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Code of conduct handbook exist for students, teachers & academic & administrative staff including the Dean/ Principal / Officials & supporting staff.

Code of Conduct Handbook of A. K.H. M. College & Hospital-

This chapter contains the following section

- **Disciplinary Measures**

- **Policy statements**

- Alternative action
 - Sexual harassment.
 - Smoke - free policy
 - Drug free work place policy
 - Patient rights
- 1) Institutional code of conduct is intended to help employees by defining the rights & safety of all persons including employees ,students ,patients & Visitors. General rules of conduct are considered essential to the safety & well - being of those at the institute. It is not for the purpose of restricting the rights & activities of employee. The employees working Excessive absenteeism or lateness.
 - 2) Unauthorized absence from the work place during working hours.
 - 3) Sleeping during working hours.
 - 4) Refuse to follow supervisor's instruction.
 - 5) Threatening, intimidating, coercing, or fighting with another college member, student or patient.
 - 6) Discriminatory action against applicants, employees, students or patients because of race, color, religion , sex ,age, material status, disability.
 - 7) Insubordination.
 - 8) Sexual Harassment
 - 9) Use of abusive language.
 - 10) Unauthorized use or unauthorized possession of intoxication on work premises or reporting to work under influence of alcohol or other intoxicants.
 - 11) Possession of a weapon on work premises.
 - 12) Negligence or deliberate destruction or misuse of college or hospital property of another college member.



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13) Unauthorized possession or use of college or hospital records or disclosure of information contained in such records to unauthorized persons.

14) Illegal conduct on work premises

15) Smoking in unauthorized area.

at institute affiliate are bound by the code of conduct where they work.

Common sense, good judgment & appropriate personal behavior are the responsibility of every member in the Institute .The following are the example of conduct that are considered serious & may result in disciplinary action up and including discharge.

Falsification of employment records or other college records.

Disciplinary Measures:-

For Individuals to work efficiently & effectively together, certain standards of performance & conduct must be maintained. When employee do not observe these standards, they subject to certain disciplinary measures .

When an employee's performance is found to be unsatisfactory or there are infraction of rules of conduct the following progressive discipline steps be taken.

1) Verbal Warning

2) 1st written warning with issue of MEMO

3) Final Written Warning (With or without Supervisor) with issue of MEMO

4) Termination

For actions of a very serious nature, the employee may be warned or discharged immediately, depending on the nature or seriousness of the action. An Employee hired on a temporary basis or a newly hired employee still in the probationary period of employment, can be discharge for misconduct or poor performance or for no cause without following the disciplinary procedure.



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Policy Statements:-

The college is committed to abiding not only by the letter but also by the letter but also by the spirit of all legislation geared to providing employee with a work environment that is grid quality of work life. In this section, because of their singular importance. We are highlighting our commitment to certain policy areas . If you are concerned that these or any other policy areas are being violated, you should contact the respective committee member and principal of AKHMC.

Affirmative Action:-

Institute recognized its legal and moral responsibility to assure equal employment opportunity to all qualified individuals. The college affirmative action plan supports this commitment by specifying objectives & procedures to ensure fair employment practices.

Institute therefor , reaffirm the policy , as adopted by the trustee members, to prohibit discrimination in all our personal action regarding the recruitment & selection of individuals , training , promotion & all other terms & condition of employment without regard to race , color religion , sex , age , national origin , marital status, disability status .

Local managing committee as per Maharashtra University of Health Science Act 1998 is responsible for establishing, developing , implementing & monitoring our Affirmative Action Plan.

Sexual Harassment:-

Institute is committed to providing all of our employees an environment free from conduct consisting harassment & to disciplining any employee who violates this policy.


Sexual harassment may include explicit sexual proposition , sexual innuendo , suggestive comments , sexually oriented kidding or teasing , practical jokes , jokes about gender specific traits, foul or absence language or gestures , visual material , physical contact , such as Patting , Pinching or brushing against another's body.

Institute's policy is to investigate all such complaints thoroughly & promptly. To the fullest extent possible, the college will keep complaints & the firms of their resolution confidential. If investigation confirms including such discipline up to & including immediate termination of employment, as is appropriate.

Smoke- free Policy:-

The purpose of this policy is to reaffirm A.K.H.M.C Institute special responsibility as an academic health center to protect faculty, Employee, students & the general public from the




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harmful effects of smoking, to promote health & safety & to ensure compliance with applicable codes & regulations establishment by various local, city, state, & federal regulatory agencies.

It is the policy of Institute to maintain a smoke free environment at all of its owned premises to provide information to faculty , employees & students , patients or potential health hazards of smoking and of the availability of smoke free programs.

No smoking is permitted in any buildings of A.K.H.M.College& Hospital in prohibited area subject to this policy & regulations.

Drug- Free Workplace policy:-

Institute recognize its special responsibility tiensure , a drug free work environment because of its commitment to excellence in medical education and health care.

The work - related effects of drug abuse compromise both work performance & the safety of employee , students & patients.

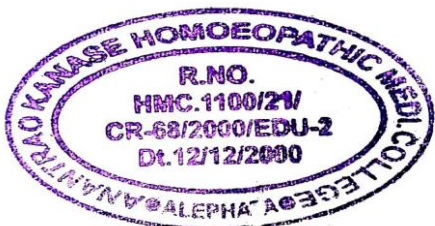
The unlawful manufacture,distribution,dispensation, possession or use of controlled substance in college premises or while conducting business in college premises is prohibited.

The college recognize that chemical or drug dependency is an illness that possesses major health & safety problems. Faculty & staff needing help in dealing with such problems are strongly encouraged to participate in dray counseling & rehabilitation program. All requests for addition information should be directed to local college committee.

- It is policy of AKHMC to prohibit the unlawful possession, use or distribution of illicit drug & abuse of Alcohol by faculty & employees in college premises or as a part of any activities of the college.

- Abuse of alcohol & illicit drug use are associate with a number of substantial health risks affecting the performance of employees both at works &home.

- Cocaine & crack an result in death or respiratory failure, stroke or seizures, lung & voice damage. These drugs cause impaired performance by decrease attention, causing poor judgment & mood swing.



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-Any college subject if caught in such situation are send for rehabilitation in the Rehabilitation center present in the Institute itself or for any other rehabilitation center or liable to take disciplinary measures against him.

- AKHMC Institute strongly encourages faculty and employees needing help in dealing with drug or alcohol dependency to participate in drug counseling and rehabilitation center in AKHMC & Hospital (Suman Rehabilitation Center)

Patients' Rights:-

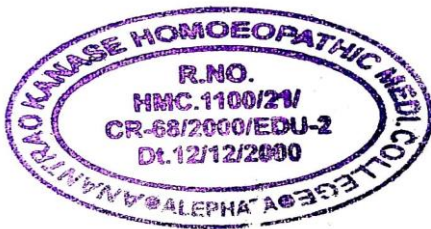
Since many of employees are involved with care of sick , particularly in our hospital. It is important that we reiterate the Patients' Bill Of Rights posted conspicuously throughout the Hospital.

Communication, respect and trust among patients and hospital personnel are necessary for good patient care.

The purpose for which a hospital exists is to provide the medical care and treatment required by patients in providing this care it is necessary that the inherent rights of each patient are observed by all employees.

Each patient should receive equitable and humane treatment at all times and all circumstances regardless of race,color,sex, national origins age, disability or the source of payment for care.

The rights of privacy should be safe guarded. This involves prevention of interrogation by individuals from outside agencies not directly connected with the hospital , protecting the individual's right to privacy of his/her body and preserving the confidentiality of disclosures regarding the patient history, present condition or course of treatment.



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Code Of Conduct Committee Members:

Sr.No.	Name of Committee member	Post	Designation
1	Dr. Gholap K.V.	Chairperson	Dean / Principal
2	Dr. Soman S.S.	Member	Professor, Department of Repertory
3	Dr. Kanase S.C.	Member	Professor, Department of Gyn / Obs.
4	Dr. Kanase C.A.	Member	Professor, Department of Practice of Medicine.

Code of Conduct for Students of Anantrao Kanase H.M.C.& H.

Institution has formed certain guidelines for students & their guardians in creation & maintenance of an atmosphere conducive to academic & cultural development.

(A) Code of Conduct in Classroom & College Premises -

- Attendance & punctuality** - Students must be regular & punctual in attending their classes, tutorial, internal assessment exams like term end & preliminary exams.
- Dress & Appearance** - All students are instructed to follow institutional dress Code for students as follows.
For boys - Formal Shirt, Trouser, Black Shoes & Apron.
For girls - Salwar, Kurta, Duppata & Apron.
Students who are not following above dress Code will be punishable.
- M.U.H.S. rules of attendance** - According to M.U.H.S. rules & regulations, failure to obtain the regular attendance percentage (**75% for theory lectures & 80% for practical / clinics**), no submission of assignments, journals, will be treated as breaking the code of conduct of the institution.
- The student should be present in the classroom prior to teachers' entry; late entry will be marked as absent.
- Personal behavior** - Students should undertake their duties in responsible, conscientious & ethical manner & to act in the best interests of AKHMC&H. They are expected to act honestly in all their duties when dealing with Teachers, Office staff, Non-teaching staff & with their friends.
- Bullying** - Bullying is unreasonable behavior that is directed against an individual or a group of students will be punishable as follows




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- (a) Verbal abuse / Shouting
- (b) Excluding or isolating behavior
- (c) Giving student impossible assignments
- (d) Inform to local Police Station.

7. It is mandatory **to pay all kind of fees/ payments only at college office & to collect its receipt** from office for all students. College administration will not be responsible for any kind of payment done outside the office & not having receipt of it.
8. Any kind of talking, passing comments during regular classes or during taking roll call is liable for punishment.
9. Use of mobile phones during lecture, practical /clinics is prohibited & liable for punishment.
10. It is mandatory for students to ware **apron & uniform** in college premises.
11. Students should carefully follow notices put on notice board. (Online/Offline)
12. In absence of lecturer students should maintain a strict order among themselves, so as to not disturb other classes.
13. Any kind of malpractice (use of abusive language, doing copy at exams) will be punishable.
14. Students are expected to treat all teaching, nonteaching & other staff with politely & curtsey in college premises as well As outside college premises.
15. Students shall not, by their act or conduct, cause any damage to the reputation of the institute.
16. Students are not allowed to inviting friends from other institution & outside to college at any occasion of our institute.
17. Any **damage to college atmosphere** such as plaster pasted on the walls, any writing, scribing on the walls of classrooms, benches, college premises will come under disciplinary measures against student.
18. **Smoking, chewing & spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs are strictly prohibited in institute.**
19. Students should be careful in handling instruments, library books or college computer system.
20. Students are strictly not allowed from indulging any games, even in small groups, anywhere in the college premises during lecture hours.
21. **Ragging in any form is strictly prohibited in our institute. Anti-ragging committee** is existing in the institute & student or group of students if found guilty following action will be taken against him/her.
 - (a) Suspension from attending classes.
 - (b) Debarring from appearing in any test/examination.
 - (c) Suspension from hostel & mess.
 - (d) Cancellation of examinations.
 - (e) Withholding the results/scholarships, fellowship & other benefits.
 - (f) If needs – depending on the intensity of act, a **First Information Report (F.I.R.)** shall be filled by institution with local police authority. The ant ragging committee takes appropriate decision depending on the facts & circumstances of the incidence.





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(B)Code of Conduct for Hostel living students for girls & boys -

1. The students are allotted rooms according to their admission's & depending on availability of rooms.
2. The change of rooms is under authority of Rector sir/madam.
3. Students are expected to follow all rules & regulations given by College Administration / Rector sir /Rector madam.
4. Inappropriate behavior, with hostel staff will not going to be tolerated.
5. Personal hygiene, **cleanliness of room is responsibility of student itself.**
6. The attendance between 9 P.m. to 9.15 P.M. is mandatory for all hostel living students.
7. Before leaving hostel, students are mandatory to fill the form, on which the date of leaving hostel & the date of arrival in the hostel, along with signature of mess manager, rector sir/madam &principal is mentioned.
8. It will be mandatory for students to take admission at list for 1 year & to **pay hostel fees before taking admission** in the hostel.
9. It is mandatory for students to **take gate pass** in which reason of going out of hostel is briefly mentioned from Rector sir/madam before leaving hostel for short period of time. (Few hours)
10. **The crowding activities such as birthday celebrations, group discussion is strictly prohibited after 9 p.m.**
11. **Use of any electrical gazettes like Hotplate, Iron, Heating coils etc. are not allowed in hostel.**
12. College administration will not be responsible for any kind of mishap happened with students outside college premises such as Road traffic accident, drowning etc., if they are going out without prior written permission of respective college authorities.
13. College administration will not be responsible if any hostel living girl / boy getting any trouble from outside persons out of college premises. Under such circumstances she can contact with Dean/Principal of college & can give her complaint under "**Nirbhaya Committee**" which is working in collaboration with local police station. (Alephata Police Station)
14. College administration will also not be responsible for any kind of **self-abuse done by student** in hostel , in college premises or outside college premises like to attempt suicide, or to do suicide.
15. **Ragging in any form is strictly prohibited in our institute. Anti-raggingcommittee** is existing in the institute & student or group of students if found guilty following action will be taken against him/her.
 - (g) Suspension from attending classes.
 - (h) Debarring from appearing in any test/examination.
 - (i) Suspension from hostel & mess.
 - (j) Cancellation of examinations.
 - (k) Withholding the results/scholarships, fellowship & other benefits.
 - (l) If needs - depending on the intensity of act, a **First InformationReport (F.I.R.)** shall be filled by institution with local police authority. The ant ragging committee takes appropriate decision depending on the facts & circumstances of the incidence. Student & his parents will be responsible for such act done by students.




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