



BLDEA's
**SHRI B.M. PATIL INSTITUTE OF
NURSING SCIENCES, VIJAYAPUR**

HANDBOOK
on
CODE OF CONDUCT FOR STUDENTS



BLDEA's
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The finest orientation to a noble profession.....

PhD in Nursing

Qualification: M.Sc. Nursing as per RGUHS

- + Department of Child Health Nursing
- + Department of Community Health Nursing
- + Department of Medical Surgical Nursing

M.Sc. Nursing in All 5 Specialities

- + Medical Surgical Nursing
- + Community Health Nursing
- + Child Health Nursing
- + O.B.G Nursing
- + Mental Health Nursing

Basic B.Sc. Nursing (Semester System)

- + Duration: 4 Years (8 Semesters)

Post Basic B.Sc. Nursing

- + Duration: 2 Years

Diploma in Nursing (GNM)

- + Duration: 3 Years

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Institute Vision

BLDEA's Shri. B.M. Patil Institute of Nursing Sciences will be a global model of excellence as a learner-centred academic community that advances nursing knowledge and practices, impacts health care economics, and enhances quality of life.

Institute Mission

BLDEA's Shri. B.M Patil Institute of Nursing Sciences is committed to the success of each student as a self assured, competent, caring professional nurse, who practices in an evolving, complex health care environment that provides leadership to promote health among culturally diverse people and promotes the advancement of nursing knowledge through evidence-based practice and lifelong learning.



CODE OF CONDUCT FOR STUDENTS

[Behavior and Conduct of the Student]

Description

The conduct of students is an essential component of their personalities and is just as well-known as their academic performance. The students are expected to adhere to the following code of conduct in order to represent the institution with pride.

Objectives of Code

The Shri B.M. Patil Institute of Nursing Sciences, located in Vijayapur, was founded by the B.L.D.E. Association to foster the growth of skilled nursing professionals, cutting-edge research capabilities, and exemplary professional conduct.

It is essential that institution foster higher values among their students, such as honesty, integrity, responsibility, and respect for others' property and persons. In order to accomplish this, the student body must uphold these values and ensure that the rules outlined in this code are strictly adhered to so that their behavior is consistent with, supportive of, and conducive to the institution's primary goal and core values.

Applicability of the Code

All students admitted to the institute, as well as any academic program, activity, or event held by the institute, are subject to the Code. Each and every student has a responsibility and duty to become familiar with the Code's rules. Every student is assumed to be aware of this Code from the time of his or her admission to the institute until the conclusion of any academic program, activity, or event. All students who fall under the

aforementioned categories must strictly abide by this code in order to be admitted to the institute. This code is binding on and enforceable against all of these students.

Responsibilities of the Students

Students are expected to adhere to the academic honesty policy as stated in the institute catalogue. Students violating the policy in any way will be referred to the Principal for further disciplinary action.

It shall be the responsibility of the students:

- ❖ To read, comprehend, and abide by this Code and any changes made to it.
- ❖ Must act properly and with respect towards the authorities, staff, and elders when on the institute campus, in the dorms, and elsewhere on the premises
- ❖ To adhere to proper, formal attire.
- ❖ To cultivate and preserve a dynamic academic, intellectual, cultural, and social environment that is consistent with the institute's goals.
- ❖ To take advantage of all educational opportunities and services offered by the college in order to succeed academically and cultivate a scientific mindset.
- ❖ Develop proper attitudes and behaviors for the workplace
- ❖ To act responsibly and dignifiedly, to uphold the nation's laws and human rights, and to should respect the cultural and social norms

that this country's citizens have fostered and upheld.

- ❖ Must inform the individuals designated as functionaries by this Code if any infringement.
- ❖ To make the parents or guardians aware of any codes of behavior that the institute authorities may enforce, and to expect them to work with them to uphold the codes of conduct for the benefit of their wards.

General Discipline

- ❖ The students are expected to maintain a high standard of discipline and uphold the reputation of the institution.
- ❖ The students must show their ID cards when asked and must wear them every day in the institute, the community, campus, field trips and hospitals.
- ❖ Avoid wearing clothing with offensive statements, abstain from taunting and criticizing others, and show respect for their property as well as the property of the institute.
- ❖ The institute, community, campus, field trip, and hospital all require the students to maintain a clean environment.
- ❖ The institute, community, campus, field trip, and hospital are not appropriate places for students to toss trash, write on the walls, sit on benches, or write on chairs.
- ❖ The students must be truthful in all academic-related interactions with faculty, staff, and peers.

Class and Clinical Attendance

- ❖ The institution believes that class and clinical attendance are essential and will be taken at every class and clinical period. Students are expected to attend all classes and clinical rotations and participate willingly in class and/or group discussions.
- ❖ The institution considers attendance as a vital part of the learning process and as a result, missing classes and clinical may be reflected in the internal assessment marks and exam and if less than the required of the university, the student will not be permitted to appear the exam.
- ❖ A candidate must have minimum of 80% and above attendance (irrespective of the kind of absence) in theory and practical in each course/subject for appearing examination.
- ❖ A candidate must have 100% attendance in each of the practical areas before award of degree.

Classroom and Clinical Dress Code

The institution adopts the following dress code guidelines for students while on community, campus, field trip, at clinical or in the lab setting:

- ❖ Students should dress in formal attire. They may wear any formal clothing **except jeans**.
- ❖ Students must wear the apron in the institute for the class, lab and even on campus.

- ❖ Female students should dress in a salwar kameez, chudidhar, and full sari.
- ❖ Male students should dress neatly, with a shirt and full trousers.
- ❖ Sleeveless and collarless T-shirts are categorically forbidden.
- ❖ Inappropriate inscriptions on clothes, such as profanity, racist or sexual connotations, and references to alcohol, illegal substances, or gang affiliation, are not permitted for students to wear.
- ❖ Any student whose attire violates the standards of dignity and decorum will not be allowed on the institute campus.
- ❖ Students are expected to dress in casual/formal appropriately while on campus.
- ❖ Students will receive hospital and community uniforms, which are required for each posting or experience.
- ❖ The institution's ID should be worn and visible above the waist.
- ❖ Shoes with socks must be close-toe and black. If a student is wearing a pair of shoes with laces, the laces must be black only.
- ❖ There should be no visible tattoos. Tattooing needs to be concealed. No obvious body piercings except ears which is limited to one pair of earrings.
- ❖ In the clinical area and in nursing skills lab/simulation, strong perfume or aftershave colognes, acrylic nails, nail polish, dangling earrings, bracelets, necklaces, and rings other than wedding bands are not acceptable.
- ❖ Heavy makeup should be avoided.

- ❖ Finger nails must be short and hair must be neatly worn off the collar.
- ❖ Male students should be clean shaven or have neatly trimmed beards or moustaches.
- ❖ Large ornamental hair attachments are not considered proper when in uniform.
- ❖ Chewing gum during the class, lab, community, campus, field trip, and clinical experience is not acceptable.

Clinical Guidelines

Attire

- ❖ Attire should be appropriate for the role.
- ❖ Attire should be neat, clean, pressed, properly fitted and in good repair.
- ❖ Shoes must be formal – Boys: Black Colour Shoes and socks and Girls: Black Colour Shoes and Socks.
- ❖ Wear ID card and must be visible at all times.

Standard Precautions and Student Responsibility

- ❖ Students must have received three doses of Hepatitis B. Vaccine. This proof should be submitted to Class Coordinator. Students are responsible for expenses incurred for Hepatitis vaccine.
- ❖ All students must adhere to Standard Precautions – which is an approach to infection control and comply with standards on "Occupational Exposure to Blood borne Pathogens." According to

Occupational Exposure to Blood borne Pathogens all human blood and body fluids are considered to be potentially infectious materials. Body fluids include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, peritoneal fluid, amniotic fluid, saliva any body fluid that is visibly contaminated with blood. As well all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

- ❖ Students in the clinical settings or campus laboratory must use protective equipment such as gloves, masks and/or gowns that depend upon the task and degree of exposure anticipated.
- ❖ Contaminated needles and other contaminated sharps shall not be recapped or removed unless no alternate is feasible. Recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.

Communication in Health Care Facilities

Patient safety is the students' responsibility. The student is required to obtain information from the instructor or staff regarding a patient before giving care. Before leaving the clinical setting, the student is required to report or explain the care given to patients to:

- ❖ The staff member who is assigned to that patient.
- ❖ Registered Nurse who is responsible for the coordination of care.
- ❖ Clinical Instructor/Nursing Tutor

Attendance and Absence

Attendance is required for all clinical conferences, seminars and

practice. The faculty of nursing protects clients and students, therefore, faculty members may exclude any student from the clinical area due to illness, lack of preparation, inappropriate clothing or any other situations deemed unsafe for both the student or/and the client. Student's absences are subjected to the university rules and regulations. Excused or unexcused absence should not exceed 10% of the clinical hours. However, unexcused absence will affect student's grade. Acceptable excuse for their student's absence:

- ❖ Illness that must be supported with medical report from the health centre. All medical excuses must be signed from the Institution shortly after the absence day.
- ❖ Death of a close family member or crisis in the family.
- ❖ Any other situations will be within the faculty member's prerogative to determine the acceptability of the absences.
- ❖ Unexcused absence and late will be evaluated in the clinical courses as following:
- ❖ One day absent will be considered zero evaluation for that clinical day.
- ❖ Late should be less than 15 minutes. A late that exceeded 15 minutes will be reported as an absent day.
- ❖ Three late will be consider as one day absent.
- ❖ Unexcused absence over than 10% of the clinical hours for a course, the written memo will be issued to the student and must

have 100% clinical attendance before appearing the Academic Final/Annual Exam.

Use of Electronic Devices/Social Media Policy

- ❖ The nursing program recognizes the growing trend of modern technology, such as student possession of cellular phone and other electronic devices with video, camera, or voice recording capabilities.
- ❖ In support of each individual's reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recording without the express consent of the subject(s) being photographed or recorded. This policy is designated to establish guidelines for appropriate and professional use of electronic devices such as cell phones, smart phones, tablets, computers during class or clinical by nursing students for study purpose only.
- ❖ Students must adhere to the policies of the clinical settings regarding the use of electronic devices and social media in clinical settings.

If electronic devices are approved for use in the classroom and according to hospital policy, the following restrictions apply:

- ❖ Electronic devices may only be used for class and clinically-

related purposes as approved by faculty and supervising clinical faculty.

- ❖ All devices must be kept on “silent” or “vibrate” mode in the classroom and clinical settings.
- ❖ Use of electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to clinical is strictly prohibited.
- ❖ Taking any voice recording, photographs, or videos during class and clinical is strictly prohibited.
- ❖ Students are expected to be knowledgeable of hospital and clinical site policies that are relevant to laws and professional standards about patient privacy and confidentiality and their application to social media and electronic media.
- ❖ Students must promptly report to faculty any identifiable breach of confidentiality of privacy.
- ❖ Students may not transmit to any electronic media any patient data or image that violates the patient rights to privacy and confidentiality, and/or to embarrass or degrade the patient and/or family members.
- ❖ Students are prohibited to use social media during class and clinical hours or at any time in on the premises of the institution and clinical site's equipment or property.
- ❖ Students are prohibited to download or store any confidential

patient information on a personal electronic device.

Library

- ❖ Students should scan their ID card and register at their entry.
- ❖ The Library is fully automated with Internet and HELINET.
- ❖ The Library is kept open from 9.00 am to 5.00 pm on all working days and from 9.00 am to 1.00 pm on Saturdays.
- ❖ Strict silence must be observed inside the Library.
- ❖ The students must leave their belongings like books, notes, files, bags etc. in the place provided at the entrance for the purpose.
- ❖ They must carry pen and paper only inside the Library.
- ❖ Each student will be given an ID card which can be used for barrowing books.
- ❖ Writing or marking in books or folding pages or causing damage to the books in any other way is strictly prohibited.
- ❖ Books must be returned promptly on the due date; if not returned on the due date, a fine will be collected.
- ❖ Reference books are not meant for circulation.
- ❖ Transaction of books is also carried out through computers

Hostel

1. Students are strictly prohibited from admitting strangers or persons of the opposite sex (except parents/guardians) into the hostel room.
2. Visitors are strictly prohibited from staying overnight.

3. Students are not permitted to give their hostel keys to any other person to use while they are away. Residents found committing such an offence will be evicted.
4. Gambling/Gaming which involves betting is strictly not allowed in and around the hostel.
5. Students must obtain prior permission before organizing any social events in the hostel.
6. Fighting or any physical violence is not allowed. Students found committing such an offence will be evicted.
7. Students are strictly forbidden from using personal / electronic / electric items such as Electric Iron, Cookers, Hot Plate and DVD etc. Residents should not trap electricity from other than the points provided for the purpose.
8. Students shall NOT change or interchange his room with another resident or shift to a vacant room without written permission of the Warden.
9. Lights and Fans should be switched off when you are not in the room. The common room appliances/electrical fixtures should be only in operation when you are there.
10. Keep your belongings under lock whenever you go out. Hostel authorities are not responsible for any loss of personal belongings and such complaints will not be entertained.
11. Students are expected to behave in a mature and responsible manner and look after your belongings.

12. Birthday/other celebrations are strictly prohibited in the Hostel.
 13. Students are NOT allowed to organize any group activities in their room.
 14. Any complaints regarding electrical equipment, plumbing etc. is required to be entered in the “the Complaints Box”.
- ❖ Students must keep the Campus, Hostel and Room CLEAN. Defacing Walls, Equipment and Furniture etc. is strictly prohibited. Wasting Water and Food will NOT be entertained.
 - ❖ To act responsibly and dignifiedly, to uphold the nation's laws and human rights, and to should respect the cultural and social norms that this country's citizens have fostered and upheld.
 - ❖ Must inform the individuals designated as functionaries by this Code if any infringement.
 - ❖ To make the parents or guardians aware of any codes of behavior that the institute authorities may enforce, and to expect them to work with them to uphold the codes of conduct for the benefit of their wards.

Disciplinary Actions

Any of the following disciplinary actions/punishments may be applied to students who engage in conduct that is banned by this code, depending on the seriousness of the offence or whether it is repeated:

Minor Actions

- ❖ Warning or Reprimand

- ❖ Tendering Apology
- ❖ Fines
- ❖ Forfeiture

Major Actions

- ❖ Suspension of Privileges [Library, Computer, Scholarship / Loan,Cultural and Sports Meet etc.]
- ❖ Suspension from College [Maximum period of 15 days]
- ❖ Debarring from examinations
- ❖ Expulsion

Anti-Ragging

The Ragging is defined as any disorderly conduct, whether by words spoken or written or by an act, has the effect of teasing, treating, or handling with rudeness a fresher or a junior student. Indulging in a rowdy or undisciplined activity that causes or is likely to cause annoyance, hardship, or psychological harm or to raise fear or apprehension thereof in a fresher or junior student

Asking the students to do any act or perform something that such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student. This can lead to adverse effects such as depression, anxiety, and sometimes even suicide.

Punishment Provisions

Any student or group of students found guilty of ragging on campus or off campus shall be liable to one or more of the following punishments:

- ❖ Debarring from appearing in any sessional test/ university examination or withholding results.
- ❖ Suspension from attending classes and academic privileges
- ❖ Withdrawing scholarships and other benefits
- ❖ Suspension from the college for a period of one month
- ❖ Cancellation of admission
- ❖ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc
- ❖ Suspension/expulsion from the hostel
- ❖ Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period
- ❖ Expulsion from the institution and consequent debarring from admission to any other institution
- ❖ Fine up to twenty five thousand rupees
- ❖ Imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both

Punishment - When the students committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

The Anti-Ragging Committee (ARC)

- ❖ The Anti-Ragging Committee is instituted to ensure compliance with the provisions of the regulations as well as the provisions of any law for the time being in force concerning ragging; investigate complaints and also, monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- ❖ The Anti-Ragging Committee is responsible for inculcating a culture of Ragging Free Environment on Campus.
- ❖ The Anti-Ragging Committee is involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting an array of activities.
- ❖ The committee is also responsible for conducting awareness programmes from time-to-time on campus.

Anti-Ragging Squad

- ❖ The Anti-Ragging Squad office bearers work under the supervision and guidance of the Anti-Ragging Committee and engage in checking places like hostels, buses, canteens, grounds, classrooms and other places of student congregation to keep a vigil and stop the incidences of ragging, if any, and report them if they happen.
- ❖ The squad role is also to educate the students at large by adopting various means about the menace of ragging and related punishments there to.

Grievances Redressal Committee

- ❖ Students can air their complaints with the "Grievance Redressal Committee (GRC)" that the college has established. Anytime, students are welcome to personally or via email address address the members of the college's "Grievance Redressal Committee."

College Internal Complaints Committee

- ❖ The objective of this cell is to prevent sexual harassment and to ensure safe working environment for women employees and girl students.

The responsibilities of the cell are:

- ❖ To ensure that a sexually harassment-free work and learning environment is provided, and to take all reasonable precautions (both proactive and preventive in nature) to stop the harassment from happening.
- ❖ To address any verbal or written complaints regarding unwanted sexual advances, unwanted physical intimacy, unwanted requests for sexual favors, or other unwanted sexual behavior. Unwanted sexual behavior includes making sexually explicit statements to or about another person or while they are present.

Under Taking by the Students

- ❖ Students who enroll in any academic program offered by the institute are required to give an undertaking to make a commitment to uphold the provisions of this Code in letter and

spirit. Even if they do not make this commitment, they are still subject to its terms.

Opportunity for Hearing

- ❖ No order, other than one suspending or warning a student, may be made without first giving the student or students a chance to be heard.

Ultimate Authority

- ❖ The Principal shall be the final arbiter in all student disciplinary matters as set forth herein. Any person's attempt to sway a governing body's decision to implement a particular section of the code will be taken seriously, and appropriate legal action will be taken.



“Conduct is the best proof of character ”

- **Unkown**