the concerned teacher or Principal, Dean or Director of the affiliated college or recognised institution for

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such period as he deems fit, which may extend to five years.

- (4) If it is proved, after holding appropriate enquiry, that the behaviour or act of any teacher or Principal, Dean or Director of the affiliated college or recognised institution is against the interest of the University or students or teaching or non-teaching staff of the college or institution, or if he fails to carry out any responsibility assigned by the University, the Vice-Chancellor may freeze or cease the approval granted to the appointment of the concerned teacher or Principal, Dean or Director of the affiliated college or recognised institution, for such period as he deems fit, which may extend to five years.

8. Teachers in affiliated colleges or recognized institutions and Code of professional ethics.-

(1) Goal of Higher Education in our Country,-

The basic purpose of education being to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism and the peace, and the principles enunciated in the Preamble to our Constitution, and the Health Sciences education has to produce complete and quality health professionals who have ability to become the leaders of society through quality health services and medical education in all areas of manifold activities, with a commitment to the aforesaid ideals and the Health Sciences education should strive for academic excellence and progress of Health Sciences Education, Research and Extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

(2) Teachers and their rights,-

Teachers should enjoy full civic rights of our democratic country. Teachers have

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a right to draw adequate emoluments (as mentioned in their appointment order issued by the competent authority, or as prescribed by the State Government and adopted by the University, or as prescribed by the University), ensuring social position, just conditions of service, professional independence and adequate social insurance.

(3) Code of Professional Ethics,-

(a) Teachers and their responsibilities,-

Whoever adopts teaching as a profession, assumes the obligation to conduct him in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, the teacher shall always try to become role model for his students. Every teacher shall see that there is no incompatibility between his precepts and practices. The national ideals of education which have already been set forth and which he shall seek to inculcate among students shall be his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teachers shall strive to,-

- I. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
 - II. Manage their private activities in a manner consistent with the dignity of the profession;
 - III. Seek to make professional growth continuous through study, training and research;
- a. Express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge;
 - b. Maintain active membership of professional organizations and strive to improve education and profession through them;
 - c. Perform their duties in the form of teaching, tutorial, practical, seminar and

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University examination duties, as assigned to them, working consciously and with dedication for creating complete Health Professional which will serve selflessly to mankind;

- d. Co-operate and assist in carrying out functions relating to the educational responsibilities of the affiliated college or recognised institution and the University, such as: - assisting in programs of anti-ragging, admission, advising and counselling students, assisting in the conduct of University and college examinations, including supervision, invigilation and evaluation, as per the Direction of the University, from time to time;
- e. Participate in extension, co-curricular and extra-curricular activities, including community service.

(b) Teachers and students relationship.-

Teachers shall,-

1. Respect the right and dignity of the student in expressing his opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs in that behalf;
4. Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students the scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit; Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
8. Make students to develop an understanding of our national heritage and national

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goals;

(c) Teachers and colleagues relationship.-

Teachers shall,-

1. treat other members of the profession in the same manner as they themselves want to be treated;
2. speak respectfully of other teachers and render assistance for professional betterment;
3. refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
4. refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavour.

(d) Teachers and authorities relationship.-

Teachers shall,-

1. discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change on any such rule detrimental to the professional interest;
2. refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. co-operate in the formulation of policies of the institute by accepting various offices and discharge responsibilities which such offices may demand;
4. co-operate through their organizations in the formulation of policies;
5. co-operate with the authorities for the betterment of the institutes keeping in view the interest in conformity with dignity of the profession;
6. should adhere to the conditions of contract;
7. give and expect due notice before a change of position is made; and

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8. refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and non-teaching staff relationship.- Teachers shall,-

1. treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institute;
2. help in the functioning of joint staff-councils covering both teachers and the non-teaching staff.

(f) Teachers and guardians relationship.-

Teachers shall,-

1. Try to see, through teacher's bodies and organizations, that institutes maintain contact with the guardians of their students, send reports of performance of students to their guardians, whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the students and the institute.
2. Teachers and society relationship.- Teachers shall, recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
3. work to improve health education in the community and strengthen the community's moral and intellectual life;
4. be aware of social problems and take part in such activities as would be conducive to the progress of society and the country as a whole;perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;?
5. refrain from taking part in or subscribing to or assisting in any way, the activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups, but actively work for National Integration.
6. Filling in temporary vacancy.-The vacancy occurred due to resignation, death, retirement, termination, lien or long leave of the incumbent teacher, Principal, Dean or Director, shall be treated as temporary vacancy against such substantive post.

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7. The Appointing Authority shall be required to publish advertisement of such temporary vacancy, for walk-in interview. Such temporary vacancy shall be filled in by the Appointing Authority on the recommendations of the Local Selection Committee of affiliated college or recognised institution, to be constituted as follows, namely:-
- a. the Chairman of the Governing body or Management, or his nominee;
 - b. the Principal, Dean or Director of the concerned affiliated college or recognised institution;
 - c. the head of the concerned Department of the college or recognised institution, in the subject concerned;
 - d. one expert in the subject concerned, nominated by the Governing body or Management, from the list of approved teachers of affiliated colleges or recognised institutions, published by the University on its official website: Provided that, the designation of the subject expert so nominated shall be always equal or higher than the designation of the post for which the Selection Committee is being constituted.

Presence of this member on such Selection Committee shall be mandatory; the Principal, Dean or Director of affiliated college or recognised institution shall be the Secretary of the committee. Quorum for the meeting shall be of three members. The temporary appointment shall be subject to the approval of the Vice-Chancellor. The procedure for approval of such appointments shall be same as prescribed in this Direction. The approval granted to such temporary appointments shall be the temporary approval which is for the specific period. The teacher appointed on such temporary vacancy or appointed through Local Selection Committee or appointed at college or institution level shall not be eligible for regular approval. A person so appointed on temporary vacancy shall be automatically terminated after the completion of the period of his appointment and the University should be informed accordingly.

- (4) The teacher appointed temporarily on any higher post for a specific period shall have to keep lien on his substantive, original, or basic post. As and when the regular appointed person resumes on duty, such temporarily appointed teacher shall be automatically reverted on his substantive, original, or basic post.
- (5) Such temporary appointment shall be made for two academic years beginning

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from 1st August to 31st July. The candidate selected on such temporary post shall be required to submit **bond of service** for the concerned two academic years to the Appointing Authority, before joining the said post.

- (6) If such temporary vacancy occurred in the midterm, then such vacancy shall be filled in to the end of the next academic year. For e.g. if such temporary vacancy has occurred in the month of December 2012, then after following the abovementioned procedure it should be filled up to the period of July 2014 and not up to July 2013.
- (7) Temporary appointment for any other period shall not be considered for the purposes of teacher's approval. However, the college or institution may appoint any candidate from 1st August or immediately after occurrence of vacancy during midterm, without mentioning the maximum period of such temporary appointment.
- (8) Notwithstanding anything contained in this Direction, the teacher appointed on such temporary post shall not leave the service during the midterm. He shall leave or resign from the service only on the compassionate ground of critical illness or if he is selected on any post in any Government or aided college or institution. If any temporarily appointed or approved teacher leaves the service during the period of his appointment for any other ground, then he shall not be approved in any other affiliated private college or institution and also shall not be counted or considered as teacher during the inspection of the concerned college or institution for the said academic year.
- (9) The college or institution shall fill up the temporary vacancy of Post Graduate teacher by appointing any eligible candidate, minimum for the duration of two academic years. The eligible or recognised Post Graduate teacher whose period of appointment is less than 18 months shall not be considered for allotment of fresh Post Graduate student.
- (10) The temporarily appointed teacher shall not have any claim or right to claim continuity or confirmation on such temporary post.
- (11) Rules regarding temporary appointment on reserved post.-
- (12) If the qualified and eligible candidate is not available for the reserved post

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from the concerned category, in such situation, to save the academic loss of the students, the selection committee or local Selection Committee may select the available qualified and eligible candidate from any other category, temporarily, for the period of one academic year, i.e. from 1st August to 31st July. The abovementioned rules prescribed for filling of temporary vacancy shall be applicable to such temporary appointments. The University may grant temporary approval for the specific period to such appointment;

- (a) after such temporary appointment, the concerned college or institution shall be required to advertise such reserved post, frequently i.e. minimum 2 times in one academic year;
 - (b) such temporary appointment shall automatically cease, when the qualified and eligible candidate for the reserved post from the concerned category is properly selected, appointed and resume the duty;
 - (c) in-spite of frequent advertisement of the reserved post, if it is satisfied that the genuine efforts have been made by the concerned college or institution to fill up the reserved post, however, the qualified and eligible candidate of the concerned reserved category was not available, in such situation to save the academic loss of the students, the Selection Committee or local selection committee may select the available qualified and eligible candidate from any other category, temporarily, for one academic year or may extend the tenure of the temporarily appointed or approved teacher for the period of further one academic year. The University may grant another temporary approval for the specific period to such appointment;
 - (d) the temporarily appointed teacher of another category shall not have any claim or right to claim continuity or confirmation on the reserved post for the concerned category.
- (13)** The abovementioned procedure for filling in a temporary vacancy of teacher shall be applied, *mutatis mutandis*, for filling in temporary vacancy of Principal, Dean or Director:

Provided that, the appointing authority for Principal, Dean or Director shall be the Governing Body or Management of the concerned affiliated college or

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recognised institution.

9. Undertaking of teacher, Principal, Dean or Director.-

The teacher, Principal, Dean or Director, newly appointed shall submit the undertaking in format of university through Principal, Dean, Director or Chairman of the Governing Body or Management, respectively, to the University, college or institutions in the format, which contains voluntarily acceptance of terms and conditions of appointment along with other necessary information.

10. Reservation of posts.-

All affiliated colleges or recognised institutions shall observe the reservation regulations for backward classes as prescribed by the State Government and the Special Cell formed by the University, from time to time, as per sub - section (2) of section 7 of the said Act.

11. Probation.-

- (1) The period of probation of Principal, Dean, Director and teacher shall ordinarily be not more than 24 months, if the concerned Principal, Dean, Director or teacher is selected on the regular substantive vacancy, by adopting due procedure. On satisfactory completion of probation, he shall be deemed to be confirmed if there is no adverse communication from the Competent Authority. However, after assessment of his work by the assessing authority, if his performance is not found up to the mark, his probation may be extended by giving written notice to him, or his services may be terminated by giving one month's notice or by paying one month's basic salary in lieu of notice.
- (2) The Principal, Dean or Director of affiliated college or recognised institution shall maintain Assessment Reports in form of **Appendix-VII** of every six months for the teachers appointed on probation, in the prescribed format, if any, for the purpose by the University. The Principal, Dean or Director of affiliated college or recognised institution under whom the teacher is working, shall send his assessment report with definite recommendations for confirmation in service or otherwise to the Chairman, Governing Body or Management, at least two months before the date of expiry of the period of probation. In case, the teacher appointed

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on probation for a period of less than 24 months, he shall not be deemed to be confirmed at the end of his probationary period which is to be extended, such cases shall be referred to the Management or Governing Body for further instructions, along with a copy of confidential report, if any, justifying such decision. The Management or Governing Body shall be the deciding authority in such cases.

- (3) The assessment report of the Principal, Dean or Director of affiliated college or recognised institution, on probation, shall be maintained by the Chairman of the Governing body or Management and shall be placed before the Governing body or Management, at least two months before the date of expiry of the period of probation, with definite recommendations of confirmation in service or extension of probationary period, or otherwise.
- (4) If the Governing Body or Management terminates the services of the teacher on probation on the ground of reduction in work-load or abolition of the post and if he is re-employed by the same college or a college under the same management subsequently within a year, the period spent by a teacher on probation during his first appointment shall be counted for the purposes of the total period of probation of 24 months. He shall be eligible for annual increment, condonation of break-in-service and confirmation, subject to assessment report being.

12. Service book.-

A service book shall be maintained by the Principal, Dean or Director of affiliated college or recognised institution for the teachers of the college or recognised institution and shall contain such information as, date of birth, date of appointment, qualifications, pay scale / emoluments, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of each academic year and his signature shall be obtained. The duplicate copy thereof shall be maintained and updated at the same time and handed over back to the teacher.

13. *Assessment of work of Principal, Dean, Director and teacher.-*

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- (1) In order to evaluate the work of the teacher, he shall prepare an out-line of his academic programme in consultation with the Head of the Department at the beginning of session and then at the end of the academic year, prepare a report of the work done by him, which should be submitted to the Principal, Dean or Director of the affiliated college or recognised institution, by the end of the year. The Head of the Department shall also prepare his own report of the work done by concerned teacher and submit it to the Principal, Dean or Director of affiliated college or recognised institution, as the case may be, at the end of the academic year. In addition, the assessment report of the teachers shall be maintained by the Principal, Dean or Director of affiliated college or recognised institution, as the case may be, for the following purposes,-
- (a) For evaluation of yearly reports during the period of probation;
 - (b) For confirmation in the service;
 - (c) For consideration at the time of interview for a higher post;
 - (d) On other occasions when required for specific purposes.
- (2) A copy of annual confidential report shall be communicated to every teacher by the Principal, Dean or Director of affiliated college or recognised institution, as the case may be, and by the Chairman, Governing Body or Management in case of Principals, Deans or Director, with a view to making improvement in the work, by the person concerned. The person aggrieved by any adverse remarks may represent to the Competent Authority, which shall deal with such representation suitably.
- (3) The assessment report referred to above shall be made by the persons referred to in this rule, as indicated below, on the recommendations of the immediate Head, under whom they are working:-

| | <i>Assessing Authority</i> | <i>Person to be assessed</i> |
|--|----------------------------|------------------------------|
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| | | |
|-----|--|--|
| (a) | Chairman, Management.Governing Body or | The Principal, Dean or Director of affiliated college or recognised institution; |
| (b) | The Principal, Dean or Director of the affiliated college or recognised institution | The Head of the Department in the affiliated college or recognised institution; |
| (c) | The Principal, Dean or Director of affiliated college or recognised institution, on the basis of confidential report of the Head of the concerned department | The teacher in the department of the affiliated college or recognised of the affiliated college or recognised institution. |

14. Increment.-

- (1) An increment shall be drawn as may be prescribed in the appointment order issued by the competent authority, or as per the policy of the Government, as adopted by the University or as notified by the University.
- (2) Calculation of the service, as laid down in the following clauses or in such other manner, as the Competent Authority may determine, from time to time, shall be counted for the purposes of increments, in a time scale,-
 - (a) The service in a time-scale post shall be counted for the purposes of increment in such time-scale, provided that the service rendered in the post carrying lower time- scale shall not be counted for the purposes of increment in the higher post;
 - (b) Leave, other than extra-ordinary leave without pay, shall be counted for the purpose of increment in the time-scale of the post in which the teacher has been confirmed;
 - (c) The teacher, while holding one post, if appointed to officiate in a higher post, his officiating period on temporary service in the higher post shall, if he is reappointed to the lower post, be counted for the purposes of increment in the time-scale applicable to such lower post;

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- (d) The service rendered in a time-scale post during the period of probation shall be counted for the purposes of increment;
- (e) The service rendered in a temporary time-scale post shall be counted for the purposes of increment;
- (f) Where a person who is allowed to keep a lien, reverts to his original post, that period of lien shall be counted for the purposes of increment.

15. Seniority of teachers.-

Seniority of the teachers in the affiliated colleges or recognised institutions shall be determined as under, namely:-

- (1) Seniority of teachers in an affiliated college or recognised institution shall be determined on the basis of the date of appointment and length of continuous service in the same college or recognised institution, run by the same management, provided, that if the teacher accepts appointment in some other University, College or recognised institution, keeping his lien on the original post, that period shall be counted for the purposes of seniority, as the period of his continuous service in the college or recognised institution in which he has kept the lien.
- (2) The life member or life worker of the trust or society (if any), shall be treated at par with other teachers while determining their seniority.
- (3) The Principal, Dean or Director of affiliated college or recognised institution shall be considered senior to other teachers only for the period during which he holds the said post.
- (4) As between the permanent teacher and the temporary teacher, the permanent teacher shall be considered senior, irrespective of the length of service.
- (5) The teacher appointed on probation in a permanent vacancy shall be treated as senior to one who is appointed on a temporary basis.
- (6) Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and length of service.
- (7) In respect of teachers whose length of continuous service is same, the teacher drawing higher salary shall be treated as senior and as between two

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teachers whose length of service and the salary they draw is the same, the teacher senior in age shall be treated as senior. However, the teachers selected by one Selection Committee in one selection process, and joining on duty in the officially permitted joining time, their seniority shall be decided on the basis of the order of merit given in the Selection Committee's report.

- (8) A professor shall always be considered senior to an Associate Professor / Reader, an Associate Professor / Reader shall be senior to a Lecturer / Assistant Professor, a Lecture / Assistant Professor shall be senior to a Demonstrator and Tutor.
- (9) The senior most approved Professor shall be considered as Head of the concerned Department (HOD). If there is no post of Professor or if the post of Professor is vacant, for any reason, then the senior most approved Associate Professor or Reader shall be considered as Head of the concerned Department (HOD). If there is no post of Professor or Associate Professor or Reader, or if the posts of Professor, Associate Professor and Reader are vacant for any reason, then the senior most approved Assistant Professor shall be considered as the Head of the concerned Department (HOD).

16. Vacation.-

The teachers are entitled to avail the vacations as prescribed by the University, from time to time.

17. Leave.-

Leave shall not be claimed as a matter of right. Discretion to refuse the leave is reserved with the Chairman, Governing Body or Management or the Principal, Dean or Director of affiliated college or recognised institution.

(1) Special Leave,-

- (a) The teacher attending the meeting, conference, seminar or any other non-remunerative official business of the University, College, institution or the other concerned bodies, provided prior sanction is obtained thereof, shall be

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treated on duty;

- (b) The teacher attending such business of other University, the Central or State Government Bodies or other Statutory Bodies in India, the college or institution, shall be entitled to grant special leave, not exceeding 15 days in a year;
- (c) The teacher attending the examination work and any work in the capacity of member of the Authority of the University, shall be treated on duty leave. The teacher who is deputed or sponsored by the University, college or recognised institution for any special training, teaching or academic visit to other places of country or countries, shall be treated as on special leave for the period of his absence from his regular duty.

(2) Casual Leave,-

- (a) The teacher shall be entitled to 08 days' casual leave in one calendar year or as prescribed by the State Government, from time to time;
- (b) The application for casual leave shall ordinarily be sent 3 days before the date from which the casual leave is required. An *ex-post-facto* sanction for the casual leave shall be ordinarily obtained by the teacher, in exceptional circumstances where application of casual leave could not be sent before the leave is enjoyed. Record of casual leave of the teacher shall be maintained by the college or recognised institution.

(3) Vacation for teacher,-

The teacher shall be entitled to Seventy-five days vacation during the period of 12 months commencing from the beginning of the academic year, or as prescribed by the University, from time to time. The teacher shall be expected to undertake such work in the University or college or the institution during the vacation relevant to his duties as a teacher, as may be assigned to him by the Competent Authority. Provided that, the teacher shall not be assigned such work by the Competent Authority for more than 30 days of vacation, and for the period for which he is required to undertake

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the work, he shall have earned leave at the rate of one-third of the days spent. Provided further that, such work does not yield extra remuneration to him. The teacher shall remain present on the first and the last day of each term unless otherwise permitted by the Vice-Chancellor or the Principal, Dean or Director of the college or recognised Institution.

(4) Medical Leave,-

- (a) The teacher shall be entitled to a leave on medical ground for 20 days on half pay or 10 days on full pay, on commutation basis for each year of completed service or as prescribed by the State Government or the University, from time to time. This leave shall be sanctioned on the production of medical certificate from any R.M.P, if the period is less than 21 days. For more than 21 days period, the certificate from the Civil Surgeon or the Medical Board appointed by the college or recognised institution shall be produced. The teacher shall also produce medical fitness certificate at the time of joining the duty, after medical leave;
- (b) Teacher suffering from diseases like Tuberculosis, Cancer, paralysis or Leprosy, shall be entitled to special medical leave to the extent of one year in his entire career, on full pay, in case he has exhausted all his earned leave and regular medical leave admissible. The teacher shall produce a medical certificate from the Medical Board appointed by the college or recognised institution or from any specialized medical institute, hospital, clinic, sanatorium or the civil surgeon for the purposes of availing special medical leave, and before resumption of duty from such leave he shall produce the certificate stating that he is medically fit. Special leave for such diseases may be granted two times in the ordinary course, and for third time after the teacher is examined by the Medical Board.

(5) Maternity Leave,-

- (a) A female teacher appointed on permanent vacancy and having regular approval shall be eligible for maternity leave after completion of one year of

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service. A female teacher appointed on temporary vacancy for the period of one year shall also be eligible for maternity leave. However, the teacher appointed on permanent or temporary vacancy shall have to submit the undertaking to the employer that after resuming from the maternity leave she shall not leave the service for the period of next two years, otherwise the salary received during the period of maternity leave shall be ceased, or be recovered if already paid;

- (b) The maternity leave shall be granted up to two living children. Entitlement of such leave shall be based on the number of living children and not on the number of deliveries. A female employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for a second delivery. However, a female employee with one living child from the first delivery shall be eligible for the maternity leave, even if, she gives birth to twins in the second delivery;
- (c) The maximum period of entitlement for maternity leave shall be 180 days, or as prescribed by the State Government, from time to time, and as adopted by the competent authority of the concerned affiliated college or recognised institution, with full pay and allowances, subject to the production of the medical certificate;
- (d) In case of a miscarriage or a medical termination of pregnancy, for her health a female employee, on production of the specific proof, shall be entitled to 90 days leave, or as prescribed by the State Government, from time to time, and as adopted by the competent authority of the concerned affiliated college or recognised institution, with pay and allowances, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only twice in the entire service span of an employee. Maternity leave under rule 21.5.3 shall not be admissible in such cases;
- (e) A female employee, suffering from illness arising out of pregnancy or delivery or premature birth of child or miscarriage or medical termination of pregnancy, shall be entitled to additional one-month leave with pay and allowance on production of medical certificate. Such medical certificate shall

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be subject to the scrutiny of the Medical Board;

- (f) Paternity leave shall be allowed to a male employee with less than two surviving children during the period of confinement of his wife, i.e. fifteen days before or up to six months from the date of a delivery of a child. However, if such employee has not availed the leave within this period, it shall be treated as lapsed. The duration of paternity leave shall be 15 days or as prescribed by the State Government, from time to time, and as adopted by the competent authority of the concerned affiliated college or recognised institution.

(6) *Special Disability Leave,-*

The Principal, Dean, Director or teacher of affiliated college or recognised institution, if disabled by injury or illness caused in consequence of the due performance of his official duty, or in consequence of his official position, shall be entitled to **Special Disability Leave** on full pay, only when the injury or illness is sustained as a result of a risk, which is beyond the ordinary risk, attached to the post. Such leave shall not be exceeding 4 months at a time and shall be sanctioned by the Competent Authority on the production of a certificate, covering the requirement from Medical Board constituted by the Competent Authority and shall not be debited from any other kind of leave.

(7) *Extra-ordinary leave without pay,-*

Extra-Ordinary leave, without pay, may be granted under special circumstances up to a period of 15 days at a time and such leave shall not be granted for more than once during his term of services.

(8) *Other leave,-*

The teacher who is appointed to a temporary post for a period exceeding one year, shall be entitled to the benefits of sick leave and other leaves as approved for permanent teacher, but only after he has completed one year's continuous and active service.

(9) *Leave sanctioning authority,-*

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The sanctioning authority for different kinds of leaves to the Principal, Dean, Director or teacher of affiliated college or recognised institution, shall be as under:-

| | | |
|-----|--|--|
| (a) | Duty leave and Causal leave to the Principal, Dean or Director of affiliated college or recognised institution, | The Chairman or Secretary of the Governing Body or Management; |
| (b) | Study leave, deputation leave, special medical leave, extra-ordinary leave, leave without pay, leave prior to retirement, to the Principal, Dean, Director or teacher of affiliated college or recognised institution, | The Chairman or Secretary of the Governing Body or Management; |
| (c) | All types of leaves, other than the one specified at Sr. No. (b) above, to a permanent or temporary teacher, | The Principal, Dean or Director of the affiliated college or recognised institution. |

18. Superannuation.-

The age of superannuation for the Principal, Dean, Director or teacher in an affiliated college or recognised institution shall be 64 years, or as decided by the Academic Council, from time to time, and thereafter considering the need of the Department, the concerned Governing Body or Management of the college or the institution may extend the appointment of such superannuated teacher, on yearly basis upto the maximum age limit of 70 years, or as prescribed by the respective Central Council. Such extension of yearly basis shall not be granted to the appointment of superannuated Principal, Dean or Director. However, if such Principal, Dean or Director or teacher attains the age of superannuation in the middle of the month, he shall be continued in the service till the end of that month. The age of superannuation of the Principal, Dean, Director or teacher from private aided affiliated college or recognised institution, shall be such as

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prescribed by State Government, from time to time.

19. Leave travel concession (LTC).-

The Principal, Dean, Director or teacher of affiliated college or recognised institution proceeding to his home-town or otherwise and back shall be entitled to Leave Travel Concession allowance as per the rules and at the rates prescribed by the State Government, from time to time, and as adopted by the Competent Authority of the concerned affiliated college or recognised institution.

20. Seeking release.-

- (1) The teacher shall not leave the service of the University, College or recognised institution, without giving to the University or the Governing Body of the college or recognized institution, three months' prior written notice, if he is confirmed, or one month's notice if he is on probation or temporary service, or in lieu thereof pay to the University or the Governing Body an amount equivalent to three months' or one months' basic salary, respectively, subject to rule 12.
- (2) The Principal or Dean appointed in a college conducted by or affiliated to the University or Head of the recognised institution shall not leave the service without giving one months' notice, if on probation, or three months' notice if confirmed, to the University, Governing Body or the Management, or in lieu of notice pay to the University, Governing Body or Management, an amount equivalent to one months' or three months' basic salary as the case may be.
- (3) The University, Governing Body or Management, at its discretion may waive the above notice period in part or in full.
- (4) The proposal of approval to the appointment of the teacher shall be kept in abeyance, if the concerned teacher has not followed the prescribed procedure for seeking release from the previous college and not submitted the relieving letter of his previous employer. Provided that, if it is proved or evident that the concerned teacher has followed the prescribed procedure of release but the Competent Authority has not issued relieving letter to the concerned teacher, then the proposal shall be considered on merit, without the relieving letter.

21. Handing over charge.-

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The teacher in the affiliated college or recognised institution, before leaving the service shall hand over the charge of his post to a duly authorized person and shall return to the University, college, recognised institution, library or the Department, as the case may be, all books, furniture, equipment, etc. issued to him and shall pay up in full all charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges, etc. If he fails to do so, the Registrar, Principal or Head of the recognised institution shall recover the amount due from such teacher on account of the above items, from his last salary. The last salary shall not be paid to the teacher concerned until a clearance certificate is issued by the Head of the Department, Principal, Dean or Director of the college or recognised institution concerned.

22. Reliving and experience certificate.-

The Principal, Dean or Director of the affiliated college or recognised institution shall give a Reliving Certificate to the teacher who leaves the service after due notice or to the teacher whose services are terminated by efflux of period of appointment, if he has paid all amounts due to the University, college or recognised institution. Such certificate shall also be issued by the competent authority to the Principal, Dean or Director of affiliated college or recognised institution, who leaves service or whose services are terminated by efflux of period of appointment. The appropriate Experience Certificate in form of **Appendix-XV** mentioning the post held and period of service shall be given to the teacher of the affiliated college or recognised institution who leaves the service by following due procedure, for whatsoever reason, by the Principal, Dean or Director of the concerned affiliated college or recognised institution. Such certificate shall also be issued by the competent authority to Principal, Dean or Director of affiliated college or recognised institution, who leaves the service for whatsoever reason, by following the due procedure.

23. Grounds for taking any disciplinary action against Principal, Dean, Director or teacher of affiliated college or recognised institution.-

(1) No disciplinary action shall be taken or punishment shall be inflicted on the Principal, Dean or Director or teacher, confirmed in service, except on one or more of the following grounds, namely :-

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- (a) Misconduct;
- (b) Act or omission involving moral turpitude;
- (c) Wilful and persistent neglect of duty;
- (d) Incompetence;
- (e) Engaging in and or conducting private tuitions or coaching.

(2) Explanation,-

- (a) Term misconduct shall include breach of the prescribed terms and conditions of service and violation of the provisions of the Act, Statutes, Ordinances, Regulations, Rules and Notifications issued thereunder, relating to the duties and responsibilities of teacher and violating of the Code of Conduct.
- (b) The term moral turpitude shall carry the same meaning as it carries under the Penal law;
- (c) Wilful negligence of duty shall include dereliction of duty, habitual absence from duty without previous permission, and failure to discharge any of the duties prescribed under the said Act, Statutes, Ordinances, Rules, Regulations and Notifications;
- (d) The term incompetence shall include failure to keep his knowledge up-to-date, in spite of repeated written instructions in that behalf and despite the availability of requisite facilities, and failure to complete the teaching work because of inability to teach.

24. Penalties.-

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, be imposed for one or more of the grounds mentioned in the foregoing provisions on a teacher, Principal, Dean or Director of the affiliated college or recognised institution.

(1) Minor penalties.-

- (a) Reprimand;

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- (b) Warning or censure;
- (c) Withholding of increment of pay;
- (d) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the college or institution, by negligence or breach of orders.

(2) Major penalties.-

- (a) Reduction to a lower time scale of pay, grade, post of service, which shall ordinarily be the bar to the promotion to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions or restoration to the time scale of pay, grade, post of services from which he was reduced and his seniority and pay on such restoration to that time-scale of pay, grade, post of service;
- (b) Termination or removal from the service of college or recognised institution, which shall not be a disqualification for further employment.
- (c) Compulsory retirement.
- (d) Dismissal from the service of the college or recognised institution, which shall ordinarily be a disqualification for future employment:

Provided that, the following shall not amount to penalty for the purposes of this Direction, namely:-

- (e) Non-promotion of the person, whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post for which person is eligible, on administrative ground, unconnected with his conduct;
- (f) reversion of the person appointed, on probation or to any other lower post of his permanent grade or at the end of the period of probation, in accordance with the terms of his appointment, or the rules and order governing such probation;
- (g) reversion of the person officiating in a higher grade of post, to a lower grade or post, on the ground that the person is considered to be unsuitable for such higher grade or post, or on any administrative ground unconnected with this

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conduct;

- (h) recall of the services of the person whose services had been borrowed from or lent to some outside authority, at the disposal of such authority;
- (i) termination of the services,-
- (j) Of the Principal, Dean, Director or teacher appointed on probation during or at the end of the period of his probation, in accordance with the terms of his appointment, or the rules and orders governing such probation; or
- (k) Of the temporary Principal, Dean, Director or teacher, in accordance with the rules made in that behalf by the University; or
- (l) Of the Principal, Dean, Director or teacher employed under an agreement, in accordance with the term of such agreement.

(3) Specification of details of penalties.-

- (a) Withholding of increments of pay,-

When an increment of pay of the Principal, Dean, Director or teacher is withheld, the authority imposing the punishment shall specify in its order,-

- (i) The increment or number of increments withheld;
- (ii) The period for which they are withheld;
- (iii) Whether the stoppage of increments shall have effect on the future increment, and
- (iv) Whether the period for which the increments are withheld shall be exclusive of the leave, except causal leave and other leave taken on valid ground, taken during the period.
- (v) Reduction to a post in the lower pay scale or to a lower stage of increment, in pay scale of the Principal, Dean, Director or teacher, the Authority imposing the punishment shall specify in its order,-
- (vi) The period for which such reduction shall be effective, and
- (vii) Whether on restoration the order of reduction shall have an effect on future increment, or not.
- (viii) Notwithstanding anything contained in this Direction and in other rules, if

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any, of the college or recognised institution, the teacher who is reverted to a lower stage of increment in his own time scale of pay, as a major of punishment, shall not ordinarily be restored to his original pay scale from which he is reverted or to the original incremental stage in his own time scale of pay, unless the period stipulated in his order of punishment is completed.

25. Authorities competent to inflict penalties or disciplinary authorities.-

- (ix) The power to inflict penalties on the Principal, Dean, Director or teacher of an affiliated college or recognised institution shall be vested only in the Governing Body or Management of the affiliated college or recognised institution.

26. Procedure for inflicting penalties.-

On a complaint being received against the Principal, Dean, Director or teacher of affiliated college or recognised institution, or *suo-moto*, the Competent Authority shall first determine itself and record in writing, or have it determined by any person or the preliminary investigation committee appointed by it for the purpose, if there is a *prima-facie* case appearing against the Principal, Dean, Director or teacher for infliction of either minor penalty or a major penalty.

(1) Procedure for infliction of minor penalty.-

In case it is found that the *prima-facie* case for the infliction of a minor penalty against the Principal, Dean, Director or teacher of affiliated college or recognised institution exists, the Competent Authority or an officer authorised by it for the purpose shall give in writing to the person concerned, the grounds thereof and a fair opportunity to explain, either on his own or through his representative, why such penalty be not inflicted on him. Two weeks time shall be given to the concerned Principal, Dean, Director or teacher to submit his explanation in writing. The Competent Authority or the officer authorised by him, shall hear and receive explanation of the Principal, Dean, Director or teacher, personally or through his representative, and shall offer him fair opportunity to present his case.

The Competent Authority or the officer authorised shall determine the quantum of punishment, by taking into consideration explanation furnished by the

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concerned person, which shall bear reasonable relation to the lapse or omission on his part.

(2) Procedure for infliction of major penalties.-

(a) Suspension.

(b) If the Principal, Dean, Director or teacher is alleged to be guilty of an offence of a criminal nature, involving moral turpitude and if there are reasons to believe that in the event of the offence being proved against him he would deserve to be removed or dismissed from service, the Competent Authority shall first decide whether the person concerned should be placed under suspension;

(c) the Competent Authority shall issue order of suspension to such Principal, Dean, Director or teacher of affiliated college or recognised institution, and the order of appointment of the inquiry officer or committee, and the charge-sheet (including statement of allegation) and list of evidence, simultaneously;

(d) the inquiry authority shall commence inquiry and complete the same as expeditiously as possible. Endeavour shall be made by the inquiry officer or committee to complete the enquiry within six months. If the inquiry officer or committee is unable to complete the enquiry, for whatsoever reason, within this period, it shall put the reasons therefor, in writing to the Competent Authority and after considering such reasons, the Competent Authority may grant such further period as it deems fit to complete the enquiry and no further extension shall be granted beyond such period;

(e) the Principal, Dean, Director or teacher of affiliated college or recognised institution, under suspension, shall be paid the salary at half the basic pay and allowances admissible thereon for period of first three months of suspension, thereafter, at the rate of 75% of the basic pay and allowances admissible thereon for the period of next three months and full pay and allowances admissible thereafter, i.e. after a total period of six months of suspension, during the period of inquiry.

(f) Appointment of Inquiry Officer or Committee.-

(g) The Competent Authority shall appoint an officer or a committee to

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hold the departmental inquiry into the conduct of the Principal, Dean, Director or teacher of affiliated college or recognised institution concerned. The officer or committee to be so appointed shall not be the person who has made any preliminary investigation into the conduct of the Principal, Dean, Director or teacher of affiliated college or recognised institution.

(h) Charge-sheet and statement of defence.-

(i) The Disciplinary Authority shall prepare the charge sheet and serve it on the Principal, Dean, Director or teacher of affiliated college or recognised institution concerned. The charges shall be very specific and shall also be accompanied by the statement of allegations on which the charges are based. A list of relevant documents along with their copies, which have been relied upon while framing the charges, and list of witnesses by whom the contents of charges are proposed to-be sustained, shall be provided to the concerned teacher. A reasonable time (not less than three weeks) shall be allowed to the Principal, Dean, Director or teacher for submitting his written statement of defence and list of documents and persons he desires to examine in his defence, and to state whether he desires to defend himself personally or through his representative.

(j) Oral hearing.-

(k) If the Principal, Dean, Director or teacher concerned so desires, an oral hearing shall be held in the manner stated below,-

(l) on receipt of the written statement of defence of the person charged, the inquiry authority shall fix a suitable date for the oral hearing at which the person concerned shall be heard in person. The inquiry officer shall examine at the oral hearing the witnesses (if any), on behalf of the college or recognised institution in the presence of the person charged. He shall be allowed to cross-examine the witnesses, if he so desires. The person charged shall also be allowed to present at the oral hearing his own witnesses (if any). In that case, he shall give an advance intimation regarding his intention to produce witnesses on his behalf, and on failure to do so the hearing shall proceed further without examining the witnesses of the person charged. Such witnesses, when examined

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by the person charged, may be cross-examined by the Competent Authority or its representative i.e. the presenting officer;

- (i) the deposition of the person charged and of the witnesses examined at the hearing shall be recorded in writing in a narrative form and not in the form of question and answers. The depositions thus recorded shall be read out on the spot, respectively, to the person concerned or the witnesses, as the case may be, and their signatures shall be taken on such deposition, in token of having been read over to him. A certified copy of such depositions shall be supplied to the person concerned, on request.

Explanation.- Even if the Principal, Dean, Director or teacher of affiliated college or recognised institution charged does not specifically or otherwise express a desire to be heard in person, an oral hearing shall be held to record the statement of witnesses, if any, on behalf of the college or recognised institution to corroborate the evidence on hand. The Principal, Dean, Director or teacher charged shall be informed of the date and time fixed for the oral inquiry or hearing, and shall also be informed that witnesses, if any, on behalf of the college or recognised institution shall be examined at the oral hearing and that he may, if he so desires, remain present and cross-examine them.

- (m) ***Final statement of defence of Principal, Dean, Director or teacher charged.-***

Immediately after the oral hearing is over, the Inquiry Officer or the Committee shall ask in writing the Principal, Dean, Director or teacher of the concerned affiliated college or recognised institution, charged, to state within a week's time whether he has anything further to state in the light of the proceedings at the hearing, and if he desires to do so, accordingly a reasonable opportunity shall be given to him.

- (n) ***Report of inquiry officer or committee.-***

- (i) After the oral hearing is over and the Principal, Dean, Director or

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teacher of the affiliated college or recognised institution has given his final statement of defence, the Inquiry officer shall prepare his inquiry report on the basis of the evidence, both documentary and otherwise, produced before him. He shall submit his report in triplicate to the Competent Authority within one month of conclusion of the inquiry, together with the following accompaniments, namely:-

- (a) The statement given by the Principal, Dean, Director or teacher of the affiliated college or recognised institution charged, in reply to the charge sheet;
 - (b) Proceedings of oral hearing;
 - (c) Final statement of defence, if any, given by the person charged;
 - (d) Copies of the other documents, if any, relied upon by the Inquiry Officer or the Committee.
- (ii) Besides, the above records the report shall contain a statement of findings on each charge and grounds thereof.

(o) Action to be taken on inquiry report.-

On receipt of the inquiry report the Competent Authority shall decide within one month, the action to be taken in the light of the findings of the Inquiry officer. In case, any of the charges against the charged Principal, Dean, Director or teacher are held as proved, the Competent Authority shall decide the punishment to be inflicted on him and shall give him the notice asking him to show cause within two weeks, as to why the proposed punishment should not be inflicted on him. The person concerned shall invariably be supplied with a copy of Inquiry Report along with the show cause notice, if any. The Inquiry Report shall be supplied personally to the concerned person and also through Registered Post (A. D.).

Explanation.- Although this Direction contains the procedure to be followed before inflicting a penalty classified as major, it shall be open to Competent Authority to inflict one of the minor penalties, if it so decides,

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after assigning reasons therefor in writing.

(p) Final action.-

On receipt of reply to the show cause notice from the Principal, Dean, Director or teacher of affiliated college or recognised institution, charged, the penalty or penalties shall be finally decided and communicated to the person concerned within two weeks, by the Competent Authority, taking in to consideration the reply given and his previous service record,-

- (i) If the Principal, Dean Director or teacher is fully exonerated, the period of suspension shall be treated as duty for all purposes, and the teacher shall be reinstated in his post forthwith;
- (ii) If the suspension of the Principal, Dean, Director or teacher is followed by any punishment inflicted according to the provisions mentioned above, the Competent Authority shall make a specific order regarding recovery, if any, that might be made out of the pay and allowances already paid to him during his period of suspension;
- (iii) The period of suspension of the Principal, Dean, Director or Teacher shall be mentioned in the service book. The final decision of the inquiry shall also be recorded in the service book.

27. Infliction of major penalty without holding inquiry.-

If the Principal, Dean, Director or teacher of affiliated college or recognised institution is already convicted of an alleged offence of a criminal nature, involving moral turpitude, by a Court of Law, he shall be dismissed or removed from the service of the college or recognised institution, immediately on receipt of the official copy of the decision of the Court, without following the procedure laid down in the foregoing provisions.

Explanation.- Conviction within the meaning of this Direction shall mean conviction by a competent Court of Law from whose order no appeal is preferred by the party, or conviction by the final Court of appeal.

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28. ***Contractual appointment.-***

The service conditions and leave rules given below shall apply to the Principal, Dean, Director or teacher appointed on temporary or contractual basis in affiliated college or recognised institution for a specific period or purpose,-

(1) Termination of service.-

- (a) the services of the temporally appointed Principal, Dean, Director or teacher of affiliated college or recognised institution, whose appointment is for less than one academic year, may be terminated at any time by the Governing Body or the Management, without giving any notice or without assigning any reason therefor. If the temporally appointed Principal, Dean, Director or teacher who has served for less than six months wishes to resign from the service, he may do so without giving notice. However, such teacher shall not be eligible to be appointed in any other college or institution for the remaining period of that academic year.
- (b) If the services of the temporally appointed Principal, Dean, Director or teacher exceeds one academic year, he may be relieved by the Governing Body or the Management by giving him one month's notice or in lieu thereof the payment of one month's basic salary. In case, the temporally appointed Principal, Dean, Director or teacher whose service exceeds six months, wishes to leave the service, he shall be required to give one month's notice or in lieu thereof the payment of one month's basic salary.

(2) Increment.-

Service rendered in a temporary post on a graded scale shall not be counted for the purposes of increment.

(3) Provident fund.-

The temporally appointed Principal, Dean, Director or teacher shall be entitled to subscribe to the Provident Fund of the college or recognised institution, as per rules of the Govt., made from time to time.

(4) Handing over charge.-

The Competent Authority shall ascertain the amounts due from the temporally appointed Principal, Dean, Director or teacher before relieving, removing or

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dismissing him from temporary services. The temporally appointed Principal, Dean, Director or teacher before leaving the service shall hand over the charge of his post to a duly authorised person and shall return to the college or recognised institution, Library or Department, all books, furniture, etc., issued to him and shall pay in full all charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges, if any. If he fails to do so, the competent authority shall recover the amount due from such Principal, Dean, Director or teacher on account of the above items from his last salary. The last salary shall not be paid to him until a clearance certificate is issued by the college or recognised institution concerned. If the temporally appointed Principal, Dean, Director or teacher of affiliated college or recognised institution fails to handover the charge before leaving service, the charge is deemed to be handed over to the Competent Authority or the authorised person.

Relieving and Experience Certificate.-

The Principal, Dean or Director of the college or recognised institution shall issue a Relieving Certificate, to a temporally appointed or contractual teacher who has left the service after due notice, or whose services are ceased by the end of prescribed period of appointment, if he had paid of all amounts due by him to the college or recognised institution. Such certificate shall also be issued by competent authority to Principal, Dean or Director of affiliated college or recognised institution, who leaves service or has been terminated. The appropriate Experience Certificate in form of **Appendix-XV** mentioning the post held and period of services shall be given to the temporally appointed or contractual teacher of the affiliated college or recognised institution who leaves the services by following due procedure, for whatsoever reason, or whose services are ceased by the end of prescribed period of appointment, by the and Principal, Dean or Director of the concerned affiliated college or recognised institution. Such certificate shall also be issued by Competent Authority to the Principal, Dean or Director of affiliated college or recognised institution, who leaves services

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for whatsoever reason, by following the due procedure.

29. *Gratuity:-*

Gratuity shall be payable to a teacher, appointed on substantive vacancy, on the termination of his services for whatsoever reason after he has rendered continuous service for not less than five years. Provided that, the completion of service of five years shall not be necessary where the termination of the service of any teacher is due to death or disablement. The rates of gratuity and other provisions mentioned in the Payment of Gratuity Act, 1972 shall be applicable in this regard.

30. *Notwithstanding anything contained in any rule of this Direction, the University may frame and promulgate rules regarding online procedure in respect of the following processes,-*

- (1) Any process of Selection Committee;
- (2) Any process of Teacher's approval;
- (3) Any other process that may be prescribed in this Direction.

31. *Forms.-*

Necessary forms by way of Annexures are attached to this Direction as separate appendices. The University shall have right to amend or alter these forms, from time to time. It is the duty of the concerned college or institution to bring any anomaly in these formats to the notice of the University, before its use. The action of any college or institution in contravention of any rule of this Direction shall not be protected or treated as valid on the ground of defect in any forms. It shall be mandatory to use the prescribed formats by the affiliated colleges or recognised institutions for appropriate purpose.

32. *Miscellaneous.-*

- (1) The University may design and adopt the web base online computerised programme for the procedure of teachers approval, recognition of Post-Graduate

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teachers and validation of experience of teachers. Such procedure shall be in consonance with the rules in this direction.

- (2) No act of approval process shall be deemed to be invalid at any time merely on the ground that there is any irregularity in the approval process or any minor deviation made in any procedure, not affecting the merits of the case;
- (3) The Academic Council may, at any time, without giving notice, amend, alter or repeal any provision of this Direction;
- (4) All the words or terms denoting any gender shall include all genders.

9

STUDENT'S CONDUCTS AND COLLEGE POLICIES

STATEMENT OF CULTURE

1. We, the students of ADAMC are cultured by our respect for this institution, our peers, the surrounding and our behaviour.
2. We are abide to reach our highest levels education through academic honesty
3. We strongly believe in the integrity of an individual and are informed individuals seeking positive change in a global context.
4. We claim the strength in our institute through our personal convictions.
5. We believe in vision, missions of our institute and have a faith to achieve goals by our integration.
6. We follow the rules and conducts for us while engaged in learning.

INTRODUCTION

A.D.A.M.C. is an educational institute where students are expected to be active and involved learners while learning process. They are expected to follow their responsibility, honesty, civility, non-violence, respect for the rights, opinions and beliefs of others, service to the college, college ethics and beyond. When students are admitted in the institute it is assumed they are responsible individuals who, through personal freedom and independence, will grow and develop both academically and personally. As the institute has programmes related to Ayurveda, the science of life, it's always be an expectation from the students that they will first be the humans, then be the doctors, then be the professionals. To safeguard the rights, opportunities, and welfare of students, faculty, staff and guests of the college, all students are responsible for the regulations and policies executed by the college. Students are expected to treat other members of the community with courtesy, to respect their rights and needs, to maintain the highest standards of honesty and integrity in all aspects of their lives, and to contribute to the college. To carry out its educational mission, and to provide an

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atmosphere conducive to the building of community and personal growth, the college requires a community free from physical and emotional violence, threats, intimidation; protective of free inquiry and expression; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to the rational and orderly approach to the resolution of human problems.

The following student regulations and college policies have been established as a guide to individual conduct and to protect the rights, opportunities, and welfare of students, faculty, staff, and guests of the college. All students are expected to be familiar with them. Student enrolment and/or continued attendance at institute are a privilege, not a right. Revocation of this privilege is intended to protect the campus community and is not a substitute for the penalties.

STUDENT'S DISCIPLINE AND CONDUCT

ON-CAMPUS BEHAVIOR

A student is expected to conduct themselves with due regard for the rights and sensibilities of other members of the college. A student may not behave in a manner that denies or interferes with another member's expression of convictions, right to academic freedom, or the performance of the duties or functions of others. The following acts are strictly prohibited. Their commission will result in immediate investigation by the designated representative and disciplinary action, if needed. Individuals violating these student regulations and policies may face disciplinary action such as, but not limited to probation, suspension, or expulsion

- a.* Violence of any type, including behaviour that is harmful to ones or is harmful to another member of the college.
- b.* Sexual assault, which includes forced or coerced sexual contact; or the threat thereof against any member or guest of the college.
- c.* Sexual, personal, physical, emotional or psychological harassment, or the threat thereof,
- d.* Phone harassment which includes prank calls, threatening, obscene or otherwise harassing use of the phone.
- e.* Theft of or deliberate damage to college property or the property of any member or guest of the college. Items belonging to others that are found in

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- a student's possession may be confiscated.
- f.* Disorderly conduct which includes behaviour that fails to treat other members of the community with courtesy or respect for their rights and needs, or failure to maintain the highest standards of honesty and integrity in all aspects of their lives.
 - g.* Indecent or obscene conduct.
 - h.* Possession and/or use of dangerous weapons which include, but are not limited to firearms, pellet and BB guns, ammunition, knives, chemicals, explosives, fireworks, laser pointers, swords, paintball guns (without approval) and other objects or substances used as a weapon or in a dangerous manner. Persons in possession of a concealed carry permit are encouraged to speak with campus security.
 - i.* Illegal possession and/or use and sale of any form of narcotics, barbiturate drugs, hallucinogenic drugs, marijuana, alcohol, cocaine, Ketamine and other dangerous drugs classified as illegal by local, state, or federal statutes.
 - j.* Intentional misuse of fire alarms or other safety equipment.
 - k.* Unauthorized entry or use of campus equipment or facilities and possession of and/or use of unauthorized keys/key cards.
 - l.* Knowingly giving entry to campus buildings or rooms to unauthorized persons.
 - m.* Furnishing false information or furnishing false academic or co-curricular credentials; intentionally making a false report of an emergency; forging, altering, misusing, or transferring to another person college identification, records, or documents. Acts of personal dishonesty – knowingly lying, cheating, non-academic acts of plagiarism, providing false or misleading information.
 - n.* Institute does not permit the unauthorized use of the college seal or logos, or official reference to the college, or the use of the college name in a manner that might imply official approval, authorization, or sponsorship of an activity or publication. This prohibition extends to references to college students, whether officially recognized or not. This policy includes, but is not limited to, public performances or statements, electronically distributed statements, printed matter, Internet Web pages,

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souvenirs.

- o. Wilful obstruction of the normal processes essential to the function of the college.
- p. College is committed to maintaining a living, learning, and working environment free from alcohol abuse, or its unlawful use, because these uses are detrimental to students' health, safety, and academic success. As an educational institution, we place a great deal of responsibility and trust in students to make decision about drinking alcohol that are in their best interest academically and socially.
- q. Repeated violations of the above regulations and policies will be considered when disciplinary action is taken, and may lead to more serious penalties. Collusion in disobeying any of the college's Regulations and Policies will be treated as the commission of the act.

OFF-CAMPUS BEHAVIOR

A student is expected to obey all rules while on campus or off. Although a student off campus conduct ordinarily will not affect their college status, there may be occasions in which off-campus conduct is as destructive to the college or of such a nature as to indicate to the institute that college disciplinary action must be taken. Even if civil/criminal action is pending, the college may take action if this appears to best serve the interests of the college and the students.

COLLEGE POLICIES

ACADEMIC HONESTY POLICY

1. Statement of Policy

In an academic institution, few offenses against college are as serious as academic Dishonesty. Such behavior is a direct attack upon the concept of learning and inquiry and casts doubts upon all measures of achievement. Institute insists that only those who are committed to principles of honesty may study at the college.

2. Acts of Academic Dishonesty

Cheating is an act of deception by which a student misrepresents that they have mastered information on an academic exercise that they have not mastered. For example, intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise is considered cheating.

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Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Plagiarism is the representation of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing their name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

Unauthorized audio or video recording of classes is prohibited. A student seeking to record any class must receive permission from the instructor before the recording takes place. If permission is granted for recording, all students in the class must be informed that the class is being recorded. Any recording is for the personal academic use of the individual student only, though the faculty member or the college may require the student to share the recording.

Other acts that will not be tolerated include the theft and/or mutilation of any library material; willfully providing college officials with false, misleading or incomplete information; and forgery or unauthorized falsification of grades, college records, or documents. Collusion in any act of academic dishonesty will be treated as a commission of the act.

3. Action Taken by teachers

a) When an act of academic dishonesty appears to have occurred within the academic process, the individual teacher in whose class the violation took place shall discuss the apparent violation with the student as soon as possible and shall give the student an opportunity to explain their action.

b) If the matter is not resolved after the teacher's discussion with the student, the teacher may consult with the dean or principal. The teacher may refer the matter to the academic in-charge for further investigation and review, in which case the teacher shall state in writing the factual basis for their belief that a violation of the academic honesty policy has occurred.

c) In cases where academic dishonesty is determined by the academic in-charge, the academic in-charge may impose one or more of the following sanctions:

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- i. an oral reprimand;
- ii. a written reprimand presented only to the student;
- iii. an assignment to repeat the work, to be graded on its merits;
- iv. a lower or failing grade on the test, project, or paper in question;
- v. a lower grade in the course;
- vi. a failing grade in the course.

The teacher shall then report the incident and sanction to the dean or principal. The decision of the teacher will be noted and filed in.d) Individual teacher always retain the right to evaluate the student's work in the course.

4. Action Taken by the coordinator

a) The coordinator shall meet with every student accused of academic dishonesty.

The coordinator may determine whether a sanction should be imposed beyond the sanction(s) imposed by the teacher after an investigation, review of any written or oral evidence, and discussion with the student, the faculty member, and any non-faculty complainant; or, the coordinator may refer the matter directly to the discipline committee for a formal hearing.

b) The coordinator may impose any of the following sanctions:

- i. a written reprimand presented only to the student; a written reprimand with a copy sent to the teacher; or a written reprimand;
- ii. placement on disciplinary probation;
- iii. removal of the student from the course;
- iv. suspension or dismissal from the college.

MEDICAL ASSISTANCE AND SECURITY POLICY

All members of the campus community are encouraged to immediately seek medical or security assistance for students whose health and well-being may be at risk

Taking responsibility for helping a student in need will always be viewed positively.

SOCIAL GATHERINGS

For any social gathering, there must be at least one person responsible for the gathering, the facility and the guests. In a planned gathering, it is often the person planning who is responsible for the event.

Host Responsibilities:

1. Registration of social events

- a. Social gatherings must be registered if they have the potential to impact the other stakeholders of the institute.
- b. The office must be provided with the names of all hosts (students responsible for the event) at least 48 hours prior to the event.
- c. If the event is a large gathering of students, such as a social in a special interest house, the office must be provided with a security list and IDs must be checked at the door.
- d. All large social events must be approved by the office if any of the following is true about the event:
 - i. It is advertised (the Terrarium, posters, public announcements, written, verbal or Facebook invitations constitute some of the usual forms of advertising);
 - ii. It is funded (entirely or partially) by money obtained from the Student Activity Fee;
 - iii. It occurs in a public area

ANTI DISCRIMINATION POLICY

It is the policy of college, in administration of its educational policies and programs, financial aid program, employment policies, or other college-administered activities, not to discriminate against students, applicants for admission, or employees on the basis of sex, race, color, religion, national origin, ancestry, age, sexual orientation, or physical or mental disabilities unrelated to institutional jobs, programs, or activities..

ANTI-HATE ACTS AND BIAS INCIDENT POLICY

Overview

The aim of this policy is to provide a means by which students, faculty, and staff members who experience hate or bias (both defined below) may have their

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concerns heard and receive support, conflicts may be mediated, and, when called for, effective community responses forged.

This policy recognizes that thought and expression in the context of, and in service to, our learning mission is protected, while offering a mechanism for responding to the hatred and bias that work against it. These freedoms necessarily entail a potential for encountering ideas and speech that one finds controversial and even objectionable, insulting, or offensive. Acts of hate and bias – whether or not intended -- threaten to undermine individuals' or groups' engagement in the free exchange of ideas. Providing clear means by which suspected hate acts and bias incidents can be reported aligns with College's commitment to freedom of thought and expression as central to our academic freedom and to our teaching and learning mission.

College strongly encourages anyone – student, faculty, or staff --, who is subject to, or witnesses, any hate or bias incident occurring on campus, at college-sponsored events, or during activities occurring off campus involving students, faculty, staff, or their guests to respond immediately, when possible, and to report the incident. After receiving the report, responders will gather information and devise appropriate strategies for communicating with, educating, and mediating between, the involved parties, and when applicable, communicate with the larger campus community. Any acts suspected of violating existing college policies will be referred to the appropriate disciplinary bodies. Any retaliation against a person who reports an alleged hate act or bias incident or against a person who has been found responsible for such an incident is strictly prohibited and subject to disciplinary action. A knowingly false accusation of a hate act or bias incident may also be subject to disciplinary action. Fact-finding regarding a reported hate act or bias incident does not itself constitute harassment.

CLASS ATTENDANCE POLICY

Attendance at classes is required and is considered an essential component for each course.

Failure to attend classes may affect the final grade. If at any point before the add deadline a student has missed more than half of the scheduled class sessions, academic incharge may, in consultation with the academic co-ordinator, drop a student from a course. The academic incharge shall submit a drop card to

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the Office, signed by both the academic incharge and academic co-ordinator. Office shall notify the student about the incharge -initiated drop. If the student does not plan to attend a class they should follow regular drop procedures unless they have received written notice that they have been officially dropped from a class. Each incharge should report to the Office any excessive number of absences which, in the opinion of the incharge, affect the student's work. Negligence in attendance indicates that the student is not attempting to fulfill course requirements. Continued indifference to attendance obligations may result in suspension of a student from the college.

When a student has an emergency (death in the family, severe illness or other compelling circumstance), the student should notify the Office who shall inform various administrative offices and the student's academic incharge and academic co-ordinator about the absence. However, all absences, including emergencies, are evaluated by the incharge. It is the student's responsibility to notify the incharge in advance whenever possible about an absence.

In all cases, the student is responsible for course work missed. Excused absences for religious holidays must be arranged in advance with individual academic council faculty members. Faculty members are encouraged to be sensitive to students' religious preferences, and will, if at all possible, accommodate student requests for an excused absence. Academic council faculty members will also make every effort not to schedule exams or events on religious holidays when a student's desire to observe that holiday has been expressed. However, the final decision to schedule an exam or quiz rests with the faculty member.

COLLABORATIVE RESEARCH POLICY

we encourage collaboration in research, other scholarly endeavors, and artistic activity that joins the interests, energy, and talents of two or more faculty (or staff) members or faculty and students. We view such collaboration as an important educational activity for students and a valued part of their scholarly development.

Because of the importance of such activity, and its evaluation by others through publication and public presentation, we expect that certain ground rules will be followed in collaborative research.

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1. Collaborative research involving faculty members at institute should involve a full understanding about authorship, order of authorship, and all mutual obligations and responsibilities as the collaboration begins. Responsibility for achieving such understanding is left to the faculty members involved.
2. While collaborative research between faculty and students is to be fully encouraged and supported, it differs from collaboration involving only faculty because of inherent differences in authority and power. Therefore, it requires certain specifications as to what the college expects:
 - a. Understandings about responsibility, authorship, and other elements of collaboration is to be reached by those faculty and students involved in a project as it begins. Such discussions are regarded as part of the professional education of students.
 - b. Whenever a student makes an important contribution to the design of a collaborative research project or to the interpretation of its results, that student should receive a significant acknowledgment including, when appropriate, joint authorship. Whenever their labor is primarily responsible for the success of the project, such credit should be similarly given.
 - c. In those instances when student contributions are more diffuse, e.g., when each member of a class makes a contribution to a project by interviewing or performing a similar effort, any publication or paper should include an acknowledgment of that contribution, either individually (especially if numbers are small) or collectively.
 - d. In those instances when a student collaborator feels that they are not receiving the rights specified by this policy, the student should discuss the situation with their faculty collaborator. If that discussion does not resolve the issue, the student should approach the chair of the department or the provost if the department chair is the faculty collaborator in question, to see if the issue can be resolved to everyone's mutual satisfaction. If this is not possible, the matter will be referred to the Faculty Status and Performance Committee for arbitration. The decision of the committee will be final.
 - e. Authorship should be credited only to those who are directly involved in the research, are familiar with its execution and results, and are accountable for its conclusions.

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f. Students from other institutions, who work in research and other collaborative projects directed by a faculty member from college are to be included in this policy.

NOTE: An ADAMC college student working on research projects elsewhere cannot be so protected.

COMMERCIAL SOLICITATION POLICY

As a general rule, the college prohibits the use of campus grounds or buildings by non-college personnel for the purpose of commercial solicitation of students or sales of any type. All individuals or organizations seeking exceptions must apply for the appropriate permit at the office of the director/principal for Administration.

COMPUTER USE POLICY:

POLICY ON ETHICAL USE OF COMPUTING AND INFORMATION RESOURCES AND PRIVILEGES

Access to computing facilities and associated resources is provided as a privilege to students of the college. The college provides these resources to support its educational mission. It is expected that users will obey all rules and regulations pertaining to the appropriate use of these facilities. This involves using the facilities in a manner that is consistent with all college policies, with policies of other networks (e.g., WISCNET, Internet), and state laws. Every user is responsible for helping to ensure that these resources are used appropriately; this includes prompt reporting of instances where it is believed an abuse has occurred. If users are in doubt as to whether a particular proposed use is appropriate, they should check with Information Services and Resources before the proposed use is undertaken. Misuse of computing facilities (whether or not they are directly college owned) will constitute just cause for disciplinary action by institute in addition to any legal enforcement.

The following are guidelines for the appropriate use of computing facilities:

1. Use facilities and services only for the purposes for which you are authorized.

Violations include:

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- a. using another person's account or attempting to capture/guess other users' passwords;
 - b. circumventing normal resource limits, log on procedures, and security regulations;
 - c. trying to obscure your true identity as the sender of electronic mail or the user of other networked services that request identification;
 - d. using college computing resources for unauthorized commercial purposes;
 - e. using the college's computing resources to harass, intimidate, or threaten other users.
2. Respect the privacy of other users. Files, tapes, disks, email, information, programs, and data owned by individual users should be considered private, whether or not the information is accessible by other users. Tampering with email, interfering with or intercepting its delivery, and using email for criminal purposes may be felony offenses.
3. Respect the rights of others to make use of these resources.

Violations include:

- a. placing obscene or harassing material in areas that can be/are publicly accessed;
 - b. sending/forwarding chain letters or deliberately flooding a user with automatically generated mail;
 - c. unauthorized attempts to modify or remove computer equipment;
 - d. attempting to degrade or disrupt system security or performance;
 - e. damaging or vandalizing college computing facilities, equipment, software, or computer files.
4. Respect appropriate copyright laws, licenses, confidentiality, and trade secret agreements. Much of the software and data that resides on the college's computer facilities is protected by copyright laws and license agreements and may not be copied from, into, or by using campus computing facilities, except as permitted by law or by license from the owner of the copyright. The number of copies and distribution of the copies may not be done in such a way that the number of simultaneous users exceeds the number allowed.
5. Obey established guidelines for any networks or systems used inside or outside the college. Accessing computers, software, data or information, or networks without proper authorization, regardless of whether any damage is done or

whether the computer, software, data, information, or network in question is owned by the college, will be treated as an abuse of your college computing privileges.

Violating guidelines of non-college networks or systems, even if using non-college resources, may be grounds for revocation or suspension of college computing privileges.

6. In addition to the rules outlined above, system administrators must take reasonable and appropriate steps to see that all license agreements are faithfully executed on all systems, networks, and servers for which they have responsibility. They must take reasonable precautions to guard against corruption of data or software, damage to hardware or facilities of the college, and illegal copying of college software. They must implement college policies as related to these computer systems and must treat information about and information stored by the system's users as confidential.
 - I. Anyone authorized to add or delete files from a hard drive of a college computer that is regularly available to more than one individual is acting as a system administrator. System administrators are those who perform functions on college computer equipment including, but not limited to, installing hardware and software, managing a computer or network, and keeping a computer operational.
 - II. In the normal course of working with the college's networks and computers, the staff responsible for maintaining those systems may come across and see information stored on college-owned equipment, as well as on personal equipment that is connected to the college network. Unless there are suspected violations of law or college policy, the staff shall respect the privacy of the individual.

Procedures when Abuse/misuse is suspected

When there is an indication that misuse has occurred, the alleged offense is to be reported immediately to the Chief Information Officer and to the appropriate member of senior staff. If there is a reason to believe a person's safety is at risk, Security will also be notified. Information Services and Resources and the appropriate senior staff member shall investigate the incident and may restrict a user's computing privileges.

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If an emergency entry is urgently needed to preserve the integrity of facilities or to preserve public health and safety, Information Services and Resources staff may access files or computer components on, or attached to, the college network without the consent of the user.

When an alleged offense is reported, Information Services and Resources may make copies of the alleged offender's files to preserve evidence. In order to preserve privacy staff may access or read any copied files without authorization from the appropriate senior administrator.

Some instances in which computer resources are used inappropriately may lead to disciplinary action in two different venues (e.g., computer-assisted plagiarism, such as copying a computer file and using it as a model or submitting it as your own work without attribution, could result in disciplinary action. Disciplinary action may include loss of computing privileges and other sanctions up to and including non-reappointment, discharge, and/or dismissal. Alleged student misuses will be handled according to the college's judicial system procedures. Alleged faculty misuses will be handled according to the college's procedures for evaluation, termination or non-renewal. If the alleged misuse by a member of the faculty or staff involves harassment, it will be handled according to the procedures in the policy on personal harassment. Abusers of the college are computing resources may also be liable for civil or criminal prosecution.

ALUMNI AND RELATED POLICY:

The college has an active alumni association working since 2015. Alumni contribute in a good way in college activities. Alumni act as experts; speak persons at workshops, training programs, interactive sessions and encouragement lectures. They assist in placement of students after completion of the course. Alumnus also works for judging various competitive activities of the institute. Alumni contribute funds liberally for various activities arranged by institute. The fund is raised liberally and will be utilized for various institutional activities. One alumni meet is arranged annually since the formation of alumni association.

Goal of Alumni:

- a. Consistent contribution into the intellectual and academic facilities provided by the institute through alumni association.
- b. To elevate the academic fame of the institute through alumni association

Aims and objectives of alumni association:

1. To implement various ventures through alumni association leading to indissoluble relationship between alumni and institute.
2. To arrange the events for the development of institute via alumni association. .
3. To organize career guidance camps, lectures, professional guidance camps, employment guidance talks and lectures for the students of institute.
4. To arrange expert lectures on personality development and other academic awakenings for the students of the institute.
5. To render assemblage of the alumni of the institute for their professional growth and development.
6. To glorify the outstanding performers of the institute by offering them prizes.

HARASSMENT POLICY (PERSONAL)

1. Statement

Institute seeks to maintain the campus as a place of work and study for faculty, staff, and students that fosters an atmosphere conducive to the building of community and personal growth. Personal harassment of students or employees subverts this goal of the college and is against college policy.

2. Definition

Personal harassment (“Harassment”) is verbal or physical conduct, including actions motivated by bias that denigrates or shows hostility or aversion toward an individual. Harassment may include behavior that targets an individual because of race, color, religion, sex, perceived, or actual sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, marital or family status, military or veteran status, citizenship or any other characteristic protected by law. Harassment also includes any kind of nonverbal, verbal, or physical conduct involving either intimidation or promise of reward where:

- a) such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or demeaning education or employment environment; or

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- b) Submission to such conduct is made either explicitly or implicitly a term or condition of an Individual's employment or academic advancement; or
- c) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting that individual.

While harassment may be indicated by frequent or repetitive acts, it is possible that one severe act could constitute a violation of the harassment policy. Incidents of harassment can occur whether or not the act or actions were intended to harass; the effect of the conduct will determine whether harassment occurred. The effect of the conduct in question will be evaluated from the perspective of a reasonable person in the alleged victim's position.

Any retaliation against a person who reports alleged harassment, or against a witness or other participant in an investigation, is strictly prohibited and will be considered a violation of this policy. It is also a violation of this policy to make a false accusation of harassment or knowingly provide false information pertaining to a harassment complaint.

An administrative investigation of assault, misconduct, or harassment does not itself constitute harassment.

3. Reporting Options

a. Students

Students who believe they have been the subject of harassment should notify one of the following persons:

1. Coordinator of the prevention of sexual harassment committee.
2. The members of prevention of sexual harassment committee
3. The dean or principal
4. Office of the ADAMC

Individuals who feel threatened or have concerns about their safety because of harassment should call campus security. If you believe you are in immediate danger, contact the police.

b. Procedures

Individuals who believe they have been harassed by another member of the college community should follow the procedures stated below:

c.Prevention of Personal and Sexual Harassment Committee

The prevention of Personal and Sexual Harassment Committee shall consist of two faculty members elected by the faculty, one coordinator from the faculty, one administrative staff member appointed by the principal, and one support staff member appointed by the principal. These members of the committee will serve one year, staggered terms. The principal of the institute shall have all of the rights of a member of the committee. A chair will be selected by and from within the committee.

Informal Complaints

College faculty, staff or students who believes that they have been a victim of harassment by a current faculty or staff member may speak informally with the principal who will offer preliminary consultation and may draw upon other support and counseling services to assist the complainant. Once an initial complaint has been filed, principal will make a determination about whether to continue the investigation. With the consent of both parties, principal may attempt to mediate the complaint. If the complainant does not agree with the resolution of an informal complaint, the individual has the opportunity to file a formal complaint. Principal will keep records of informal complaints and their dispositions. Such records will remain confidential to the extent possible consistent with adequate investigation and appropriate corrective action.

d) Formal Complaints

College faculty, staff and students may file a formal complaint if they believe they have been the victim of harassment by a current faculty or staff member. This formal option is initiated when the complainant identifies the person against whom the complaint is made and lodging a signed, written complaint. Once a formal complaint has been filed, the committee may continue its investigation and resolution even if the complainant wishes to withdraw the complaint. A formal complaint may be filed with any member of the committee or with the principal. A copy of the complaint will be circulated to each of the committee members. The college may at any time take action necessary to protect the safety of the complainant or any other persons.

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Upon receipt of the complaint, the committee will begin an investigation. The principal will undertake the investigation, and present a report to the committee members. The committee will make its decision by gathering any further information it deems necessary, which may include review of documents and/or meetings with the complainant, the accused or the witnesses. During the investigation, the committee will provide a copy of the complaint to the accused, and such other information as the committee deems appropriate, and notify him/her of his/her rights. The investigation and determination by the committee typically is conducted within forty-five (45) working days.

Depending on the complexity of facts, the number of witnesses, witness availability, and other factors, the committee may extend this period.

Once the investigation is concluded, the committee may:

- i. determine that no case of substance exists and decide to take no further action on the complaint;
- ii. attempt mediation or recommend mediation by an individual who is not a member of the committee;
- iii. develop a written recommendation for further action that will be forwarded to two senior staff members, one being the senior supervisor of the accused. In the case of a complaint by or against a senior staff member, the committee's report will be forwarded to the chairman of the Sanstha. In the case of a complaint by or against the principal, the report will be sent to the chair of the board of trustees.

Recommended actions may include, but are not limited to an oral or written reprimand, a written warning, dismissal of non-tenured employees, or a hearing for the termination for cause of a tenured faculty member. Action on the committee's recommendation will be taken by the individuals to whom the recommendation was forwarded. They will reach a decision and communicate it in writing to the accused, the complainant, and the chair of the committee. The complainant or accused may appeal the decision to the principal, or, if the accused is the principal, to the board of trustees. Normally, the chairman or board of trustees will make a determination on any appeal within thirty (30) working days. Depending on the complexity of the matter and other factors, this time period may be extended. The decision of the chairman or the board of trustees is final.

During the committee's investigation, the accused has the following rights:

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- a) To be informed in writing of the specific charges and a time to appear before the committee.
- b) To be informed of the rights here listed.
- c) To know the name of their accuser(s).
- d) To present and/or request relevant evidence.
- e) To make an oral statement.

Records of formal complaints will be maintained by the college. All such records shall remain confidential to the extent possible consistent with adequate investigation and appropriate corrective action.

5. Confidentiality

Confidentiality will be maintained to the extent consistent with adequate investigation and appropriate corrective action. All parties will be advised of the need to maintain confidentiality regarding the information discussed.

6. Reporting

At the end of each academic year, the committee shall report the number of informal and formal complaints it received and their disposition to the vice president for further operations.

WOMEN'S GRIEVANCE REDRESSAL COMMITTEE:

Overview

In 2013, after a span of 16 years, India finally enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the 'Act') for prevention of sexual harassment against women at the workplaces. The Central Government vide notification SO 3606 (E) appointed 9 December 2013 as the date on which the provisions of the Act came into force and on the same day, the Central Government made the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 ("Rules"). It is an act to provide protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for matters connected there with or incidental there to.

Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- Physical contact and advances
- A demand or request for sexual favours

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- Sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Objective:

- a. The Act is enacted by the Indian Parliament to provide protection against sexual harassment of women at workplace and prevention and redressal of complaints of sexual harassment. Sexual harassment is termed as a violation of the fundamental rights of a woman to equality under Articles 14 and 15 of the Constitution of India and right to life and to live with dignity under Article 21 of the Constitution of India. Sexual harassment is also considered a violation of a right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment.
- b. Women's Grievance Redressal Cell is a growing community of women in Trident Academy of Technology, whose purpose is to learn, educate and collaborate on ideas that have the power to effect meaningful and positive change while fighting the odds they face. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is therefore, punishable.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013

In exercise of the powers conferred by section 29 of the sexual Harassment of Women (Prevention, Prohibition and Redressal) Act 2013(14 of 2013), the Central Government hereby makes the rules.

Following these rules Women's GRC made this structure given below:

Structure:

- A committee of senior members would be constituted by the management to consider

and redress Complaints of Sexual Harassment. This Committee will be known as **“Internal Complaints Committee” (ICC).**

- One member from the top of the Management.
- One member from the top of the Administration(Male).

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- One Legal Advisor as a member.
- One Social worker as a member.
- One member from the level of Professor(Female).
- One faculty member from each department.
- One member from non teaching group.
- One member from student committee.

Rule-

1. Any woman student/employee who feels and is being sexually harassed directly or indirectly may submit a written complaint of the alleged incident to any member of the ICC Committee, as per the format with her signature preferably within 7 days of occurrence of incident and not later than 90 days.
2. The committee will meet at least twice in year to resolve the grievances depending on the seriousness of the complaint.
3. To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.

Objective of the Women's Grievance Redressal Committee

- The Cell will deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
- The Cell shall process all the individual complaints and take immediate suitable action.
- The Cell will provide assistance to the Faculty/Colleges for taking preventive steps in the matter of gender discrimination and sexual harassment.
- The Principal will be the Chairman of the Cell and may appoint members of the cell.
- The Cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.

Grievance Procedure

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1. Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the Principal's office.
2. The complaint will be afforded full confidentiality at this stage.
3. After receiving the complaint, the chairman shall convene the meeting of the cell.
4. The chairman will appoint investigation committee, Coordinator will convene the meetings.
5. The investigation committee shall then decide the course of action to proceed.
6. The complaint will stand dropped if in accordance to the committee the complaint has not been able to disclose prima-facie an offence of sexual harassment by complainer /her representative.
7. In case the investigation committee decides to proceed with the complaint, the wishes of the complainer shall be ascertained and if the complainer wishes that a warning will suffice then alleged offender shall be called to the meeting of the committee, heard and if satisfied that a warning is just and proper, he will be warned about his behavior and non-occurrence of it. In case the complainer requests that the complaint should be proceeded with beyond mere a warning, the same may be proceeded with in the manner prescribed hereafter.
8. ICC will submit report once in 6 months, noting all the grievances addressed and action taken.

STAFF/EMPLOYEE GRIEVANCES COMMITTEE:

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

DIRECTION NO. 05 / 2012:

DIRECTION TO PROVIDE FOR THE PROCEDURE TO DEAL WITH THE GRIEVANCES OF TEACHERS INCLUDING PRINCIPAL / DEAN AND OTHER NON TEACHING EMPLOYEES OF THE UNIVERSITY,

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AFFILIATED COLLEGES, RECOGNISED INSTITUTIONS UNIVERSITY,
COLLEGES AND INSTITUTIONS.

Whereas, the Maharashtra University of Health Sciences Act, 1998 i.e.

Maharashtra Act No. X of 1999 has come into force with effect from 3rd June 1998;

AND

Whereas, section 53 of Maharashtra University of Health Sciences Act, 1998 provides for the constitution of the Grievances Committee and its powers to entertain and consider the Grievances or complaint within its jurisdiction;

AND

Whereas, it is expedient to provide by direction for the procedure to be adopted by the Grievances Committee for hearing and settling the Grievances of teachers including principals and non-teaching employees of the University / affiliated Colleges / recognized Institutions;

AND

Whereas, the draft Statute in this regard has been submitted to the Hon. Chancellor office for further necessary action and there is urgency in the matter of prescribing afresh procedure to deal with the grievances of teachers including Principals / Deans and non-teaching employees of the University / affiliated Colleges / recognized Institutions;

AND

Now, therefore, I Prof. Dr. Arun V. Jamkar, Vice-Chancellor of Maharashtra University of Health Sciences, Nashik in exercise of the powers vested to me under section 16(8) of Maharashtra University of Health Sciences Act, 1998, do hereby issue the following Direction:

1. (i) This Direction may be called as “Direction providing for the procedure to deal with the Grievances of teachers including principals / Deans and other non-teaching employees of the University, Affiliated Colleges, Recognised Institutions”.
- (ii) This Direction shall be deemed to have come into force on 01st July, 2012.
- (iii) The previous Direction No.1/2004 is hereby repealed. Notwithstanding such repeal, anything done or any action taken under or in pursuance of the provision of the said Direction, shall continue to have effect and deemed to

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be done or taken under the relevant corresponding provision of the instant Direction.

2. In this Direction, unless the context otherwise requires;

- (i) "Act" means the Maharashtra University of Health Sciences Act, 1998.
- (ii) "Appellant" means a teacher including principal / Dean and non-teaching employees of the University / affiliated Colleges / Conducted Colleges / recognized Institutions, whose application is registered for consideration by the Grievances Committee.
- (iii) Central Councils means Councils of Health Sciences as defined in section 2(8) of the Act.
- (iv) "College" means a College as defined in section 2(11) of the Act.
- (v) "Conducted College" means a conducted college as defined in section 2(12) of the Act.
- (vi) "Department" means a department as defined in section 2(13) of the Act.
- (vii) "Director" means a Director as defined in section 2(14) of the Act.
- (viii) "Grievances Committee" means the grievances committee duly constituted as per section 53(3) of the Act.
- (ix) "Management Council" means the Management Council, duly constituted as per section 26(1) of the Act.
- (x) "Management" means the Management as defined in section 2(21) of the Act.
- (xi) "Non-teaching Employee" means the non-teaching employee as defined in section 2 (27) of the Standard Code.
- (xii) "Pro-Vice Chancellor" means the Pro-Vice Chancellor appointed as per section 15(1) of the Act.
- (xiii) "Principal or Dean" means a Principal or Dean as defined in section 2(26) of the Act.
- (xiv) "Registrar" means the Registrar appointed so, as per section 18(1) of the Act.
- (xv) "Recognized institution" means the recognized institution as defined in section 2(27) of the Act.
- (xvi) "Standard Code" means the "Standard Code (Terms and Conditions of Service of Non-teaching employees) Rules, 1984" prescribed by the Govt. of Maharashtra with effect from 1st may, 1984 onwards or a separate code prepared by the Maharashtra Govt. for the University.
- (xvii) "Teacher" means a Teacher as defined in section 2(35) of the Act.

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(xviii) “University” means the University as defined in section 2(36) of the Act.

(xix) “University Grants Commission” means University Grants Commission as defined section 2(38) of the Act.

(xx) “University Teacher” means the University teacher as defined in section 2(40) of the Act.

3. There shall be a Grievances Committee constituted to hear and settle the grievances of teachers including Deans / Principal, non teaching employees of the University / conducted or affiliated colleges / the recognized institutions.
4. The Grievances Committee shall entertain the complaints or grievances only from individuals. It shall not entertain collective complaints or grievances application.
5. The Grievances Committee shall not entertain grievance applications of such aggrieved applicants (complainant) who have already approached any competent Court or Authority for the redressal of the same grievances or whose case about the redressal of the same grievance(s) is pending in any competent Court or Authority.
6. The Grievances Committee shall deal with grievances / complaints which relates with the service conditions of the applicant.
7. The Grievances Committee shall not deal with grievance applications of aggrieved persons belonging to any affiliated college or recognized institution managed and maintained by the State Government, Central Government or Local Authority.
8. An aggrieved applicant (complainant) shall submit nine copies of grievances appeal **(One in original and eight attested photocopies)** pertaining to his grievances in the prescribed form **(Annexure – A)** to the Registrar.
9. Such application shall be accompanied with a non-refundable fee of Rs. 1,000/- (Rupees One Thousand) payable through a demand draft drawn on a nationalized bank in favor of the Registrar of the University payable at Nashik. The amount of this fee shall be subject to revision from time to time by the University.
10. Such application shall also be accompanied with the aggrieved applicant’s affidavit to the effect that he / she has not approached any Competent Court or Authority for the redressal of the same grievance(s) and that none of his / her

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case(s) about the redressal of the same grievance(s) is pending with any Competent Court or Authority.

11. An appeal shall be made by the applicant (complainant) within 90 days from the date of occurrence of the cause of action. Provided that, the committee may entertain an appeal made to it after the expiry of the said period of 90 days, if it satisfied that the appellant had sufficient cause for not preferring the appeal within that period.
12. The aggrieved applicant (complainant) shall attach attested photocopies of all relevant documents to each copy of his grievance application, which he deems necessary to support his grievance.
13. The aggrieved applicant (complainant) shall also submit a copy of such application to each “non-complainant” and shall produce the proof thereof while submitting the nine copies of the application to the Registrar of the University.

Provided that, in case the “non-complainant” refuses to accept the copy of the grievance application, the concerned aggrieved applicant shall send the same to him / her by registered post with due acknowledgement and send the postal receipt or the acknowledgement thereof to the Registrar as a proof of having sent the copy to the said non-complainant.
14. The Registrar, after careful scrutiny of the Grievance Application received by the University, shall inform the deficiencies, if any, to the applicant (complainant) for its compliance. After necessary compliance by the applicant (complainant) all such grievance applications shall be registered in a separate register to be maintained by the University, wherein each grievance application shall be given a “Grievance Appeal Number.”
15. The Registrar shall return those grievance applications along with the accompanied DDs, if any, to the respective applicant (complainant) if on scrutiny it is found that the grievance is not related to service conditions of the applicants.
16. It shall be the responsibility of every non-complainant to send his / her written say on the grievance application to the Registrar of the University within **fifteen** days from the date of receipt of the same from the aggrieved applicant.

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17. Every non-complainant shall also send a copy of his / her written say to the aggrieved applicant within **fifteen** days from the date of receipt of the copy of the grievance application from the aggrieved applicant.
18. Failure to send his / her written say as mentioned above within the stipulated time limit shall be treated as a failure of his / her duties and responsibilities and breach of Code of Conduct of the Management prescribed by the relevant Statutes.\
19. Every non-complainant failing to send his / her written say as stipulated above shall have to pay a fine of Rs. 1000/- to the University before submitting his / her written say or before making his / her oral submission before the Grievances Committee.
20. The Registrar may ask comments from the concerned Section of the University and call the In-charge of the concerned Section for hearing in any Grievance appeal regarding the issue(s) which is related with the University and the said comments / submission(s) shall be consider by the Grievances Committee for the purpose of preparation of its report of Observation and Recommendation.
21. The In-Charge of the Establishment Section of the University or the Officer nominated by the University shall represent the University in the Grievance Appeal filed by the employee of the University.
22. The Grievance application shall not be entertained by the Grievances Committee wherein the State Government or any Authority of the State Government is arrayed as non-complainant in the grievance application. The Grievance application may be entertained by the Grievances Committee by deleting the State Government or any Authority of the State Government as Non-complainant.
23. All registered grievance appeals shall be included in the agenda for the meeting of the Grievances Committee so far as may be practicable within 60 days from the date of their registration by the University.

24. Three sitting members of the committee (including Chairperson and Member-Secretary) shall constitute quorum for the meeting. If there is no quorum, the meeting shall be adjourned by the Chairperson to a specific time on the same

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- day or on a later day and no quorum shall be necessary for such adjourned meeting.
25. The Chairperson of the committee shall decide the procedure to be followed by the committee for the disposal of its business and shall decide the date, time and venue of the meeting in consultation with the Registrar cum Member-Secretary of the Committee.
 26. The Registrar of the University shall direct both the parties [i.e. appellant / complainant and non-complainant(s)] to remain present before the Grievances Committee. If both the parties are absent without any valid reason(s), the grievance appeal shall stand dismissed. If one of the parties remains absent, the Grievances Committee shall take the *ex-parte* decision and submit its report to the Management Council.
 27. The Grievances Committee shall submit its report of observation(s) and recommendation(s) to the Management Council for taking appropriate decision thereon, if the grievance is not settled amicably during the course of hearing.
 28. After conclusive hearing of the appeal, the report of observation(s) and recommendation(s) of the Grievances Committee in the prescribed form **(Annexure-B)** shall be prepared by the Committee through its Member Secretary in due course of time and the said report shall be signed by the Chairperson and Member Secretary of the Committee only.
 29. The Registrar shall forward copy of the report of the Grievances Committee to the appellant / complainant and non-complainant(s) through registered post to provide them an opportunity to submit their written say on the report, if any, for consideration before the Management Council. If appellant / complainant or non-complainant(s) or both failed to submit their written say in the prescribed period then it shall be presumed that they have no say and shall have accepted the report of the Grievances Committee. The report of the Grievances Committee along with the written say, if any, received from the appellant / complainant or non-complainant(s) or both, as far as possible, shall be placed before the ensuing regular Meeting of the Management Council which shall consider the same and shall take decision in respect of the grievance appeal.

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30. The Management Council's decision on the Grievances Committee's report shall be final and binding on both the parties. No appeal shall lie against the same in any Court or Authority. The grievance appeal once dismissed shall not be entertained again.
31. No review application in respect of any grievance appeal shall be entertained by the Grievances Committee / Management Council or any other Authority of the University.
32. Every complainant and non – complainant shall personally remain present, as directed by the Registrar, before the Grievances Committee at his / her own cost. Provided that, the hearing of any particular appeal may be adjourned, if either party to that appeal has submitted application for adjournment through post, fax or e-mail to the University, before two clear days of the scheduled meeting, stating the specific reason for adjournment. No subsequent adjournment shall be granted, in any circumstances. If either party remains absent for hearing without submitting adjournment application or the Committee is not satisfied with the reason(s) mentioned in the adjournment application, the Committee may prepare its report of observation and recommendation considering the documents available on record in that particular appeal.
33. No legal practitioner shall be entitled to appear on behalf of any party in any proceedings before the Grievances Committee.
34. The non-complainant(s) shall make available to the Grievances Committee all relevant documents / records / papers etc. pertaining to the grievance appeal, as and when they are required / asked for. The Registrar shall intimate to the appellant / complainant and non-complainant(s) the date and time fixed for hearing or personal appearance before the Grievances Committee at least 10 days in advance of the date of the scheduled meeting of the Grievances Committee.
35. The Grievances Committee shall hear and settle a grievance as far as practicable within six months from the date of registration of the grievance application by submitting its conclusive report of findings, observations and recommendations to the Management Council.
36. The Registrar shall communicate the decision taken by the Management

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Council to the complainant as well as to the non-complainant as the case may be, as soon as the same is made available to him.

37. The non-complainants shall comply with the Management Council's decision within 30 days from the date of its receipt and send the compliance report of the same to the Registrar of the University immediately and not later than another 30 days.
38. Every non-complainant failing to comply with the Management Council's decision within the stipulated time mentioned therein shall have to pay the penalty of Rs. 5000/- to the University and yet shall have to comply with the decision in another two weeks.
39. Failure to comply with the Management Council's decision to pay the penalties shall invite a penal action as suggested by the Management Council against such offence for **non-compliance** of the University order / directive.

PRIVACY OF ACCESS TO STUDENT EDUCATIONAL RECORDS POLICY

GENERAL POLICY

College recognizes that the protection of the rights of persons requires adherence to clearly formulated institutional policies governing the maintenance of student records. As provided more fully below, the privacy and confidentiality of all student records shall be preserved. Faculty and staff of the college are bound to respect the rights of a student's good reputation and privacy by holding in confidence information they acquire in the course of their work.

Definitions

- A student is any person who attends or has attended the college.
- Education records are any records (in handwriting, print, tapes, film, computer, or other medium) maintained by Beloit College or an agent of the college which is directly related to a student except:
 1. A personal record kept by a faculty or staff member, if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record, and is not used for purposes other than a memory or reference tool.
 2. Records created and maintained by the College Office, if the record is maintained solely for law enforcement purposes and is revealed only to law enforcement agencies of the same jurisdiction.

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3. An employment record of an individual whose employment is not contingent on the fact that they are a student provided the record is used only in relation to the individual's employment.
4. Records made or maintained by the hospital of ADAMC, if the records are used only for treatment of a student and made available only to those persons providing the treatment 81
5. Alumni records which contain information about a student after they are no longer in attendance at the college and which do not relate to the person as a student.

Types, Locations, and Custodians of Education Records

1. Official academic records are maintained in the Office of ADAMC. They include admission applications and associated documentation; the completed forms of registration for each semester in residence; the records of internal assessment and marks received in courses at this college and records from the other state level authorities of student's concern; and other documents directly relating to academic progress and status.

Relevant records in the student folder, such as student's applications, transcripts from another institution, and test score reported, are shared with faculty and staff members serving as a student's academic advisor. Student folders are transferred to the Alumni record three (3) years after graduation or withdrawal; these records include admission applications and associated documentation, as well as other official correspondence.

2. Disciplinary records are maintained under the authority of the Office of ADAMC. They include information about the investigation, adjudication and imposition of sanctions by the college against a student for breach of the college's written policies.
3. Financial records are maintained by the Accounting Office of ADAMC. Financial aid application records, including tax forms, and work-study authorizations are maintained by the Office,.
4. The student records related to their career guidance and placement are maintained at training and placement cell of the ADAMC.

Disclosure of Education Records in an Emergency

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The privacy of all records may be broken at a time of emergency defined in terms of the following considerations:

1. The seriousness of the threat to health or safety of the student and others.
2. The need for access to the record in meeting the emergency.
3. Whether the person requesting the records is in a position to deal with the emergency.
4. The extent to which time is of the essence in dealing with the emergency.

Student Access to Records

Students wishing to have access to their educational record information should contact the administrative officials. Except as described above, access to a student's official academic record, disciplinary record, and financial aid record is guaranteed to their self only to reasonable regulation as to time, place, and supervision. A student may inspect and review their education records upon written request to the appropriate record custodian within the college. The request should identify as precisely as possible the record or records they wish to inspect.

No documents or files may be altered or removed once a request has been filed.

The record custodian or a designated college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

SEXUAL ASSAULT AND MISCONDUCT POLICIES

Students who have been sexually assaulted, have witnessed a sexual assault or have information about a sexual assault are urged to report the information to the sexual College

Policy Summary

Sexual assault and sexual misconduct, including non-consensual intercourse and non-consensual sexual contact seriously infringe on the rights of others, violate the standards of acceptable behavior at College and may be illegal. College expects all members of the college and their guests to conduct themselves in a responsible manner, showing respect for others and for the institute at large. College is subject to, abides by, and supports the M.U.H.S. Nashik and other state level ordinances regarding criminal sexual assault and sexual contact. Students, who have been

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sexually assaulted, have witnessed a sexual assault or have information about a sexual assault, are urged to report the information to the College sexual harassment prevention committee and Security of ADAMC. College will do all that is reasonably possible to offer safety, privacy, sensitivity, and support to persons reporting sexual assault and sexual misconduct, as well as offer educational programming to decrease the risk of sexual assault and sexual misconduct on campus. The college urges students to learn about the steps that can be taken to prevent sexual assault and sexual misconduct.

Examples of Sexual Misconduct include but are not limited to:

- a. Crossing physical or sexual boundaries
- b. Prostituting another student (e.g., the act or practice of engaging in sex acts for hire)
- c. Non-consensual photos, text, video and/or audio recordings and/or nonconsensual distribution of such materials
- d. Engaging in unsolicited acts of voyeurism
- e. Knowingly transmitting a STD to another student(s)
- f. Coercing someone into sexual activity

Reporting your assault to college

If you have been sexually assaulted, the college urges you to report it.

A report is written documentation of sexual assault/misconduct. It contains the name(s) of those involved, the date, time, and location of the alleged event, and a short written summary of what is reported. The individual making the report has the right to give as much or as little information as they wish. When a student reports a violation of the sexual assault/misconduct policy, the college Committee will investigate to the extent it can with the information provided.

Who to call

If the accused is a College student, the following individuals will ensure a report is filed when they are made aware of an alleged incident of sexual assault/misconduct.

- a. College security
- b. Any member of sexual harassment committee and vishakha committee
- c. Any employee of the college, including faculty and staff (ask to be transferred to the appropriate person)

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The above listed people are required to file a report if told about sexual misconduct/assault..

Preponderance of evidence as a standard

Evidence and information collected during the investigation of sexual assault will be evaluated using the preponderance of evidence standard. In other words, if the evidence and information collected during the investigation suggest it was more likely than not a sexual assault occurred, the hearing officer will conclude the policy was violated and will find the accused student responsible.

Preserving evidence

It is important to preserve any evidence that might be used during an investigation of an alleged sexual assault. Electronic evidence is often helpful, including texts, emails, facebook posts, chats, pictures, and other electronic communication and should be downloaded and preserved. Physical evidence on your body or clothing can be documented with photos. Medical staff at the hospital can collect other evidence and provide appropriate follow up care.

Rights of students involved in sexual assault and sexual misconduct investigations

Rights of the complainant in a sexual assault or sexual misconduct investigation

1. To have complaints of sexual misconduct/assault investigated by the college.
2. To report the violation directly to the police, with or without assistance from campus personnel.
3. To consult with the coordinator of sexual harassment prevention committee and vishakha committee, as a resource for understanding these rights and the investigation process.
4. To have a judicial proceeding concerned with the assault

Rights of the accused in a sexual assault or sexual misconduct investigation

1. To be informed in writing of the accusations/complaints those were filed.
2. To be informed that complaints of sexual misconduct/assault will be investigated by the college, and possibly by the police.
3. To consult with the coordinator of sexual harassment prevention committee and vishakha committee.

4. To have a judicial proceeding concerned with the assault

SUPPORT RESOURCES

Seek medical treatment

If you have been assaulted, you may need medical treatment for injuries and may wish to have potential physical evidence collected. The Dhanwantari Hospital can request an advocate from the judicial system to be with you at the hospital.

Transportation to the hospital can be provided by security or by any member of the sexual harassment prevention committee and vishakha committee.

Contact the National Sexual Assault helpline number: 100, 18002124434,

RAGGING AND ANTI RAGGING POLICIES:

ADAMC has taken strict initiatives to prevent ragging in the institute and the campus. The college strictly follows the norms of anti ragging issued by the university and the under graduate commission. Anti ragging committee is formed to prevent ragging and to create a harmonic environment in the premises of the college.

General policy:

Objectives : To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

What constitutes Ragging:

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Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students,
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, uthority or superiority by a student over any fresher or any other student.

Measures for prohibition of ragging at the institution level:

- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centers of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of

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ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,

- b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

Measures for prevention of ragging at ADAMC:

Institution takes the following steps in regard to admission or registration of students; namely,

- a) Every public declaration of intent by ADAMC, in any electronic, audiovisual or print or any other media, for admission of students to any course of study expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- b) The institution also draws attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing brochure of admission/rules regulations booklet or the prospectus. Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, are published in the brochure of admission/rules regulations booklet or the prospectus.
- c) The application form for admission, enrolment or registration contains an affidavit, in English and in Hindi and/or in Marathi to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and

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- further "aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- e) The application form for admission, enrolment or registration shall contains an affidavit, in English and in Hindi and/or in Marathi, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.
- f) The application for admission accompanies by a document in the form of, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioral pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behavior has been commented in such document,
- g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians respectively along with his/her application.
- h) Before the commencement of the academic session in ADAMC, the Head of the Institution convenes and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent

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- ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.
- i) The institution, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently displays posters depicting the provisions of Penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, prominently displays on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
 - j) The institution requests the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favors.
 - k) The institution identifies, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
 - l) The institution tightens security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, resorted to at such points at odd hours during the first few months of the academic session.
 - m) The institution utilizes the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
 - n) The faculties/departments/units of the institution have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
 - o) Institution engages or seek the assistance of professional counselors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counseling to fresher and to other students after the commencement of the academic year,
 - p) The head of the institution provides information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of

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the institution also ensures that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

Institution, on admission or enrolment or registration of students, takes the following steps, namely;

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities
- b) The institution, through the leaflet explains to the fresher, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.
- c) The leaflet also informs the fresher about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet contains a calendar of events and activities laid down by the institution to facilitate and complement familiarization of fresher with the academic environment of the institution.
- e) The institution, on the arrival of senior students after the first week or after the second week, as the case may be, schedules orientation programmers as follows, namely; (i) joint sensitization programmed and counseling of both fresher and senior students by a professional counselor, (ii) joint orientation programmed of fresher and seniors to be addressed by the Head of the institution and the anti-ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the fresher and seniors to interact in the presence of faculty members ;
(iv) in the hostel, the warden addresses all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration. (v) as far as possible faculty members should

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dine with the hostel residents in their respective hostels to instill a feeling of confidence among the fresher.

- f) The institution sets up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the fresher, junior students and senior students.
- g) Fresher or any other student(s), whether being victims, or witnesses, in any incident of ragging,
are encouraged to report such occurrence, and the identity of such informants are protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- h) Each batch of fresher, on arrival at the institution, is divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution.
- i) It is the responsibility of the member of the faculty assigned to the group of fresher, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty maintains a diary of his/her interaction with the fresher under his/her charge.
- j) Fresher are lodged, as far as possible, in a separate hostel block, and where such facilities
are not available, the institution ensures that access of seniors to accommodation allotted to fresher is strictly monitored by wardens, security guards and other staff of the institution.
- k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, is ensured by the institution.
- l) It shall be the responsibility of the parents/guardians of fresher to promptly bring any instance of ragging to the notice of the Head of the Institution,
- m) Every student studying in the institution and his/her parents/guardians should provide the specific affidavits of these Regulations at the time of admission or registration, as the case may be, during each academic year.

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- n) Institution obtains the affidavit from every student and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organization authorized to do so.
- o) Every student at the time of his/her registration should inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence should be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- o) The Head of the institution, at the end of each academic year, sends a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

Institution constitutes the following bodies; namely,

- a) ADAMC constitutes a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
- b) It is the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in ADAMC.
- c) ADAMC also constitutes a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation

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as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times, provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- e) It is also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

- f) ADAMC, at the end of each academic year, in order to promote the objectives of these Regulations, constitutes a Mentoring Cell consisting of students volunteering to be Mentors for fresher, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six fresher and one Mentor of a higher level for six Mentors of the lower level.

ADAMC takes the following other measures, namely;

- a) Each hostel or a place where groups of students reside, forming part of the institution, have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counseling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.

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- b) The Warden remains accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which are publicized among all students residing in the hostel.
- c) The institution reviews and suitably enhances the powers of Wardens; and the security personnel posted in hostels remain under the direct control of the Warden and their performance is assessed by them.
- e) The institution undertakes measures for extensive publicity against ragging by means of audio-visual aids, counseling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline,
Institute permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
- g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, are timely sensitized towards the ills of ragging, its prevention and the consequences thereof.
- h) The institution obtains an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice,
- i) The institution makes a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record,
- j) The institution gives necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the

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institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required,

- k) Discreet random surveys are conducted amongst the fresher every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys,
- l) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it is the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.
- m) The Heads of institutions, during the first three months of an academic year, submits a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the M.U.H.S.

7. Action to be taken by the Head of the ADAMC: On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;

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- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the MUHS.

Provided further that the ADAMC shall also continue with its own enquiry initiated other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

Administrative action in the event of ragging:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - i. Suspension from attending classes and academic privileges,

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- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits,
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results,
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel,
- vii. Cancellation of admission,
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

STUDENT SUPPORT FROM ADAMC

FINANCIAL AID:

ADAMC offers SC /VJNT/OBC students timely help to avail government scholarship. The college admission process provides reservations for SC/ST/OBC as per government regulations. The institutional student welfare wing in the administrative set-up, governs all details regarding scholarship and institutional tuition fee payment, most of the students gets financial aids at a right time for which the student welfare wing works with commitment.

Name of the Scheme: Govt. scholarship scheme, govt. of Maharashtra

ADAMC also runs the schemes for student's financial aids as per the guidelines of M.U.H.S. Nashik. The other schemes are:

1. EARN AND LEARN SCHEME
2. DHANWANTARI VIDYADHAN YOJANA
3. BAHISHAL YOJANA
4. SAVITRIBAI PHULE SACHOLARSHIP FOR GIRLS
5. BOOK BANK SCHEME
6. SANJEEVAN YOJANA

The students are benefitted by the scholarships and free ships provided by scheme of govt. of Maharashtra. Instead of scholarship or free ship institute offers cash

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prizes to top ranker meritorious students in the department.

The details of the schemes, beneficiaries, and policies related to the schemes and records of the previous availed schemes are separately functioned from student welfare wing of the ADAMC.

TEACHING LEARNING SUPPORT:

Students are supported at the level of learning by the best quality trained and technologically updated faculties who works hard for their understandings and better knowledge. The students are guided well and updated, assessed timely for their knowledge and other skills required for the course. The faculty is also engaged in taking the additional skill development programs like seminars and other confidence building activities. Teachers use multi-aided techniques for the teaching like PPT Presentations, simulations, quiz, group discussions and many other methods of teaching rather than didactic teaching. The teachers are always getting updated by attending various course related seminars and workshops. The teachers are encouraged to do the quality research activities and projects. Students are provided with hi-fi technically supported classrooms with a decent environment and they are always supported by the teachers to improve their various domains.

Learners from their admission into the course are categorised as slow and advanced learners with a help of assessing test. The slow learners are enhanced by the extra remedial lectures other than regular teaching hours. They are supported at their level of understanding and knowledge timely by the teaching staff of our institute. The students are further assessed at the level of knowledge by various assessment techniques by our eminent faculties. Advanced learners are given departmental projects, research activities which would feed their brain. They are focussed for the bright learning.

Some of the other regularly offered certificate courses for the interested candidates are detailed out below:

1. Sanskrit Sambhashana Varga: with a superb mission of skilled learning in Sanskrit, department of Sanskrit is delivering the Sanskrit Sambhashana Varga. The Sambhashana Varga has a prime objective to produce students who can read, write, understand, translate and communicate in Sanskrit language after completion of the Sambhashana Varga. 32 hour (1 hour per day for 32 days) course is designed in which knowledge is given about Sanskrit writing, reading,

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learning, understanding and grammar. The communication skills are also developed for Sanskrit language by taking seminars of the students with active participation of the candidates. The course is for the students of BAMS with a minimum eligibility is admission to 1st year BAMS. Students will be assessed by various assessment techniques like assignments, practical communication etc. At the end of the course students will be given a certificate of completion.

2. Pavana Yoga Varga

3. Professional ethics and human values to all BAMS: The course came effective from the academic year 2016. The empowerment of the professionals to develop the talent in the workplace is the mission of this course. The duration of the course is 32 weeks. The objectives of this course are to inculcate ethics and human values into the young minds, to create ethical vision and achieve harmony in our life. The minimum eligibility criteria are students passing 1st BAMS with 50% marks.

4. Panchakarma Pravesham: Panchakarma therapy is integral part of Ayurveda. Classical Panchakarma includes Vamana, Virechana, Basti, Nasya, and Raktamokshana which is prime part of Shodhana. The course is conducted under the department of Panchakarma. The course is designed with an underlying mission to acknowledge the modalities of Panchakarma as prophylactic and purificatory therapeutic measures. The course has a divine mission to acknowledge the delegates with basics of Panchakarma, and its practical utility in daily life. After the completion of the course the student will be able to administer various Panchakarma techniques expecting efficient results avoiding complications. Minimum eligibility for the admission in Panchakarma Pravesham is the student should have passed 3rd year BAMS. The duration of the crash course is everyday 4 hours for 8 days

5. Cardio-pulmonary Resuscitation (CPR) training Course: to accomplish the vision of the institute, purposeful integration of the education, research and clinical care, the CPR course is designed to manage the emergency critical. The course is designed to provide the ability to recognise life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. Minimum eligibility for the course is fourth year students of BAMS. Duration of the course is 17 weeks. Theory and practical sessions are being conducted in the due period by the eminent faculty members.

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6. Research and data management: The course is available for post graduating students. Research Methods and Data Management course is required for all students enrolled in a MD/MS as well as Ph.D. program. The MD/MS programs cater to students who work full-time, so each class meets for a 2-hour block one afternoon each week during a semester. This course is the essential part of their syllabus in which students are expected to have completed a biostatistics and an epidemiology course prior to enrolling in research methods.

The last half of the semester is dedicated to a final project in which students work in groups of 3 or 4 to analyze part of a publicly-available dataset—there are many that are freely available from the World Health Organization, and other agencies—and analyze their results with EPI INFO & write up the results in a formal report that could be submitted to a peer-reviewed journal or presented at a professional conference.

BAMS (Bachelor of Ayurvedic Medicine and Surgery) is the professional course. At the institution level we arrange guest lecturers to guide and encourage the students for various competitive examinations. But as the course is professional, students prefer to do clinical practice of Ayurveda and jobs related to Ayurveda. So it is not concerned of institution to get the data of students placed through competitive examination. Training and placement cell is functional since 2015 under which students are trained and placed with the collaborations of the various organizations.

At the institution level, we are taking efforts to gather the information of the outgoing students with respect to their placements whether private OPDs and private or government jobs.

The institute has a separate wing of training and placement which functions for the training and their placements at various job positions. The wing functions for arrangement of various training programs for students which are directly helpful to the students to achieve a good career. The bright students are directly placed through campus interviews called timely by the training and placement cell. The data of outgoing students with respect to their placements is collected at the time of their alumni meets. It is also being gathered during various activities arranged by the training and placement wing. As it is the professional course program, self employment is more encouraged.

The students who are having academic interests are encouraged and guided

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for the PG and P HD courses accordingly. Teachers help the students to cross the entrance examination of the progressive courses. Higher education like PG, PHD is offered in various departments of faculty of Ayurveda.

CONSTITUTION OF UNIVERSITY STUDENT'S COUNCIL AND

STUDENTS' COUNCIL OF AFFILIATED COLLEGES

(Under Section 50 (11) of the Act)

1- There shall be University Student's Council and a Students' Council in each affiliated College / recognized Institution to look after the welfare activities of the students.

2- Objects of the University Student's Council & College Students' Council shall be as under :

- a) To co-ordinate the extra-curricular and welfare activities of the students.
- b) To promote participation in academic, extracurricular & welfare activities.
- c) To train students for democratic process for better corporate life.
- d) To strive for overall welfare and personality development of the students etc.

3- Students' Council shall have following Obligations.

- a) Students' Council shall not participate in any political activities in the campus and outside.
- b) Students' Council shall play constructive and positive role in overall academic, welfare & other extracurricular activities of University / College / Recognized Institution.
- c) Members of Student Councils shall behave in decent and disciplined manner and also set an example for other students.
- d) Member of the Student Council, who is / are alleged to have participated in political activities and / or, as per opinion of the Dean / Principal, behaved in in-disciplined manner shall be removed from the Council by the Dean / Principal of concerned College.

Provided that, before taking such action, the Dean / Principal shall give an opportunity to submit his say. After consideration of his written say, Dean /

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Principal shall take appropriate decision and his decision shall be final and shall be binding on all concerned.

4- The Dean / Principal of concerned College / Recognized Institution shall have all powers to nominate suitable person / student on the College Students Council and the decision of Dean / Principal in this regard shall be final.

5- The College Student's Council :

The College Student's Council for each affiliated college shall consist of –

- a) Dean / Principal - Chairperson
- b) One teacher, nominated by the Dean / Principal - Member
- c) Programme Officer of National Service Scheme, if any - Member
- d) Director of Sports or I/c of Physical Education of the College - Member
- e) Officer in charge of cultural activities of the College - Member
- f) One student of each class (UG & PG) nominated by the Dean / Principal - Member

Provided that, the Principal shall nominate students under clause (f) who is engaged in full-time studies / training in the college and have secured highest number of marks in the preceding annual examination.

- g) One student nominated by the Dean / Principal, who has shown outstanding performance, from each of the following activities :-
 - i) Sports;
 - ii) National Service Scheme;
 - iii) National Cadet Corps;
 - iv) Cultural Activities;
 - v) Research or other extracurricular activities.
- h) Two lady students nominated by the Dean / Principal, who have shown good performance at-least in one of the activities i.e. Sports, National Services Scheme, National Cadet Corps and / or Cultural Activities. Provided that, two of the students from clauses (g) and /or (h) shall be those belonging to the Scheduled Castes, Scheduled Tribes, Vimukta Jaties, Nomadic Tribes or Other backward classes.
- i) Dean / Principal shall nominate at least one student each from the categories belonging to the SC, ST, VJ, NT, and OBC, if these categories have no representation.

j) The students who have failed in the examination held in the preceding year

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or who have been allow to keep terms will not be eligible for all these nominations.

6- The student members of the College Students Council shall elect, at its first meeting the Secretary of their Council from amongst the student members other than the students of first year and interneers.

7- Dean / Principal shall intimate the names of members of college student's council and the name of Secretary in the prescribed format within one week of the election. The information received after due date shall not be considered for University Students Council.

8- Nominations on University Student's Council ;

There shall be University Student's Council consisting of students secretaries, nominated by the Vice-Chancellor from amongst the Secretaries of the College Students' Councils in following manner:

a) The Vice-Chancellor shall nominate five secretaries from each non-agricultural university areas. These five secretaries shall be one each from the five faculties, i.e., Medical, Dental, Ayurved & Unani, Homeopathy and Allied Health Sciences (in turn in the proportion of 2 : 1 : 1 from Nursing : PT : OT or PO or ASLP or other Courses, if available.)

Provided that, the Vice-Chancellor shall nominate one student each from the faculty of Unani & OT, PO and ASLP courses, if no student of these categories get nominated.

b) These secretaries shall be nominated in the order of preference given below

i) Number of less representation on University Students' Council in proceeding five years period.

ii) Establishment year of the college.

iii) Representation belonging to backward classes i.e. SC / ST / VJ / NT.

iv) Academic merit of the student representative.

c) The Vice-Chancellor shall nominate one student each from the following reserved categories, if no student of these categories gets nominated from the colleges :

i) Scheduled Castes; ii) Scheduled Tribes;

iii) De-notified Tribes (Vimukta Jaties) iv) Nomadic Tribes

v) Other Backward Classes; vi) Female Student :

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Provided further that, for the purpose of nomination through selection, details should be based on Academic performance, Caste & Category, participation in National Cadet Corps & National Service Scheme, Sports & Cultural achievements, Women & Adult Education Activities, and such other social welfare activities as may be prescribed from time to time.

9- University Student's Council ;

The University Student's Council shall consist of the following members :

- i) Vice-Chancellor - Chairperson
- ii) Pro Vice – Chancellor - Vice - Chairperson
- iii) NSS Program Coordinator - Member
- iv) Director of Sports - Member
- v) Officer in Charge of Cultural Activities - Member
- vi) Student Representatives nominated (u/s 10 above) - Members
- vii) Director Students' Welfare - Member Secretary

10- Meeting of University Student's Council :

Director of Students' Welfare, in consultation with the Vice-Chancellor, shall fix the date & venue of the first meeting of University Student's Council, where following items will be discussed:

- a) To elect three representatives of the University Student's Council amongst themselves on the Senate under Section 23 (2) (t) of the Act.
- b) To elect office bearers of the Student's Council amongst themselves :-
 - i) President
 - ii) Vice Presidents (Two)
 - iii) General Secretary
 - iv) Joint Secretaries (Two)
- c) Any other item with the permission of the Chair.

11- There shall be two meetings in an academic year of the College Students' Council and the University Student's Council on the date scheduled by the Chairman of the respective Council.

12- The term of office of the all nominated members shall be one academic year (1st August to 31st July) will continue till such a member remain Student of the University / College.

Institute organizes annual election of student council. The college selects the students as the representative as per MUHS guidelines. Student union is one of

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the platforms offered to the students to develop their leadership skills. The student council works for unity in democracy among the students. It also promotes social, cultural and intellectual development of students. It informs the students about various events taking place around them. It also promotes the sense of service as educated citizens among the students. Some of the students from student's council represent the various academic committees e.g. Students grievances redressal, sexual harassment etc.

Student's council formation and its member list are enclosed below:

Institute organizes an annual gathering of the students of the UG and PG together. The gathering contains various sport events and cultural events.

INTERNAL EXAMINATION RULES AND REGULATIONS

1. STATEMENT OF PROPOSE

The regulation outline in this document are intended to define the policy and procedures for assessment of students enrolled in the college for UG & PG section at ADAMC, Ashta.

These regulation have been developed in accordance with the norms given by Maharashtra University of Health Sciences, Nashik.

2.. ASSESSMENT OF INTERNAL EXAMINATION & PHASE OF CURRICULUM.

The internal examination of all years will be carried out as per following schedule.

| Sr. No. | Academic Year | Duration | Team I | Term II | Final Exam |
|----------------|----------------------|-----------------|--------------------|---------------------|-------------------|
| 1 | B.A.M.S. I | 1 Year | Last work of Sem I | Last week of Sem II | After 15 Days |
| 2 | B.A.M.S. II | 1 Year | Last work of Sem I | Last week of Sem II | After 15 Days |
| 3 | B.A.M.S. III | 1 Year | Last work of Sem I | Last week of Sem II | After 15 Days |
| 4 | B.A.M.S. IV | 1.6 Year | I Term | II Term | III Term |

- Term I Exam will be conducted in the last of Semester I.
- Term II exam will be conducted in the last week of semester II.

3. ACADEMIC WARNING :-

Academic Warning for Students

1. It is mandatory to each students to give internal Term End Exams.
2. Student must pass Term I exam to appear for Term II exam. (with 50% of presenty)
3. Student must pass two terms end exams to appear for final exam, if he/she dose not pass in internal exams, should not be appear for final exam.

Academic Warning for faculty :-

1. Each department should provide two question paper set (Blue Print) by HOD, prior 15 days with announcement of exam schedule.
2. After Term End exam (Post examination) result of students should be submitted to examination dept. Within 10 days.
3. It is to be noticed that, students must pass first term exam to appear for second term exam.
4. Each question paper set should be as per norms and guidelines of university examination.
5. Model answer paper with proper distribution of marks/ Digramas/ with clear instructions should be submitted to HOD of each dept. Signed by authorities, for any compliances to grievances committee.

4. PREPARATION OF EXAMINATION :-

1. Booking of examination Rooms shall be responsibility of exam dept.
2. The examination material, answer sheet shall be provided by exam dept.
3. The exam dept is responsible for arranging invigilators (Superviours) to the exam.

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4. Date of examination within the assigned will be decided by the departments offering the course in coordination with exam committee and shall be approved by the authorities for academics.
5. All exam material should store to exam dept to ensure the security and confidentiality of material.
6. All excess material, material should be return to exam dept. By the supervisor to exam dept envelope.
7. No faculty member is allowed to take the examination material out of hall or to the dept.
8. Representative of dept should be available to answer to students query in first half.

5. DURATION :-

1. As per time allotted by each dept. to solve the paper.

6. EXAMINATION ADJUSTMENTS:-

1. If a student has unexpected temporary disability to sit for exams with valid Medical report, then he/she has been granted to approval letter from authorities to appear for final exam.
2. In any grievance, examination dept and academic authorities has the final word of solution.

7. EXAMINATION ROOM PROTOCOL :-

1. Supervisors must be at the exam room at least 15 minutes prior to the start of exam & students shall be present in the examination room seated ten minutes before start of the exam.
2. Supervisors should ensure that every student signs the exam attendance sheet/question paper etc.

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3. Supervisor are required to check ID of each student.
4. At the end of the exam, supervisor should collect all the exam material including all extra copies and attendance sheet. Extra answer sheet returned to exam department.
5. No faculty member is allowed to take the examination material out of the examination hall.
6. An supervisor may ask a student to leave the examinations hall if them is evidence of cheating, bad behaviour or any unaturized material the decision shall be taken by supervisor together with the exam coordinator.
7. The supervisor shall announce the start of the exam and total time allowed for the examination. He shall also inform the students about that end of exam, to minutes prior to the end.

8. FOR STUDENTS :-

1. Only those students with an attendances of at least 75% will be allowed to sit the term end or the exam.
2. Students who arrive in the examinations hall after 15 minutes of the commencement of the examination hall not be permitted to sit the exam.
3. All students are must to show their ID card to supervisor.
4. No student is allowed to leave the examination before first half of the total duration of the exam.
5. Mobile phones, flash cards, electronics dictories, i pads, books bags, notes are not permitted in any examination room. The college does not take any responsibility for materials left by students outside the examination hall.
6. All students are requested to comply with the college dress code (not apron) and should wear their ID, students were not allowed for shoes jewellery, ornaments, jackets in exam room.
7. If a student becomes ill during the examinations & shall not be given extra time as a compensations period for writing question paper.

9. BREACH OF EXAMINATION POLICY :-

1. The supervisor of the examination hall has the authority to expel any student from the examination room if he/she commits an infringement of the examination regulation.
2. If a student could not attend an exam because of an illness or other exceptional causes beyond his/her control, supervisor shall inform (report) to academics incharge & exam board (UG Coordinator).
3. The application given by student shall indicate the reason for not attending the exam and has provide original & appropriate documents as supporting evidence to his application (e.g. medical certificate)
4. If the application has been approved a student shall be informed with a decision about re-sit exam.

10. REFERENCES:-

1. MUHS guidelines for examination dept. www.muhs.as.in
2. For examination appointment for exam (Theory & Oral/Practical)
www.practical.muhs.edu.in

10 INCENTIVE POLICY FOR RESEARCH & PUBLICATIONS

POLICY AND GUIDELINES

INCENTIVE FOR COMPLETING PHD DEGREE WHEN IN SERVICE OF ADAMC:

For the purposes of incentive under this clause, ordinarily, the degree awarding Institution will be a UGC-approved University or an Institution of national standing. In case the institution is a deemed University or a private one, a duly appointed Committee shall certify the credibility of the Institution awarding the degree. The faculty undertaking their PhD pursuit are advised to check with the Institute about the Institution they are registered under, to ascertain the credibility of such Institution . The Institute will also pro-actively advise the faculty on the credibility of relevant institutions.

- i. For the purposes of the award, a Ph.D will be deemed to have been completed when a Certificate of Successful Thesis Defence is formally issued by the Institution awarding the degree.
- ii. A One-time ex-gratia award of Rs. 5,000/- shall be given, provided the faculty has served for a minimum of three years at the Institute.
- iii. Another Rs.5,000 will be awarded if the PhD thesis results in at least two reputed publications (listed in Annexures which is available at department) with the affiliation of ADAMC, within a year of completion of the PhD.
- iv. Two Additional Increments, upon successful completion of Ph.D, payable when the next regular increment falls due, provided the faculty has served for a minimum of three years at the Institute. These increments apply only in the current grade.
- v. A Special Allowance of Rs. 2,500/- will be given for those faculty who are not eligible for promotion after acquiring Ph.D.

INCENTIVE FOR EXTERNALLY FUNDED RESEARCH

- i. The Institute shall pay the research team an incentive equivalent to 10% of the research grants received from external funding agencies (in case of a team, the amount shall be shared equally among team members).
- ii. The timing of the disbursement of the incentive (by cheque or transfer to the bank account) will be linked to the actual receipt of research funds.

AWARD FOR PUBLICATIONS OF TEXT BOOKS IN RELEVANT DISCIPLINE:

- i. **Rs. 20,000/-** if the text book is published by an international publishers like McGraw Hill, Prentice Hall, Oxford University Press or other internationally reputed publishers.
- ii. **Rs. 10,000/-** if the text book is published by a national publisher like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage.
- iii. **Rs. 5,000/-** if the text book is published by Regional / Local publishers.

INCENTIVE FOR PUBLISHING IN NATIONAL/INTERNATIONAL JOURNALS:

The comprehensive list of journals will take into account the quality of the journal, the publishing University, age of the Journal, impact Factor etc.

1. Rs.1,500/- for each paper published in any of the reputed International Journals. The list of which is available with the respective HODs of each department. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal.
2. Cash Award of Rs.1,000/- for each paper published in any of the listed journals. The list of which is available with the respective HODs of each department. In

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case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal.

This comprehensive list of journals will take into account the quality of the journal, the publishing University, age of the Journal, impact Factor etc.

AWARD FOR PUBLISHING A PROFESSIONAL ARTICLES:

- i. Rs. 3,000/- for International magazine/Newspaper.
- ii. Rs. 1,500/- for National magazine/Newspaper.

INCENTIVE FOR PRESENTING A PAPER AT NATIONAL/ INTERNATIONAL SEMINARS/CONFERENCES:

- a. Cash award of Rs.2,000/- in case of a paper presented at a Seminar/Conference at an institute of repute outside India.
- b. Cash award of Rs.1,000/- in case of a paper presented at an International Seminar/Conference at an institute of repute in India.

ENTITLEMENTS FOR REGISTRATION & TRAVEL FOR PRESENTING PAPERS AT NATIONAL & INTERNATIONAL SEMINARS/CONFERENCES

- a. The Institute shall pay a maximum of Rs. 5000 for up to two faculty members from each department, on first come first served basis, as travel grant annually (July- June) within India, plus registration fee (100%), for paper presentation, provided the conference/seminar is hosted by a reputed institution. The ceiling of two faculty members will not apply when the travel expenses have been provided for in the project/research grant.
- b. Faculty members will be eligible for travel outside India (50% of travel expenses or a maximum of Rs. 25,000) and registration fee (100%), for paper presentation, provided the conference/seminar is hosted by a reputed institution. Preferably, such expenses should have been factored into the project/research grant. When more than one faculty wishes to present a single paper, the travel grant shall remain unchanged (to be divided between/among the faculty) and the registration

fee shall be limited to one.

GUIDELINES FOR EXTERNALLY FUNDED RESEARCH

- Typically, funded research projects are collaborative works and have multiple team members. Thus, the incentive will be divided equally across all the participating team members of ADAMC

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PERCEPTIVE PLAN: VISION 2022

In September 2000, Millennium summit in New York declared the Millennium Development Goals (MDGs) which place health at the heart of development and represent commitments by the Governments. The health related MDGs, important for our country are as under :

Millennium Development Goals

1. To eradicate extreme poverty and hunger
2. To achieve universal primary education
3. To promote gender equality and empower women
4. To reduce child mortality
5. To improve maternal health
6. To combat HIV/AIDS, malaria, and other diseases
7. To ensure environmental sustainability
8. To develop a global partnership for development
9. To achieve Goals is a global project dedicated to spreading knowledge of MDG through various internet and offline awareness campaigns.

Role of Medical Education In Improving Health of People :

At this juncture it may be pertinent to note some facts about community health.

As per World Health Organization (1948) “Health is a state of complete physical,



mental and social well being and not merely an absence of disease or infirmity”

WHO definition envisages three specific dimensions - the physical, the mental and the social. Many more may be

cited, viz. spiritual, emotional, vocational, philosophical, cultural and so on. Health in the broad sense does not merely mean absence of disease or provision of diagnostic, curative and preventive services. It includes a state of physical, mental and social

well-being. The harmonious balance of this state of the human individual integrated into his environment constitutes health. The WHO definition of health introduces the concept of “well-being”. The subject component of well-being is referred as “quality of life”. Certain important indicators are now frequently used to measure quality of life. The “Physical quality of Life index” is one. It consolidates three indicators viz. infant mortality, life expectancy at age one and literacy. The second is Human Development Index. Human Development Index is a composite index combining indicators representing three dimensions longevity, knowledge and income.

In 1978, at the Alma Ata-International conference, WHO declared “Health for All” through primary health care as the major social goal. The Alma Ata conference called on all governments to formulate national policies, strategies and plan of action to launch and sustain Primary Health Care as national health system. Our national health policy, echoes the WHO call for “Health for All” and the Alma Ata declaration. It has laid down specific goals to bring down infant mortality, to raise life expectancy, to reduce crude death rate, to reduce birth rate and to reduce net reproduction rate.

Primary Health Care includes :-

- a) Education about prevailing health problems.
- b) Promotion of food supply and proper nutrition.
- c) Adequate supply of safe water and basic sanitation.
- d) Maternal and child health care including family planning.
- e) Immunization against infectious diseases.
- f) Prevention and control of endemic diseases.
- g) Appropriate treatment of common diseases and injuries.
- h) Provision of essential drugs.

Health Manpower :

The term health manpower of the country includes both professional and auxiliary health personnel who are needed to provide the health care. Various norms have been devised but an ideal is yet to be reached.

If more colleges are likely to come into existence, man power in health science education will increase, and the state of Maharashtra will be a leading state which will provide well trained graduates and post graduates to other states and countries also. If this turns out to be true, revenue may be generated. If more number of doctors is

produced, out of them, at least a few may go to rural and tribal areas, and secondly cost of health services may get reduced. When there is an adequate production of health manpower then only there is utilization, saturation followed by migration. It is a well established fact that if educational facilities are set up in district hospitals the standard of clinical services rendered increases.

Collaboration with other Institutes :

To improve interdisciplinary interactions and research, collaborations with other institutes needs to be made. The goal of this collaboration is to facilitate advancement of knowledge on the basis of reciprocity, best efforts, mutual benefits and frequent interactions. As a part of this, college has made Memorandum of Understandings with Phytopharma Industries, Digno Pharma etc.

Communication Skills :

The incidents of unrest between doctors and patients have lately become common occurrences. The patient-doctor relationship can be enhanced through training of the prospective doctors in the basics of ethics, etiquettes as well as communication skills. To improve communication skills of the students an attempt will be made to train the students on addressing social problems, affecting the population at large and mental health issues by revising curriculum. Efforts shall be made to Health Communication, which will start various courses programmes, workshops for students, Doctors, Various healthcare professional, journalist, media persons & public at large. Various interdisciplinary research will be done by Department of Health Communication.

Healthy practices :

Studies on the basis of the above criteria prove that, the accredited institutions are superior to other institutions in general; therefore one of the objectives of this will be to encourage the institutions for getting accreditation by NAAC.

The college wishes to conduct research in evaluation of the quality of medical education so that reasonably perfect model is evolved.

Quality of Medical Education :

The pharmaceutical companies, exclusively for academic purpose, can take such type of opportunities and can give sponsorship to such clinical trials / research /

innovatives. The plan proposes to take a review and to analyze the institutions on following criteria and accreditation of institutions considering the following -

- a) Curricular aspects
- b) Teaching-learning and evaluation
- c) Research consultancy and extension
- d) Infrastructure and learning resources
- e) Student support and progression
- f) Organization and management

Need Based Research :

The plan proposes to promote research and to include ethical guidelines for conducting medical research in all the systems of medicine. To promote research in collaboration with technical institutes, industries and attempt will be made to promote patent acquisition. India has a rich heritage in health care sciences from the times of Sushrut and Charaka. In the college, we can build a research center with modern technology available for Ayurvedic Research to promote Inter-disciplinary and Inter-faculty research. Industry sponsored research as per the need of industry needs to be promoted.

Public Private Partnership in Super Specialty :

Super specialty, Super Subspecialty, Fellowship & Certificate courses can be started in well equipped private hospitals on the basis of Public private partnership.

However, expertise and faculty is also available in private sector. Because of monetary constraint it is difficult for public sector to maintain such expert man power. Hence, under the scheme of public private partnership, super specialty hospitals in private sector can be attached to a super specialty department of medical college, so that expertise and faculty would be shared and private sector faculty can contribute in super specialty education. Such model shall be evolved so that the number of super specialty seats can be increased and clinical material available in private super specialty hospitals will be fruitfully utilized.

Doctor of Philosophy (Ph.D.) :

To develop research activities more efforts are to be made for registration of candidates for Ph.D. The University has conducted Ph.D. entrance as per new UGC Guidelines. We plan to take Ph.D. in other clinical subjects also.

In order to encourage industry sponsored research, modifications to Ph.D. regulations will be carried out.

Continuing Medical Education (CME) :

A programme in Continuing Medical Education (CME) is already introduced.

Continuing Medical Education designates the period of education and training of



doctors commencing after completion of basic medical education and postgraduate training; thereby extending throughout each doctor's professional working life.

For this purpose, a new department of Continuing Medical Education needs to be

established. On line courses can be started for medical practitioners for their continuing upgradation of professional knowledge.

Faculty Development :

University will take initiative in organizing refresher courses for Medical Teachers especially in Medical Education Technology and separate cells can be started on



regular basis by organizing interdisciplinary seminars on subjects of recent importance for faculty.

Department of Medical Education

Technology at Regional Center Pune was established in the

year 2007, which provides a highly conducive academic environment and interaction with industry based professionals for faculty development.