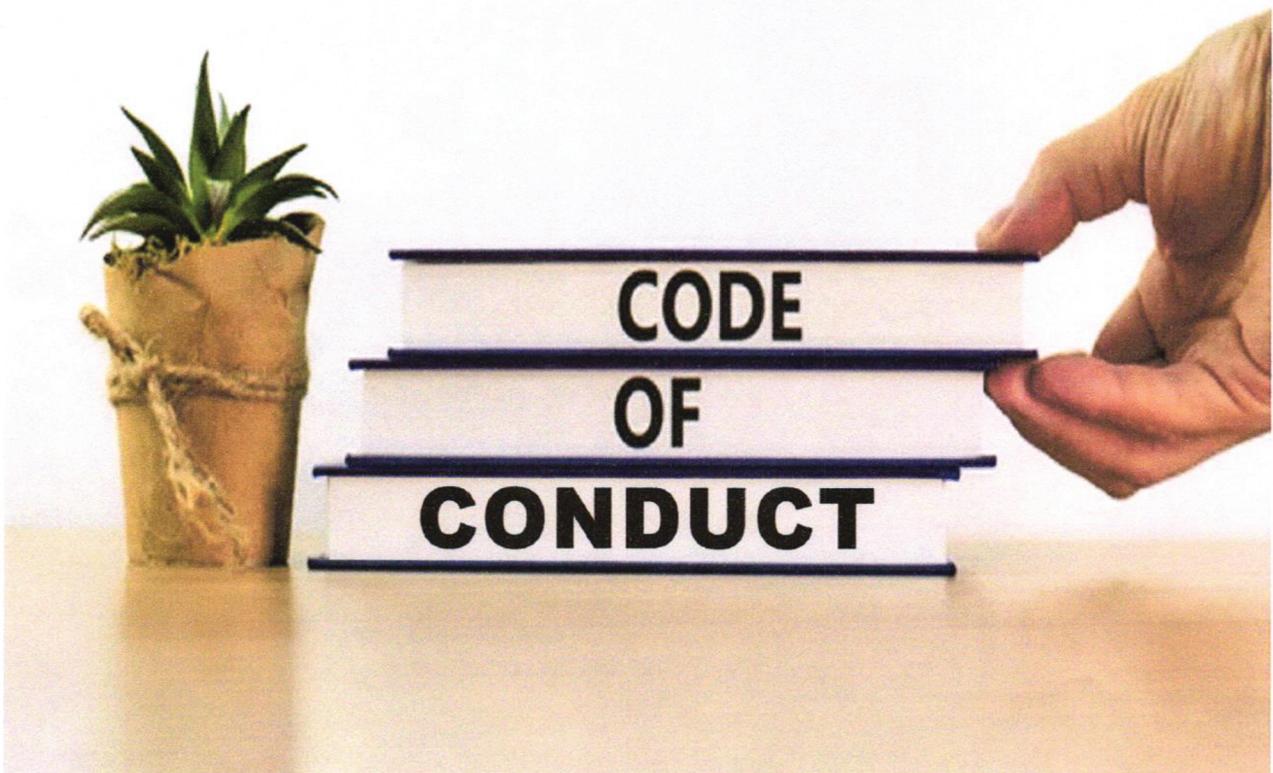




# CODE OF CONDUCT HAND BOOK 2022 - 2023



Narayana College of Nursing aims to meet this critical challenge of preparing nurses for professional practice. At Narayana College of Nursing students are taught the principles of Caring, Excellence and Integrity, and exposed to the finest of caring and learning environment, wherein they learn, grow, and flourish in the best traditions of professional education.

With demographic changes over the coming decades expected to worsen the shortage of nurse aides in hospitals, Nursing homes, and home health care settings, there lies a tremendous demand for specialized nursing professionals. The future opens up immense opportunities and a sojourn with Narayana College of Nursing opens up immense prospects.

The set of practices that outlines the general norms, rules, and responsibilities of an individual or an organization are termed as the Code of Conduct. Essentially, these practices are an important part but not a comprehensive solution on its own, in establishing an inclusive culture. An organization's values and proper behavioral standards that accord with aforesaid values are fundamentally stated by most organizations. The purpose of the code of conduct is to define and promote crucial ethical principles important and relevant to the organization whereby identifies and disallows aspects of behavior that summons legal liability.

Principles that deem helpful for professionals to function with honesty and integrity are termed as Code of Ethics. This outlines the manner professionals are to approach the problems drawn through ethical principles on basis of core values of the organization and the professional standards that are to be adhered thereby upholding the mission of the organization. Ethical codes are meant to assist the members in comprehending right and wrong and ensuing decisions and actions. To regulate and streamline the academic profession is the core objective of the seconds

## **VISSION**

Narayana College of Nursing will be an universal leader for innovations, research, education, attitude and practice to create positive changes in the health outcomes of individuals, families, communities in all health care settings.



*B. Arjun*  
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## **MISSION**

Narayana College of Nursing is catalysts for optimizing wellbeing through nurse led health care integrating education, application, research and technology to create innovative care solutions and thereby prepare global Nurses to attain health for all.

## **PREFACE:**

The code of conduct for Students, Faculties, & Non-teaching staff should be characterized by integrity. The code of conduct has prepared to know the rules and regulations of the Institute to the Students, Teachers & Non-teaching staff. It is expected that all students, Faculties and non-teaching staff should strictly follow the code of conduct mentioned in this document.

## **Code of Conduct for Students:**

All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student. Students are required to follow the rules:

1. Classes start from 9.00 am and may continue up to 5.00 pm. Students are advised to come to the college by 8.50 am. To attend the classes as for schedule with biometric face ID attendance.
2. Every student must carry Identity card inside the campus any violation of this will lead disciplinary action.
3. Students must help to keep the institute campus neat and clean.
4. Students should wear college uniform during clinical practice hours wherever instructed by the competent authority.
5. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
6. Students are expected to read notices/circulars displayed on the notice board.
7. Spitting and throwing bits of paper in the premises should be avoided.



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8. Misuse or unauthorized use of the college premises or items of property, including computer, Library, Lab articles should lead to disciplinary & penalize action.

9. Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the Supreme Court & any other Competent Authority from time to time.

10. All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.

11. The faculties shall abide by The Code of Professional Ethics laid down by INC.

**Punishment for Violation of Rules and Regulations:**

The Competent Authority may impose any of the following punishments on any student if found guilty of any of the acts of indiscipline or misconduct and violation of Rules and Regulation of the institute.

1. Debarring from appearing university examination.
2. Deduction of Internal marks.
3. Expulsion from the institute and or hostel.
4. Withholding results.
5. Fine up to Rs. 20,000/- (In case of Ragging as per Supreme Court order/rules)
6. Lodging of FIR with the Police.
7. Anti Ragging is Criminal offence

**Ragging Constitutes any of the following acts:**

1. 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 a fresher or any other student.
2. Indulging in 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.
3. Asking any student to do any act which such student will not do in the ordinary course 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 that fresher or any other student.



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4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

5. Any act or abuse by spoken words, emails, posts, 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.

6. 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, authority or superiority by a student over any fresher or any other student.

Punishment for Violation of Rules and Regulations of Ragging:

1. Cancellation of admission,
2. Withholding/withdrawing scholarship/free ship and other benefits,
3. Suspension/Expulsion from the hostel,
4. Lodging of FIR with the Police,
5. Fine up to Rs. 20,000/-

#### ANTI-RAGGING COMMITTEE MEMBERS

| i) Anti-Ragging Committee:                  | Mobile Numbers |
|---|----------------|
| 1. Dr. Indira. A, Principal                 | 9490166028     |
| 2. Mrs. B. Vanajakumari, Professor (COM)    | 9490894253     |
| 3. Mrs. Anusha J, Asst. Professor (COM)     | 9652933068     |
| 4. Mrs. Viji. A , Professor (OBG)           | 9444004793     |
| 5. Mrs. Shanmugavadivu. P, Professor (PAED) | 9738418028     |

| ii) Anti-Ragging Squad:                         | Mobile Numbers |
|---|----------------|
| 1. Mrs. Kannagi. E, Professor & HOD (PAED)      | 9003202514     |
| 2. Mrs. Nathiya. K, Asst. Professor & HOD (PSY) | 8220828355     |
| 3. Mrs. Merlingolda. V, Assoc. Professor (MSN)  | 9444203402     |
| 4. Mrs. Ushakiran. T , Asst. Professor (OBG)    | 7097350029     |
| 5. Mrs. K. Kantha, Asst. Professor (CHN)        | 9441633279     |



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iii) Anti-Ragging Monitoring Committee: Mobile Numbers

- |   |            |
|---|------------|
| 1. Dr. Indira. A, Principal                   | 9490166028 |
| 2. Mrs. Kannagi. E, Professor & HOD (PAED)    | 9003202514 |
| 3. Mrs. Viji. A , Professor (OBG)             | 9444004793 |
| 4. Mrs. Latha. A, Professor (MSN)             | 9160887339 |
| 5. Dr. A. Tamil Selvam, Professor & HOD (PSY) | 9840350491 |
| 6. Mrs. Gunavathi. K, Warden                  | 7799626242 |

All the members of the above committee are requested to contact the Principal, Narayana College of Nursing in case of Emergency Contact. No. 9490166028

### **Anti Ragging Help Line**

### **CONTACT IN EMERGENCY**

- |  |              |
|--|--------------|
| 1. Dr. Indira. A, Principal                    | -9490166028  |
| 2. Mrs. Kannagi. E, Professor & HOD (PAED)     | -9003202514  |
| 3. Mrs. Viji. A, Professor (OBG)               | -9444004793  |
| 4. Mrs. B. Vanajakumari, Professor (COM)       | -9490894253  |
| 5. Ms. N. Anjani Devi, Asst. Professor (MHN)   | -7093655848  |
| 6. Mrs. Rajani. P, Assoc. Professor (PAED)     | -8985209957  |
| 7. Mrs. Anusha. J, Asst. Professor (CHN)       | -9652933068  |
| 8. Mrs. Merlingolda. V, Assoc. Professor (MSN) | -9444203402  |
| 9. Mrs. Ushakiran. T , Asst. Professor (OBG)   | -7097350029  |
| 10. Mrs. Kantha. K, Assoc. Professor (COM)     | -9441633279  |
| 11. Mrs. Latha. A, Professor & HOD (MSN)       | -9160887339  |
| 12. Dr. A. Tamil Selvam, Professor & HOD (PSY) | -9840350491  |
| 13. Mrs. Gunavathi. K, Warden                  | -7799626242  |
| 14. Mrs. Shanumugavadivu. P, Nodal Officer     | -9738418028  |
| 15. LOCAL POLICE STATION – RURAL               | -08612331009 |
| 16. POLICE CONTROL ROOM                        | - 100        |



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### PREVENTING SEXUAL HARASSMENT COMMITTEE

| i) Prevention of Sexual Harassment Monitoring   | Committee: Email              | Mobile No. |
|---|-------------------------------|------------|
| 1. Dr. Indira. A, Principal/Chairman            | narayana_nursing@yahoo.co.in  | 9490166028 |
| 2. Mrs. Shanmugavadivu. P, Professor (PAED)     | vadivuilangoasai@gmail.com    | 9738418028 |
| 3. Ms. Viji. A, Professor (OBG)                 | chennai_viji@rediff.com       | 9444004793 |
| 4. Mrs. Latha. A, Professor (MSN)               | manavalanlatha@gmail.com      | 9160887339 |
| 5. Ms. Haripriya. K - I M.Sc.(N) student        | haripriyaguna96@gmail.com     | 9949357122 |
| 6. Ms. Ch. Sirisha - I M.Sc.(N) student         | sirishasirisha11459@gmail.com | 8790510638 |
| 7. Ms. Aleena Sabu, IV B.Sc. (N) student        | aleenasabusabu3@gmail.com     | 9539590037 |
| 8. Mrs. Gunavathi. K, Warden                    | gunavathikonde@gmail.com      | 9908844181 |
| ii) Prevention of Sexual Harassment Squad:      | Email                         | Mobile No. |
| 1. Mrs. Shanmugavadivu. P, Professor (PAED)     | vadivuilangoasai@gmail.com    | 9738418028 |
| 2. Mrs. Nathiya. K, Asst. Professor & HOD (PSY) | nathismily@gmail.com          | 8220828355 |
| 3. Mrs. Merlingolda. V, Assoc. Professor (MSN)  | merlingolda@gmail.com         | 9444203402 |
| 4. Mrs. Ushakiran. T, Asst. Professor (OBG)     | ushakiran.subha@gmail.com     | 7097350029 |
| 5. Mrs. K. Kantha, Asst. Professor (CHN)        | kanthanaren@gmail.com         | 9441633279 |

All the members of the above committee are requested to contact the Principal,  
Narayana College of Nursing in case of Emergency Contact. No. 9490166028



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### **Code of Conduct for Principal:**

The Principal of an Institution should always be focused, attentive, organized. Honest, fair, supportive, protective and law abiding. Beside these qualities, the following traits are expected from the Principal.

1. Always be keen to execute the vision and mission of the institution.
2. Principal must be a visionary.
3. Must exhibit exemplary leadership qualities for others to follow, including staff and students alike.
4. Principal should be able to connect pupil together and find ways to earn their trust.
5. Encourage and inculcate research development activities.
6. Deal with difficult situations by effectively connecting to groups of people which includes teachers, students, parents and proffering solutions to those situations.
7. A principal should be a continuous learner and also adapt to new trends.
8. A principal must be an excellent listener.
9. Disciplinary actions taken among the faculty, non-teaching staff and students must be fair.
10. Make sure that the staff, students and non-teaching staffs aware of rules, policies and procedures laid down by the Nursing college.
11. Manage and monitor the administration of the institution and take remedial measures based on the stakeholder's feedback.
12. Inspire the staff and students to utilize their maximum potential.



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### Code of Conduct for Teachers:

All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following are the code of conduct for faculty members:

1. All faculty members must maintain high standards of punctuality, honesty and professional ethics.
2. The faculty appointed in the Institute will be on probation for one/two year from the date of joining subject to the approval by the Dr. NTR University.
3. Every faculty members shall discharge duties efficiently & effectively as per the norms laid down by the INC & Management from time to time.
5. Every faculty members should report to the college at least 10 minutes before the commencement of college timing.
6. All faculty members must be enthusiastic in taking up the subjects allotted to them as for schedule.
7. The faculties to keep the biometric face ID in and out.
8. All faculty members should prepare a lesson/teaching plan, notes, and academic file well in advance before commencement of the classes.
9. Guardian faculty scheme must be followed and the faculties should take proper care of group of students by guiding, motivating, counseling and monitoring their attendance and performance.
10. Every faculty members should be responsible to conduct regular classes and practical's and also take extra classes whenever necessary.
11. Every faculty members shall respect the right and dignity of the student in expressing his/her opinion.
12. Every faculty members shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
13. No faculty members shall act in any manner that violates the decorum or morality within the campus.
14. Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.
15. All faculty members must refrain from any from harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.



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### **Code of Conduct for Non-Teaching Staff:**

The Non-teaching personnel are those staff that is required to cater to the needs of the students as well as to complement faculties' professional roles and responsibilities. The roles dawned by non-teaching personnel range in various forms depending on individuals' roles and students' specific needs. A professionally effective relationship between faculties and non-teaching personnel are essential to meet the diverse needs in the best interest of the students' community.

There are five Major Codes of Ethics to be strictly adhered to by any employee.

They are:

- a. Integrity
- b. Objectivity
- c. Professional competence
- d. Confidentiality
- e. Professional behavior.

1. Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
2. All Staff members should display the highest possible standards of professional behavior.
3. All Staff members should be punctual and discipline towards their work.
4. Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. Every Staff members should cooperate with students, colleagues & superiors.
6. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
7. All the staff members should respect for the rights and opinions of others.
8. Every staff members should follow all norms and job details assigned by the Management, Director & Superior from time to time with full dedication.



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9. All Staff members must refrain from any form of harassment or unlawful discrimination based
10. Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute, Suspension, Termination or any other action as per the Competent Authority.

### **CONCLUSION**

The students' trust in the university is the backbone of its growth and development. This trust and consequential repute of the university has to be built and sustained by maintaining a high level of professionalism in imparting knowledge and providing better services to them. Every employee must perform diligently, proactively, and constructively in upholding the dignity, culture, and heritage of the University.

**Narayana College of Nursing  
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