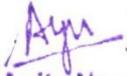




**SANDRA SHROFF COLLEGE OF NURSING,  
VAPI**

**CODE OF ETHICS &  
CONDUCT HANDBOOK**



  
Dr. Anita Nawale  
I/C. Principal  
S.S.C.N. VAPI

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## **CODE OF ETHICS AND CONDUCT HANDBOOK**

### **INTRODUCTION**

Sandra Shroff College of Nursing came into existence in 2003 under the banner of Sandra Shroff College of Nursing lead by Mrs. Sandra Shroff. Affiliated to the prestigious S.N.D.T Women's University, which was then one of the few universities with 5-star accreditation by NAAC. The college is attached to its 180 bedded parent Hospital run by Rotary charitable trust. SSCN is the 1<sup>st</sup> B.Sc. Self-finance Nursing college in Gujarat and 1<sup>st</sup> M.Sc., Self-finance Nursing College in South Gujarat. Today the college boasts of student strength 358, catering to B.Sc. Nursing, M.Sc. Nursing and GNM Nursing courses. Since 2012-13, its affiliated to Veer Narmad South Gujarat University, Surat and now has state of the art Advanced Simulation Skill Centre providing student real time case experience, excellent library and well qualified experienced faculty, excellent clinical experience at Haria L. G. Rotary Hospital and other reputed hospitals and now addressed as "Sandra Shroff College of Nursing since 2023 with its own independent management of GDVCT.

The nursing profession is built on a foundation of compassion, integrity, and unwavering commitment to ethical care. As an academic institution dedicated to shaping future nurses, SSCN recognizes the profound responsibility of instilling these values from the very beginning of a student's journey.

This Code of Conduct Handbook serves as a guiding compass for all members of our academic community—students, faculty, and staff. It outlines the principles that govern our behavior, both within the classroom and in clinical practice, ensuring that we uphold the dignity of the profession and the trust placed in us by society.

The handbook reflects our collective commitment to:

- Academic excellence and integrity
- Respectful and inclusive learning environments
- Ethical clinical practice rooted in patient-centered care
- Professionalism in communication, appearance, and conduct
- Accountability and transparency in all institutional interactions

We believe that ethical conduct is not merely a set of rules, but a culture that must be nurtured through education, mentorship, and reflection.

This document is not static—it evolves with the changing landscape of healthcare and education and remains aligned with national and international standards of nursing ethics.

Let this handbook be a source of inspiration and clarity, reminding us that every action we take contributes to the legacy of nursing and the well-being of those we serve.

  
Dr. Anita Nawale  
I/C. Principal  
S.S.C.N. VAPI



## **OBJECTIVES**

### **For Students**

- **Promote Professional Behavior:** Encourage respectful, compassionate, and ethical conduct in academic and clinical settings.
- **Ensure Academic Integrity:** Prevent plagiarism, cheating, and other forms of misconduct during assignments and examinations.
- **Foster Accountability:** Make students aware of consequences for malpractice or violations, including disciplinary actions.
- **Uphold Institutional Values:** Align student behavior with the mission and vision of the college.
- **Guide Clinical Practice:** Ensure safe, ethical, and culturally sensitive care during clinical postings.

### **For Faculty and Staff**

- **Maintain Ethical Teaching Standards:** Promote fairness, transparency, and respect in academic interactions.
- **Support Academic Freedom:** Encourage open dialogue and research within ethical boundaries
- **Model Professionalism:** Serve as role models for students in behavior, dress code, and communication.
- **Respect Confidentiality:** Protect student and patient information in all academic and clinical dealings.
- **Promote Collaborative Culture:** Foster mutual respect among colleagues and students.

### **Institutional Objectives**

- **Define Institutional Culture:** Establish norms that reflect the college's commitment to excellence and ethics.
- **Ensure Uniformity:** Create consistent expectations across departments and roles.
- **Facilitate Grievance Redressal:** Provide clear procedures for reporting and resolving ethical violations.
- **Support Holistic Development:** Encourage values like empathy, discipline, and civic responsibility.

### **The Committee position consists of:**

1. Chairperson of the institute
2. Principal of the institute
3. SNA advisor
4. Discipline committee Incharge
5. Antiragging committee Incharge
6. Class coordinators of each department.
7. Student Discipline committee representative from each class.

**CODE OF ETHICS AND CONDUCT FOR STUDENTS**

The students are expected to maintain decorum, decency, and discipline throughout their course of the program with their faculty, non-teaching staff, co-students, and other supporting staff.

**Code of conduct for Class and clinic attendance for the students:**

1. Students should be regular and punctual in theory and clinical. As per rules by INC, GNC, and VNSGU, a candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course/subject for appearing for examination. A candidate must have 100% attendance in each of the practical areas before award of degree.
2. Students should come to the class or clinical posting areas 15 minutes before the commencement of classes or clinical areas.
3. Students should do biometric punching in the morning when joining and before leaving for the day to mark their attendance.
4. If students come late for 15 minutes for both theory and clinic repeatedly after verbal warning, the student will be marked absent for that day and he/she must give an explanation in writing the reason for her repeated late coming.
5. Each student should carry their identity card with her always in clinical posting & college.
6. If a student takes sick leave, he/she should submit a medical fitness certificate from hospital.

**Code of conduct for Vacation, Leave protocol and completion of missed hours if applicable for the students:**

1. All students should be present on the last day before vacation and the first day after vacation is completed.
2. If the student remains absent, he/she will be asked to pay a fine of Rs. 100/- for the first day and Rs. 50/- day from the second day onwards. She will not be allowed to attend the classes/clinic.
3. For any kind of leave, prior permission with a written request and permission from the class coordinator of the respective department is compulsory.
4. On joining after a sick leave, students should submit a medical certificate from a recognized medical practitioner and the leave application must be submitted to the class coordinator on the day of joining.
5. Permission for leave to attend a marriage for an immediate relative has to be taken 15 days earlier through the proper channel.
6. In the following genuine case leave will be given to the student:
  - a. Physical illness (chickenpox, emergency surgery, accident, proven medical illness) Student will complete the missing hours as 1:1.
  - b. In case of immediate parent/first-degree relative death and marriage for first degree relative, maximum 4 days leave will be granted and for that leave Student will complete the missing hours as 1:1
7. In no condition, leave will not be extended and after allotted leave, students have to join the college or clinic as applicable.

8. During the preparatory leave duration, no hostel students are allowed to go home for any reason.
9. Disciplinary action will be taken for a student who remains for leave without information:

**As per the INC norms, to complete the hours:**

**Make-up Duty Policy:**

- With prior permission: **1:1** (1 day leave = 1 day makeup)
- Without prior permission: **1:3** (1 day leave = 3 days makeup)

**Mass Bunk Policy:**

- 1-day mass bunk = 3 days rustication and escalates accordingly.

**Code of conduct for Class premises for the students:**

1. Classrooms should always be kept clean. And if found dirty, a fine of Rs. 10/- from the student (or whole class as per situation) will be collected with explanation letter. The amount will be doubled next time on repeating the mistakes.
2. Students are strictly informed to speak only in English, in college as well as in clinics. For disobeying fine of Rs. 100/- will be collected in college and clinics.
3. The class representative should ensure that all fans and electric lights are switched off while leaving the classroom. During daytime, all the windows should be open and minimum electric light should be used unless the need to do so.
4. LCD and other college A.V. aids should be handled with utmost care. No playing games, misusing or manipulating is allowed. If used other than for instruction purpose fine of Rs. 100/- will be collected from the class.
5. Any instruments malfunctioning, breakage, and loss with this A.V. aids should be informed immediately to the authority concerned.
6. For any misconduct surrounding the premises of the college and clinics, the student's parents will be informed by sending letters through the institution.
7. Students should respect all the teaching and non-teaching staff of the college, seniors' students, as well as the sister-in-charges and the hospital staff in the clinics.
8. Already married students should avoid pregnancy during the course of study to prevent inconvenience for the student and the college.
9. All students should not enter or stand near the principal's office /staff room when a discussion is going on.
10. All students should maintain decorum and discipline while they are in college premises.

**Code of conduct within the clinicals areas for the students:**

1. Each student should carry an identity card during clinical posting.
2. Students should carry their own pocket articles as follows
  - 1 Blue pen, red pen, pencil, eraser, and pencil sharpener
  - Small pocket Scissors, nail cutter, and ampoule filer
  - Small ruler scale, small pocket dairy
  - Pocket dictionary
  - 3 medications cards

- Measuring tape
  - Stethoscope
  - Thermometer
3. Uniform dupatta should be pinned properly while coming and going for community posting.
  4. In uniform, students should not stand or go for snacks in a hotel or cafeteria outside the clinics.
  5. Students are not allowed to sit anywhere when on duty (near patient's bed, chair, stool, and nursing station) except in certain procedures.
  6. Students are not allowed to stand in groups in clinical areas like wards, other than for some significant reason and if found, strict action will be taken.
  7. Students should greet the sister-in-charges and the hospital staff in the clinics.
  8. No mobile should be carried by any of the students. A fine of Rs. 500/- will be collected from that student for not following this rule both in the college and clinic areas.

**Code of conduct for Dress code for the students:**

1. In clinical areas, complete clinical uniform should be worn compulsorily.
2. Students must wear prescribed complete clean uniform neat and tidy for the clinical days. If the uniform is incomplete wore by the student, she will be mark absent for the day.
3. Only small ear studs and hidden chains like mangal-sutra are allowed.
4. Hair should be tied up and covered with a hair net and it should not touch the collar of the uniform.
5. Jewelry-like finger rings and Mehendi application are not allowed. Black colored big chains, bangles, anklets are not allowed.
6. Nails should be cut short and nail polish should be not worn.
7. Wearing aprons outside the campus are prohibited. A fine of Rs. 150/- will be collected from the student if he/she wears an apron outside clinical areas except for certain areas like community posting or school health program

**Code of conduct for assignment/project for the student:**

1. All students should submit assignments on time, given by their respective concerned faculty.
2. All students should complete their assignments on their own efforts. Copying from other classmates is not allowed.
3. If the student does the proxy sign of anyone e.g. teaching, non-teaching, librarian or parents, etc. in their assignment or project, they have to pay a fine of Rs. 1000 towards discipline committee. And that assignment will be marked zero for internal. If this is repeated more than once, strict disciplinary action will be taken, including possible rustication.

**Code of conduct during theory examination for the students:**

**Instructions to Students**

- Students should come for exams compulsorily in full uniform with ID Card and Hall ticket, without which they will not be allowed to enter the exam hall.
- Students must bring only the stationery items needed in a transparent pouch if needed.
- Report to the examination block at least 30 minutes before the scheduled time.
- Students should maintain proper discipline throughout the examination.
- Do not write anything on the question paper except your roll number.
- Students are advised to leave the examination premises as soon as the examination is over.

**The following will be considered as malpractice, and appropriate action will be taken:**

- Writing on the desk related to the examination.
- Verbal or non-verbal communication with any other candidate in the hall after getting seated for the exam.
- Written/printed materials/bits, writings on the ruler, eraser, calculator, tissue paper, hall ticket, dress or any part of the body.
- Giving answer book to other candidates.

**Code of conduct in the library for the students:**

**1. General Rules:**

- Library Identity Card must be presented when entering the library and borrowing materials.
- Silence must always be maintained. Mobile phones should be switched off or kept on silent mode.
- Personal belongings (bags, files, etc.) must be left outside or in designated areas.
- Food and drinks are strictly prohibited inside the library premises.
- Users must treat library staff and other patrons with courtesy and respect.
- Mobile phones are prohibited inside library premises.

**2. Borrowing Rules:**

- Students are allowed to borrow 1 book at a time for a period of 3–7 days for UG, 2 books for PG Student.
- Faculty members may borrow many books and to be renewed every 2weeks.
- Reference books, journals, and thesis/dissertations are not issued and must be used within the library.
- Books must be returned or renewed on or before the due date to avoid fines.

**3. Overdue and Fines**

- A fine of Rs. 5 per day will be charged for each day when a book is overdue.

**4. Book Care and Responsibility**

- Users are responsible for books borrowed in their name and must handle them with care.
- Marking, tearing, or damaging books is strictly prohibited. Offenders will be penalized or asked to replace the book.

- Lost books must be reported immediately and either replaced or compensated as per the current market price.

#### **5. Library Usage Conduct**

- Unauthorized removal of library materials will be treated as theft and may lead to disciplinary action.
- Users must sign the entry register when entering the library.
- Computers in the library are to be used strictly for academic and research purposes only.

#### **6. Digital and Internet Use:**

- Users must follow ethical guidelines for using the internet and digital resources.
- Downloading or accessing unauthorized content is prohibited.
- Use of USB drives and personal laptops may be allowed with prior permission.

#### **7. Library Timings:**

- The library will be open from 9:00 AM to 5:00 PM (or as specified by the institution), Monday to Saturday.
- The library remains closed on Sundays and public holidays, unless otherwise notified.

#### **8. Disciplinary Action:**

Violation of library rules may lead to:

- Temporary suspension from the library.
- Monetary fines or replacement of damaged materials.
- Disciplinary action will be taken.

#### **Code of conduct and rules for laboratory for the students:**

1. The student should inform the in-charge faculty responsible for using the laboratory room or articles in writing through proper channels and arrange the room appropriately after use.
2. The students should follow the rules and protocol set down by the particular lab.
3. Articles used for the procedure by the students should be returned to proper working conditions within a week after the use is over.
4. The student, before taking the key from the keyboard, should take prior permission from the concerned In-Charge faculty.
5. Daily inventory should be performed during the clinical posting time, and any missing articles or breakage should be reported to the departmental faculty concerned.
6. If any inventory articles are lost, the student responsible should replace that same brand article within 15 days. If not replaced within given duration, necessary action will be taken.

#### **Code of conduct for students staying in college hostel:**

- The students are required to pay the necessary hostel charges in time and should possess the receipt of such charges.

- Each student is provided with cot, cupboard, other fixtures like fan, tube light, geysers etc. These must be kept in good condition and handed over in good condition whenever the students leave for long vacation or at the end of his/her term. Any damage to the equipment, fixtures, other articles, buildings etc, should be reported immediately to the warden.
- Hostellers may submit passport size photographs of three relatives of the same gender for making identity cards so that they can visit hostellers. The visitors must present the ID Card at the hostel entrance and make the necessary entry in the register kept for the purpose. Students are allowed to go with visitors from 8 am to 5pm. They have to reach hostel before 5 pm, otherwise necessary action will be taken.
- All students must be present for attendance at 7.30 am and 8:30 pm
- Students are directed to follow study period strictly, i.e. 8:30 pm -10:30 pm
- No hostellers will remain absent from hostel without written permission from the warden/class in charge.
- College has the final authority to allocate the room to the students.
- Students must leave the hostel when the day long vacation start or the institute announces any closure.
- No outsiders/relatives are allowed to stay in hostel overnight under any circumstances.
- No person is to be sent out for personal work without permission of the warden.
- Males will not be allowed in female's room and vice-versa
- One set of keys of each room must be deposited with the institute.
- Ragging is strictly forbidden
- Students/hostellers are not allowed to keep any valuables in the room. They are advised to keep their personal belongings under their own lock and key. Any loss for this college will not be responsible.
- No one is allowed to use abusive language, smoking, consumption, and liquor, drugs etc.
- All lights and fans must be switched off when leaving the room, otherwise fine of Rs 50 per day will be charged.
- Every hosteller should make entry in the department register before leaving the hostel during out pass or night pass, otherwise strict action will be taken.
- Complaints from neighbors or other regarding student misbehavior are not expected and may result in action being taken against such students.
- Cooking is not permitted in the room.
- Students are not allowed to conduct meetings or strikes in hostel. In any case student is found guilty; she will be expelled from college and hostel.
- No electric appliances like induction etc. is allowed in room.
- Every student should take responsibility to keep the common room, bathroom, toilet and washrooms clean.
- The room of any hosteller is liable to be inspected by the authorities including warden at any time of day and night.
- No students other than hostellers are allowed in hostel premises.
- Strict discipline and good behavior must be maintained.
- Wastage of food will not be allowed.
- Timing for food will remain as follows:
  - Breakfast during clinical duty 7.30 am-8 am, other days 8 am-9 am
  - Lunch: 1 pm-2 pm
  - Dinner: 7 pm-8 pm

- Study hours timing will be 8:30 pm to 10:30 pm, and mobile phones will be submitted to the warden during that time.
- Night out pass will be given as follows:
  - All batches will take night out pass on 2<sup>nd</sup> & 4<sup>th</sup> Saturday & Sunday of the month.
- Outing pass timing will be every Sunday 7am to 8 pm
- No leave permission in between the training period except the leave sanctioned by the principal.
- Time of leaving the hostel is 7.30 am during clinical posting and 8.30 am during theory. Time to return to the hostel is 5-5.30 pm
- Students found breaking the rules of the hostel can be asked to leave the hostel immediately as a penalty

### **CODE OF ETHICS FOR PRINCIPAL & FACULTY**

A code of ethics is a set of guiding principles that all members of a profession accept.

#### **Code of conduct for Principal/head of the institute in SSCN**

The principal/head of an Institution should always be honest, fair, objective, supportive, protective, and law-abiding.

The code of professional conduct and ethics that is expected from the principal is as follows.

- The principal should ensure that both staff and students are well-informed about the institute's rules, policies, and procedures.
- He/She should formulate and outline key policies while planning to achieve the vision and mission of SSCN.
- The principal must act with fairness and impartiality towards all faculty members and non-teaching staff.
- He/She should actively listen to students' ideas and foster a supportive environment.
- The principal should undertake qualitative and quantitative initiatives for the overall growth and welfare of the institution.
- He/She must communicate and recommend updates regarding the institute's progress to the Management authority regularly.
- The principal should introduce necessary changes in SOPs as per evolving institutional needs and implement them appropriately.
- He/She must uphold the highest standards of integrity while demonstrating exemplary leadership qualities.
- The principal should always preserve and promote the dignity of the profession.

#### **Code of Professional Conduct and Ethics Expected from the Principal**

1. Ensure that staff and students are well-informed about the rules, policies, and procedures established by the institution.
2. Define key policies and strategically plan their execution to fulfill the vision and mission of SSCN.
3. Demonstrate fairness and impartiality in all actions concerning faculty, non-teaching staff, and students.
4. Listen to students' ideas with openness and foster a supportive environment.

5. Undertake both qualitative and quantitative initiatives for the overall welfare and growth of the institution.
6. Provide timely recommendations and communicate updates on the institution's progress to the Management authority.
7. Formulate and implement necessary amendments in Standard Operating Procedures (SOPs) in line with prevailing circumstances.
8. Uphold the highest standards of integrity while exhibiting exemplary leadership and decision-making skills.
9. Preserve and promote the dignity and values of the profession at all times.

**The Principal and Faculty of SSCN are committed to and responsible for:**

1. **Public** – Serve public interest with honesty, promote health and welfare, and make accurate, responsible scientific statements.
2. **Science & Innovation** – Advance knowledge with accuracy, respect truth, and ensure unbiased, reliable contributions.
3. **Profession** – Stay updated, maintain integrity, share knowledge, credit others' work, and avoid misconduct or conflicts of interest.
4. **Institute** – Work honestly, safeguard institutional interests, support growth, and protect confidential information.
5. **Employees** – Treat colleagues with respect, assist seniors, guide juniors fairly, and ensure a safe, supportive work environment.
6. **Students** – Mentor students responsibly, respect their dignity, and promote professional development without exploitation.
7. **Environment** – Anticipate environmental impact, avoid pollution, and protect natural resources.
8. **Work Integrity** – Uphold honesty in teaching, research, and service; be fair, unbiased, and open-minded in evaluation and collaboration.

**Rights of faculty and academic freedom in SSCN:**

1. Faculty may exercise constitutional civic and political rights but should not represent the institute without authorization.
2. Faculty may be entitled to just service conditions, fair rewards, academic freedom, and professional independence.
3. Faculty is free to discuss subject content in class, avoiding irrelevant or purely personal/controversial issues.
4. Faculty is free to conduct and publish research, or extension work while fulfilling institutional duties.
5. Faculty is free from censorship when speaking as citizens, but must remain accurate, respectful, and responsible.
6. Faculty should balance societal roles with responsibilities to students, subject, profession, and the institute.
7. Faculty should encourage open discussion, respect differing views, and respond through debate—not disruption.
8. Faculty must guard against misuse or exploitation of their work for objectionable purposes.

9. Faculty is entitled to fair grievance redressal and may publicly comment within their professional expertise.

**Code of conduct of the faculty with respect to the institute:**

1. **Full-Time Commitment** – Faculty shall be at the full disposal of the Institute and give priority to institutional responsibilities.
2. **Institutional Loyalty** – Promote, protect, and improve the image, interests, and dignity of the Institute.
3. **Rule Compliance** – Abide by all Acts, Statutes, Regulations, and Orders issued by competent authorities.
4. **Cooperation** – Work harmoniously with authorities and colleagues in policy-making and institutional betterment.
5. **Active Participation** – Take part in academic, administrative, cultural, and extracurricular activities.
6. **Administrative Responsibility** – Discharge administrative duties sincerely and effectively when assigned.
7. **Custodianship of Resources** – Use institutional facilities, equipment, and resources economically, honestly, and only for official purposes.
8. **Protection of Property** – Prevent theft, misuse, wastage, or unauthorized alterations of institutional assets.
9. **Professional Integrity** – Refrain from acts or behaviors that could tarnish the Institute’s reputation.
10. **Financial Ethics** – Do not accept gifts, contributions, or engage in fund-raising, supply, or business activities with the Institute for personal benefit.
11. **Attendance and Leave** – Be regular in duties and seek prior permission for absence; unauthorized absence may invite disciplinary action.
12. **Conflict of Interest** – Faculty or relatives must not bid, tender, or supply goods/services to the Institute for personal gain.
13. **Outside Employment** – Do not accept any employment, coaching, or assignments outside the Institute without prior approval.
14. **Professional Behavior** – Maintain modest, respectful language and behavior with all students and staff; avoid abusive or vulgar expressions.
15. **Substance-Free Conduct** – Refrain from using intoxicants during duty or in public, ensuring professional performance remains unaffected.

**Code of conduct of the faculty with respect to the profession:**

As registered nurse and midwife, the faculty in the institute will abide by the code of ethics of nurses in India.

**General code of professional conduct in SSCN:**

1. Uphold the honor, dignity, and integrity of the nursing profession at all times.
2. Perform all academic duties (teaching, research, guidance, assessment) with punctuality, sincerity, and competence.

3. Maintain absolute honesty and integrity in scholarship, teaching, research, and service.
4. Strive for continuous professional growth by attending academic programs and maintaining membership in professional bodies.
5. Assist institutional authorities in admissions, counseling, examinations, discipline, and other academic responsibilities.
6. Place student safety, health, and welfare as the highest priority in professional duties.
7. Treat all students and colleagues fairly, without discrimination of caste, creed, religion, race, or gender.
8. Respect confidentiality of institutional matters, committees, and student information.
9. Give due credit to others' contributions and avoid plagiarism, misrepresentation, or unfair competition.
10. Express opinions and publish work truthfully, objectively, and modestly, avoiding self-promotion or political/religious propaganda.
11. Avoid unethical acts such as private coaching, misuse of institutional resources, or dissemination of false/unverified material.
12. Accept responsibility for one's actions, admit errors when proven wrong, and avoid distortion of facts.
13. Do not assist unqualified individuals in entering the profession and provide fair, honest recommendations for candidates.
14. Recognize the impact of resignation or service termination on the institution and provide due notice to minimize disruption.
15. Maintain personal conduct and private affairs consistent with the dignity, values, and responsibilities of the teaching profession.

**Code of conduct of the faculty with respect to the students:**

1. **Respect and Dignity** – Respect students’ rights, individuality, and academic freedom while treating all with fairness and professionalism.
2. **Guidance and Support** – Be approachable beyond class hours, guide students without expectation of reward, and encourage overall growth, personality development, and community service.
3. **Scholarly Standards** – Promote free pursuit of learning, instill scientific outlook, and uphold the highest academic and ethical standards.
4. **Fair Evaluation** – Assess students objectively using validated methods, avoiding favoritism, bias, or punitive grading practices.
5. **Confidentiality and Trust** – Protect student information and academic records, disclosing only when legally required or in the student’s best interest.
6. **Non-Exploitation** – Avoid harassment, discrimination, exploitation, or using the faculty–student relationship for personal or financial gain.
7. **Integrity in Relationships** – Foster healthy student–Institute relationships and avoid inciting hostility against peers, colleagues, or the institution.
8. **Academic Independence** – Do not restrain independent learning, distort subject matter, or force students into unwanted research groups or tutoring.
9. **Safety and Welfare** – Make reasonable efforts to safeguard students from harmful conditions affecting learning, health, or safety.
10. **Acknowledgment and Credit** – Give due credit for students’ scholarly contributions and refuse any remuneration from external bodies for student placement or tutoring.

**Code of conduct of the faculty with respect to the colleagues:**

1. The faculty should treat every employee of the Institute as equal partner in a cooperative undertaking within the Institute and be courteous to them.
2. The faculty should not discriminate or harass his/ her colleagues on any basis.
3. The faculty should show respect for the opinions of others in the exchange of criticism and ideas.
4. The faculty should speak respectfully of other faculties and other employees and render assistance for their professional betterment.

**Code of conduct of the faculty with respect to research:**

1. The Institute expects all those engaged in research to observe high ethical standards in the conduct of research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the relevant funding bodies.
2. Ethical clearances must be gained where appropriate. The faculty should recognize the Intellectual Property created by the students working under him/her and the colleagues involved in the respective work and stipulate equitable returns to the originators of intellectual property as well as to the Institute and any other stakeholder.
3. The research students must not disclose any confidential information generated through the course of research contract from private funding agencies and industries to their competitors under any circumstance for monetary benefits or otherwise. Such data must be with the

supervisor who will deposit with the sponsor at the end.

**Code of conduct of the faculty pertaining to plagiarism:**

1. Definition: Taking over the ideas, findings, methods, interpretation, or text (written words) of another author, and presenting them thereafter as one's own creation without proper acknowledgment to its actual source and with the intention that they be taken as the work of the deceiver, is plagiarism.
2. The faculty and students have to scrupulously acknowledge in their own work every intellectual debt for ideas, methods, and expressions in appropriate form. They have an obligation to oppose deception actively in themselves and in others and to question the claims the work makes and the sort of credit it grants to others.
3. The faculty must emphasize the necessity of ensuring rigorous intellectual honesty in the use of sources and of utter respect for the work of others.
4. The faculty must exercise the greatest care not to use a student's ideas, research, or presentation to his/ her benefit without appropriate acknowledgment.
5. Any case of suspected plagiarism should be brought at once to the attention of the affected parties and to the profession through proper and effective channels. Such a case should be brought to the notice of head of the institution for further action.
6. The gravity of a charge of plagiarism, by whomever it is made, must not diminish the diligence exercised in determining whether the accusation is valid.

**Code of conduct of the faculty with respect to guardians of the students:**

1. The faculty should try to see through appropriate bodies and organizations that Institute maintains contact with the guardians of their students.
2. The faculty should be courteous to the guardians of the students and provide them with the information regarding the progress of the students.

**Code of conduct of the faculty with Respect to Society**

1. The faculty should strive to keep the public informed of the educational programmes which are provided by the Institute.
2. The faculty should be aware of the social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
3. The faculty should work to improve education in the community and strengthen the community's moral and intellectual life.

**CODE OF CONDUCT FOR THE NON-TEACHING STAFF MEMBERS**

As per Gujarat Civil Services (Conduct) Rules, 1971 & Gujarat Public Universities Act, 2023. following code of conduct need to be follow by non -teaching staff members.

1. **Integrity** – Always act with honesty, fairness, and loyalty towards the institution.
2. **Duty** – Perform your assigned tasks responsibly, on time, and with dedication.
3. **No Misuse of Position** – Do not use your role for personal gain or to favor relatives.

4. **Conflict of Interest** – If any personal interest clashes with official duties, report it and avoid decision-making in that matter.
5. **Political Neutrality** – Remain neutral in political matters during duty hours; you may vote but should not campaign or canvass.
6. **Professional Behavior** – Be polite, respectful, and cooperative with students, faculty, patients, and colleagues.
7. **Dress & Discipline** – Follow college rules on proper dress code, punctuality, and workplace discipline.
8. **Confidentiality** – Keep student records, staff information, and official documents private and secure.
9. **Compliance** – Follow leave, attendance, and disciplinary rules; cooperate fully in inquiries or audits.
10. **Institutional Representation** – Behave responsibly outside the college as well, ensuring your actions do not damage the reputation of the institution.

**Code of ethics and conduct for librarian:**

In addition to the duties of the faculty as mentioned above, the Librarian shall perform the following duties:

- a) The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, catalogued, and updated.
- b) The Librarian shall provide reading and lending facilities and services relating to reference, documentation and bibliography.
- c) The Librarian shall always try to bring books, students, and faculty together under conditions which encourage reading for self-discovery, personal growth, and sharpening of intellectual curiosity

**DISCIPLINARY ACTION:**

**Misconduct:** The breach of any of the provisions in the Code of Conduct, or any one or more of the following acts on part of the faculty shall be deemed as a misconduct and include.

1. Any action by the faculty contrary to the provisions prescribed in the Act, Ordinances, Regulations, Rules and Directives from the Authorities, Functionaries and the Government.
2. Willful negligence of duty in teaching, administration and research.
3. Refusal to accept charge-sheet, order or other communication served according to the Rules.
4. Obtaining employment in the Institute by misleading or by misrepresenting the facts or providing false information to the Institute about oneself or about any other person.
5. Misappropriation of any amount and/ or movable and immovable property.
6. Obtaining another employment while being on the payroll of the Institute.
7. Any person on deputation of line not informing the current status of his/her job beyond that period and still holding the line position.

**Disciplinary Authority:**

The Disciplinary Authority in respect of the faculty's working in the Institute shall be conducted by the Local managing committee appointed by the SSCN.

**Penalties:**

**Minor Penalties:**

- i. Verbal warning
- ii. Written memo/warning
- iii. Fine,
- iv. Recovery from his/her pay or such other amounts as may be due from him/her.

**Major Penalties:**

- i. Stoppage of increment with or without effect on future increments
- ii. Reduction to a lower scale of pay, grade, post or service,
- iii. Compulsory retirement,
- iv. Termination of service,
- v. Dismissal from service,
- vi. Removal from service.

For any grievance, the faculties can approach institution grievance redressal committee.

**GRIEVANCE REDRESSAL IN SSCN**

The Grievance Redressal Committee (GRC) is an autonomous body established to examine and resolve grievances submitted by stakeholders—including students, faculty, and staff—in a fair, transparent, and time-bound manner. It acts as a mechanism to guarantee impartial handling of issues while maintaining confidentiality and fostering an atmosphere of trust, accountability, and ethical responsibility within the institution.

**Student-Staff Focus:**

- a) Grievance Redressal Cell should not only seek to redress Grievances but also to avoid them.
- b) The SSCN shall endeavor to improve service through constant interactions with the students and staff to elicit their views on academic and administrative standards, and to seek their suggestions for improvement.
- c) At least two meetings per year shall be held to offer opinions and suggestions on Student/staff academic and administrative standards and services.
- d) The SSCN shall make all efforts to abide by and enforce UGC regulations in all its operations.
- e) The SSCN shall also abide by the Code of conduct approved by the SSCN.

**Grievances' may include the following complaints of the aggrieved students namely:**

- Academic related issues such as incomplete syllabus, unfair evaluation, Clinical facilities, Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar.
- Facilities related issues such as washroom, water facilities, Library, Transportation, Infrastructure issues etc.
- Administrative related issues such as scholarships, examination forms, Fees
- Any other issue within SSCN campus
- Irregularity in the admission process adopted by the institute.

### **Roles and Responsibilities**

- The Committee will address grievances of students, teachers, and staff.
- Complaints may be submitted to the Grievance Box or through form / Gmail to Secretary Of grievance cell committee, who will forward them to the Chairperson.

### **Grievance Reporting System**

- Grievances may be submitted through multiple channels – forms or complaint boxes.
- Anonymous complaints may also be accepted if sufficient details are provided.
- Acknowledgment of grievance will be given within **24 hours**.
- Simple issues will be resolved within **7 days**, while complex matters may take **14–30 days**.
- Clear escalation mechanisms will be available for unresolved issues.
- Any misuse of the grievance system will attract disciplinary action.
- Progress updates and feedback will be shared with complainants.

### **Procedure for Redressal**

**1: Submission** – Grievance filed in writing (form or drop box) with details and supporting documents, Reports must include issue details, involved individuals, dates, and evidence and relief sought.

**2: Acknowledgment** – Complaint acknowledged within 24 hours.

**3: Inquiry** – Committee investigates through fact-finding, discussions, and review of documents.

**4: Decision** – Resolution is given within a fixed timeline. Actions may include corrective measures, policy changes, or disciplinary steps.

### **Disciplinary Measures**

- **For valid complaints:** Warning, fine, or expulsion (in severe cases).
- **For minor issues:** Counselling, mediation, apology, or corrective steps.
- **For false/misleading complaints:** Disciplinary action against the complainant.

### **Awareness & Communication**

- Awareness sessions will be organized for staff and students.
- Updated grievance details and contacts will be available on the college website.

### **Continuous Improvement**

- Feedback from grievances will be used to improve policies.
- Annual surveys will assess the system's effectiveness.

- The process will ensure fairness, accountability, and inclusivity for all.

**Reference:**

1. Code of ethics & conduct Handbook Available from: [mksssbtine.ac.in/wp-content/uploads/2024/12/Code-of-ethics.pdf](https://mksssbtine.ac.in/wp-content/uploads/2024/12/Code-of-ethics.pdf)
2. DPU Grievance redressal policy. Available from  
URL:<https://dpu.edu.in/Documents/Guidelines-for-Grievance-Redressal-Cell.pdf>
3. UGC gazette for Grievance redressal. Available at URL:  
[https://www.ugc.ac.in/pdfnews/0588502\\_English.pdf](https://www.ugc.ac.in/pdfnews/0588502_English.pdf)
4. Code of Professional Conduct for Nurses in India Available from URL  
:[https://www.tamilnadunursingcouncil.com/uploads/circularpdf/professional\\_code\\_of\\_ethics.pdf](https://www.tamilnadunursingcouncil.com/uploads/circularpdf/professional_code_of_ethics.pdf) cited 30/08/21
5. Gujarat Public Universities Act, 2023. Available from URL  
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