

CODE OF CONDUCT -MANUAL



**SRI VENKATESWARA INSTITUTE OF
MEDICAL SCIENCES, UNIVERSITY**

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1. CODE OF CONDUCT FOR STUDENTS

RESPONSIBILITIES OF STUDENTS

1. Shall read, understand and comply with institutes policies and take responsibility for actions
2. Shall abide by the institutions policy to value and support the institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

ETHICAL PRACTICES

The developments and spreading of knowledge in the medical sciences, nursing, physiotherapy, allied health sciences and biological sciences are the goals of our university. To achieve these objectives the academic and intellectual freedom is followed in our institute. This ushers the evolution of the student character, his/her intelligence and the education make his/her to develop into an able citizen, and a doctor to serve the community, society, and nation.

(i) GRADUATE & POST GRADUATE STUDENTS

1. **Regularity:** Students have to record their attendance every day in the morning and in the evening without fail.

2. **Punctuality:**

- a. Students attending theory classes should be in their respective class rooms five minutes prior to scheduled classes.
- b. All the students should attend classes/practical's/clinical postings wearing stipulated uniform and identity card on all the days.
- c. Shall maintain 80% attendance for appearing in the final examinations
- d. Preserve perfect order and strict silence inside the lecture hall/ meeting hall/laboratories/clubs and in other corridors.

3. **Prohibited behaviour:**

- a. Any physical / mental harassment towards fellow students including ragging, quarrelling is prohibited.
- b. Abusive language and violent behaviour in the class rooms/hospital and in the entire premises is strictly prohibited
- c. Mobiles and any other electronic gadgets inside the classes/practical rooms are not allowed,
- d. Stealing valuable things of other students/colleagues are strictly banned

e. Students are prohibited from speaking on behalf of, or for, college / university with any media organization or publication without written permission of the office of college / University Communications.

f. Anyone causing damage to the college/hospital/university property will be penalized suitably. If found proven necessary disciplinary action will be taken.

4. Ragging:

Ragging in all forms is strictly prohibited in the SVIMS campus. Students indulging in such activities, if found proven, strict disciplinary action will be taken

5. Leave rules:

If the students want to avail leave, prior permission has to be obtained from the respective Coordinators/HOD/Principal with the written consent of the parents.

a. **Medical leave:** to apply medical leave and relevant medical certificate has to be submitted

b. **Emergency leave:** If a student wants to go out in the middle of the class/practical's/clinical postings, due to ill-health or any emergency crises, she/he should obtain permission from the concerned HOD/Principal

c. Leave for attending

1) Conferences/quiz programs and

2) Any other academic activities outside the college and outside Tirupati, prior permission has to be obtained from the Principal/HOD with the written consent of parents/hostel warden.

d. **Personal work:** Students need prior permission to leave the college/hospital for any other personal works.

The entire period will be treated as "Absent" and will not be counted for attendance.

5. Vehicles should be parked in the allotted space only and not to park in any other vacant space.

6. The university management will not be held responsible for any untoward incidents like accidents, quarrelling etc., that may happen outside the premises of the institute.

7. The university management will not be held responsible if the students go on unauthorized tour or local excursions and their repercussions of such unauthorized leave.

8. Students have to pay the annual tuition and other fees within the due date without fail.

9. All the students joining the course should undergo medical fitness compulsorily and submit the medical fitness certificate within the stipulated time.

10. Students should attend all the national programmes, official functions, inaugurations, meetings, rallies etc., as directed by the higher authorities and absence will be viewed as indiscipline act and necessary action will be taken.

(ii) MD/MS/DM/M.Ch/Ph.D STUDENTS

Residency is a phase of transition from a mature student to a fully competent and confident faculty. This is the phase of accumulating clinical knowledge, acquiring skills, especially leadership and organizational skills in ward and OP setting, procedural and therapeutic skills, communication and counselling skills and also developing positive attitude in clinical work, reflecting confidence, competence and empathy towards patients. Building positive work culture and keeping better interpersonal relations are important in the complex hospital environment and Residency period provide a unique opportunity to the medical students to gain expertise in clinical workmanship and develop intimacy with the patient. It will also help the residents to understand the intricacies of health care system and national health programme development.

The Residency program is considered as 'patient-centred' and 'responsibility based'. This will improve the commitment of the post graduate students towards patient care as they will be looked upon as responsible staff members of their respective departments.

Responsibilities

1. Residents doing MD/MS/M. Ch/DM courses are fixed in consultation with the Board of Studies and Academic Senate of SVIMS. The Residents are required to perform such work as may be needed in the legitimate interest of patient care in the hospital.
2. The Institution expects its learners to adhere to the highest standards of ethics and professionalism in discharge of their duties in their relationships with their patients, faculty, colleagues and the staff of programmes and institutions associated with their training.
3. The fundamental obligation as physicians to place: patients' welfare, quality health care, and patient safety uppermost; and these should be the prime objectives.
4. It is obligation on the part of the student to secure direct assistance from faculty or appropriately experienced residents in the high-risk situations or with clinical decisions that exceed student's confidence or skill to handle alone.

Duties:

1. In fulfilling the duties as professionals, it is to assist medical, allied health care, nursing, physician assistant, students and fellow residents in meeting their professional obligations by serving as their teachers and role models.
2. The principles of evidence-based practice is the method to share the knowledge and a scientific approach is to be followed while discharging the clinical duties.

3. Residents should involve in, assist and support all the ongoing research activities in the institution or initiate new research under the supervision and guidance of senior faculties, with the permission of the head of the departments.

Ethical Practices

1. The professional values of honesty, compassion, integrity, and dependability should always be the prime standards.
2. The highest standards of the medical profession, respect for all patients and members of the health care team without regard to gender, race, national origin, religion, economic status, disability, or sexual orientation should be observed.
3. The need to be open and truthful to the patients, faculty, and colleagues about matters related to patient care including medical errors that may affect the safety and well-being of patients, the care team, or associated institutions.
4. The honest and constructive feedback on the performance of fellow residents, students, and faculty must be provided whenever it is solicited this is the obligation of a physicians participating in peer evaluation and quality improvement.

Physicians Training

1. All efforts to acquire the knowledge, clinical skills, attitudes and behaviour required to fulfil all objectives the educational programme and to achieve the competencies deemed appropriate in the chosen discipline.
2. Direct care of patients, the guidance of faculty and other members of the healthcare team. The students shall realize the need for the faculty to supervise all the interactions with patients.
3. The students must welcome the candid and constructive feedback from faculty and all others who monitor the performances, and help in the objective assessments which are indispensable guides for improving the skills as physicians.
4. This is mandatory on the part of the students to upgrade themselves with rapid pace of change in medical knowledge, the consequent need to elevate the expertise and competency throughout the professional career.

Academic activities

1. The residents is always encouraged in terms of
 - a. Participate in various events, seminars, workshops organized by the institution / college and contribute towards their success.
 - b. When attending events outside the campus and representing the institution, the code of conduct will still be in effect.

ACADEMIC MISCONDUCT

1. The residents should not disclose any information regarding the patients, workplace or colleagues to anybody other than the persons legitimately concerned with this information as a part of the team in the department and by all means only for providing genuine benefit to the patient. Any disclosure of information to the media or private investigating agencies will be with the prior permission of our Head of the Department.

2. To follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehaviour with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.

3. Note that defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden.

DISCIPLINARY MISCONDUCT

Academic integrity must be maintained while pursuing academic studies. To falsify or alter records of academic performance is an academic misconduct. To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences. Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.. Not to form any formal and informal groups on the basis of caste, community and religion.

CAUSING DISREPUTE TO OTHER STUDENTS

1. Communicate opinions to others in a fair and constructive manner.
2. Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the institutes' identity cards at all times.
3. Promote sustainability and reduce the impact on environment in all our actions.
4. The aggrieved student would submit in writing his/her grievance to the Registrar/ Medical Superintendent.

PUNISHMENT AND PENALTIES: Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student has been found to have violated the student code of conduct.

3. Every staff member shall discharge the duties allotted to them within the department or other units or events with professionalism and honesty.
4. Shall Endeavour to assist fellow teachers to discharge their duties effectively and make adjustments flexibly.
5. Use Institutes resources (facilities, equipment, supplies, vehicles, and students) lawfully, efficiently and by finding innovative solutions.
6. Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced.
7. In charge faculty should ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods. Refuse any Gift/Favour that could place individual or institute in embarrassing position.

8. Personal and Professional Responsibility:

a. Fraud and Corruption: The SVIMS University Policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption at SVIMS University, clarifies the responsibilities of all SVIMS staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.

b. Ethical Conduct of Research: SVIMS University expects all those engaged in medical, nursing, physiotherapy, allied health sciences and biological research, to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the University and other relevant funding bodies. Ethical clearances must be gained where it is appropriate.

TEACHERS AND COLLEAGUES

1. Communicate opinions to others in a fair and constructive manner and respect the rights and dignity of others regardless of our differences and different perspectives.
2. Voice any differences of opinion respectfully and directly to those colleagues with whom we disagree and not in common areas and manage conflicts appropriately.
3. Exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, diligence. Make the institution a safe place to work and learn.
4. Adhere to good health and safety practices and comply with all health and safety laws and regulations.
5. Adhere to the institutes grant, contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of sponsored funds.

2.CODE OF CONDUCT FOR TEACHING FACULTY (MEDICAL and NON-MEDICAL)

This Code of Conduct applies to the Teaching faculty members(Medical and Non-Medical) of the Sri Venkateswara Institute of Medical Sciences University.

THE CODE OF CONDUCT FOR TEACHERS

1. Shall read, understand and comply with institutes policies.
2. Shall abide by the institutes policy to value and support an institute community that is diverse in Gender, Caste, Creed, Religion, Region, Nationality, Educational background, Talent, Skill, and Experience.
3. Shall be in time to the institute, regular and punctual to the classes .
4. Must conduct one hour class, take regular attendance
5. Daily lesson should be planned ahead and taught in the most effective and innovative way.
6. Class should be well structured, interactive and involving student cohort.

TEACHERS AND THE STUDENTS

1. Teachers should prepare students for their examinations. Syllabus completion should be according to academic calendar.
2. Students learning should be assessed periodically
3. Shall maintain the course file with all necessary documents including previous year question papers and their answer keys.
4. Mentorship shall be fulfilled in order to enhance student's academic performance.
5. Do not show partiality or hold grudges towards students/colleagues.
6. Be impartial when discharging one's duties and should motivate, comforting, listening and encouraging students and radiating enthusiasm.
7. A teacher finding a student committing any act of academic or non-academic misconduct within the college campus shall be responsible to immediately report to authorities concerned.
8. Shall attend to the parent's queries as a true representative of the institution, clarify their doubts, give them freedom to express their views and help them understand the institute's framework.

PERSONAL CONDUCT IN TERMS OF:

1. Follow Dress Code-Shall be in respectable clothing, befitting the society's expectations.
2. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears and also maintain personal hygiene at all times.

3. CODE OF CONDUCT FOR EMPLOYEES (non-teaching staff and other staff)

1. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability
2. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his/her control.
3. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behaviour should be reflecting good values.
4. Unless otherwise stated specially in terms of appointment, every employee is a whole-time employee of the SVIMS, and may be called upon to perform such duties, as may be assigned to him/her by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
5. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
6. The institute is committed to maintain and endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.
7. Taking part in politics and election: No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

4. CONFIDENTIALITY

1. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.

2. Integrity of non-disclosure agreements; abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information.

3. **Gifts:** Ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods, do not take favours from students in any form and avoid financial transactions, refuse any gift that could place individual or institute in embarrassing position, avoid being biased in dealings with laboratory and other suppliers.

4. Private employment or trade and investment:

No employee shall engage in any other work agreement directly or indirectly and if have to engage there should be prior sanction from management.

5. Attendance at Meeting:

i. An employee who is appointed as a member of any duly constituted committee of the University must attend all meetings of such committees.

ii. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to concerned authority in order to arrange a substitution.

6. Consumption of intoxicating drinks and drugs:

An employee of the SVIMS shall not consume, or be under influence of any intoxicating drinks and drugs in the college campus premises.

7. Misconduct:

a. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.

b. Acting in a manner prejudicial to the interests of the Institution.

c. Insubordination or disobedience, whether or not in combination with others, of his/her superior

d. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.

e. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.

f. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.

g. Damage to any property of the Institution.

8. Sexual harassment: which includes such unwelcome sexually determined behaviour, whether directly or otherwise as:

- i. Physical contact and advances;
- ii. Demand or request for sexual favours;
- iii. Sexually coloured remarks;
- iv. Showing any pornography; or
- v. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

(Note: The above instances of misconduct are illustrative in nature, and not an exhaustive.)

9. Representations: Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel.

10. Interpretation: The decision of the SVIMS authorities on all questions relating to the interpretation of these rules shall be adhered to.

5. CODE OF CONDUCT FOR ADMINISTRATORS

1. All administrative officers of the Sri Venkateswara Institute of Medical Sciences (SVIMS) University owe responsibility for sustainable highest ethical standards, integrity, honesty and fairness and strives to integrate these values into its teaching, research and extension activities.
2. To disseminate awareness to all involved to create an educational environment characterized by clarity, transparency and affinity.
3. Any defilement adherence to this makes all members responsible for bringing the suspected before the laws or regulations to the attention of the appropriate administrative office. Act within the range of an allowed individual authority in all matters and in the best interests of the institute.
4. Equity and Justice People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power.
5. In an equitable community all members can access opportunities that allow for their full participation in our SVIMS community.
6. The institute will not tolerate harassment in any form, discrimination, unsafe work practices, fraud, or other unethical conduct.
7. Discrimination either direct or indirect, Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favourably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including colour, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.
8. Prevention and Resolution of Campus Ragging/Intimidation.
9. Academic Freedom: Academic freedom is recognized and protected by SVIMS University as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are the SVIMS core values.
10. Confidentiality Staff members who have access to official SVIMS University documentation and information must take care to maintain the integrity, confidentiality and privacy of such information.
11. Financial Reporting: All University accounts, financial reports, tax returns, expense must be accurate, clear and complete.

12. Reporting Suspected Violations: It is obligatory to report any violation which falls in framework of SVIMS charter. Cooperation of all employees are expected in the investigation of any misconduct.

x: *Rikunon*

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