



College of Physiotherapy

C/o. ATSS, C-2, MIDC, Opp. Chinchwad (E) Post Office, Chinchwad, Pune - 411 019.

Registered Public Charitable Trust No. E-1613 (Pune) Date 26-8-1992

Recognised by : Maharashtra State Council for Occupational Therapy & Physiotherapy, Mumbai
Government of Maharashtra

Affiliated to : Maharashtra University of Health Sciences, Nashik

Ref. :

Code of conduct of the examination

Date :

- Any malpractices in the exams are forbidden and strict disciplinary action will be taken on students engaging in any kind of exam malpractice
- If any student fails to attend the scheduled internal exam due to medical reason, he/she should inform the class coordinator on the same day of leave and submit the application along with relevant documents.
- Within two days of resuming the college, the student should submit the application requesting to re-conduct the exam to the Chairperson of the Examination Failing to do so the internal examination will not be re-conducted.
- Students should follow college dress code.
- Students shall keep their parents informed regularly about their progress in studies and any other corresponding problems
- Students should report 15 mins prior to the given examination time at the examination hall / college.
- Students should cooperate at the time of inspection. They should show the belongings they are carrying in the examination hall as well as empty the pockets.
- Students can enter the examination hall once inspection is complete and be seated silently.
- Water bottle and other belongings should be in transparent manner.
- Stationary to be carried in transparent pouches. Sharing of stationary is strictly not allowed in examination hall.
- Bags and books must be deposited in the common room.
- Students should enter the details on the answer sheets at the start of the exam.
- The students must enter the class room with writing material and ID card only.
- For practical's, students should be in neat ironed apron with displayed roll numbers and carry necessary practical kit in a transparent box.
- Following things are NOT to be carried in the examination hall
 - Mobile phones or any electronic gadgets
 - Wallets
 - Writing boards
 - Digital Wrist watch
 - Socks
 - Chits or writing material
- Leave the examination hall and the college premises immediately once the examination is over. Avoid crowding both outside and inside the campus of the institute.

Shilpa A. Parab
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GENERAL RULES AND INSTRUCTIONS FOR LABORATORY WORK

1. Every student must wear an apron and bring the appropriate journal when attending a practical in laboratory.
2. Student attending practical should bring practical kit including electrodes
3. Students must come to the practical class at the schedule time and must not leave the class without the permission of the teacher.
4. It is responsibility of student to carefully handle therapeutic equipment and keep it safely back to its own place.
5. All the apparatus or equipment in the laboratory should be handled with care and any breakage or loss of an apparatus at any time must be immediately reported to the teacher incharge.
6. Neatness and economy should be observed in all the work done in laboratory.
7. Students are advised to get their practical difficulties solved in the same practical class before completion of that lesson.
8. If a student remains absent for a practical class or if satisfactory result is not obtained in any class, the student must attend the same when it will be repeated in revision class in the same term.
9. Journal writing should not be completed at home and completed journal must be submitted on the given date to the subject incharge.
10. Remark on journal will be given on student performance at the term ending depending on their regularity and performance in the practical classes.
11. No page from the journal should be torn off nor should any remark be rubbed off or defaced.
12. Cell phones are not allowed inside the laboratory. If any students are found using cell phone in the laboratory, action will be taken against him/her.
13. Students are instructed not carry any valuable things with them in bag and keep their bags in the lab itself at the prescribe place (college will be not responsible for any things lost from bag).



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GENERAL RULES & INSTRUCTIONS FOR HOSTEL GUIDELINE

1. The in time for hostel inmates a night is 8pm on all working days, except Sunday. On Sunday it is 9pm.
2. No students will be permitted to enter the hostel after the scheduled time, subject to written permission from the Principal/Rector.
3. It is mandatory for all the students to submit the hostel leave form, duly signed by all concerned, at least 2 days in advance before proceeding on leave/ vacation/ preparation leave.
4. Ragging is entirely banned in the institute premises, student indulged in ragging and found guilty of such act, will be expelled instantly from the hostel and college.
5. Student should not indulge in any form of indiscipline & misbehaviour.
6. Also it is expected that students to take care of the hostel property.
7. Students are advised not to keep valuable things in room, or make it sure that room is locked every time, she leaves the room. In case of loss, hostel authorities will not be responsible.
8. Student should hand over the complete possession of the room and property of the hostel issued to her without causing any damage or tampering, as soon as the academic year ends, or as notified by the hostel warden..
10. Students should not use hot plates, heater in their room.
11. Student should always carry identity card with them & present it, if asked for. Any violation of above rules & regulations shall attract strict disciplinary action.



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CODE OF CONDUCT FOR HEAD OF DEPARTMENT

Each Head of Department should:

1. Ensure that every teacher in the department is assigned equal work load with respect to teaching, research and administrative responsibility.
2. Prepare academic calendar and plan various activities related to regular teaching of undergraduate and postgraduate students.
3. Plan activities related to observance of various national and international days assigned to the department.
4. Hold regular meetings with teachers and students for smooth functioning of the department.
5. Should assign workload to the teacher depending on the interest and capacity of the teacher.
6. Take feedback, formal and informal from teachers, students and support staff regularly.
7. Should encourage faculty members to update their knowledge by participating in continuous professional development activities.
8. Monitor the workload of postgraduate students and take action accordingly.
9. Patients attending the department on a regular.
10. Update the patient statistics on monthly basis and develop strategies for patient care.
11. Obtain regular feedback from patients and after its analysis take corrective actions.
12. Update the log books and journals for undergraduate and postgraduate teaching on a regular basis.



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CODE OF CONDUCT FOR NON-TEACHING STAFF

1. All documents related to personal profile of teaching and non-teaching staff (clerical level) should be maintained and kept confidential.
2. Primary responsibility preparation of the office catalogue related to the files require and prepared for overall working of the institution should be prepared and maintained by the staff.
3. Staff should assign optimal workload to the support staff equally and monitor their work
4. Staff should undertake any other work allotted by the Principal from the time to time.

Student Section:

1. Staff should prepare and maintain student related data as per the requirement of MUHS University.
2. Staff should prepare all inspection related files and get it verified from the Principal.
3. Staff should maintain all information related to fees submitted by the students and the defaulters for necessary action in consultation with the Principal.

Librarian:

1. The primary responsibility of the librarian is to keep the record of books and journals available in the library and to make requisition for the new purchase of books and journals in consultation with the library advisory committee headed by the Principal.
2. Librarian should keep a record of books issued and return by the students on a monthly basis and other records of Library.
3. It is obligatory to accept any other work assigned by the Principal from time to time.



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CODE OF CONDUCT FOR PRINCIPAL

1. The Principal should plan and monitor administration of academic programmes for undergraduate and postgraduate students.
2. Supervise general administration of the institute in terms of student section and establishment section.
3. Act like a link between the University and Management for the maximum benefit to the students and patients.
4. Plan budgetary provisions based on previous year expenditure and make provisions for expenditure in the current academic and financial year.
5. Form various college level committees and assign responsibilities to teachers and support staff as per their potential.
6. Ensure that there are minimum grievances from all stake holders such as teachers, students, non-teaching staff, parents and patients.
7. Encourage faculty members to update themselves professionally by participation and organization of workshops and conferences.
8. Take a lead in organizing events, both curricular and non-curricular activities for the overall development of students.
9. Represent the institute at Parent University as per the requirement in the most efficient way.
10. Plan short term and long term development strategies for making the institute a center of excellence, a desirous place for future students.



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CODE OF CONDUCT FOR STUDENTS

1) Attendance:

- Students should attend regular classes & Practical / Clinical Sessions in order to meet minimum criteria prescribed by the university.
- It is mandatory for all students to attend educational visits at prescribed place, medical camps, Field work, Seminars, Workshop, prescribed by the Institute from time to time.
- It is mandatory to attend the activities related to observance of various national & International Days.
- Students should maintain all documents related to academic programme as instructed by teachers & should produce it when asked for.
- It is the students responsibility to make every possible attempt to meet the requisite criteria for attendance & avoid detention.

2) Discipline:

- Students should wear neat clear, formal dress along with White Apron with Institute Logo and Institute I-card during the regular college hours.
- It is the students responsibility to get I-card & Apron with college Logo replaced in case of any damage.
- Students should not loiter around the class rooms & Laboratories and keep it clean. In case of any damage to the institute property during regular classes & Laboratory clinical posting by the students, a strict disciplinary action will be taken.
- Students should not indulge in any ragging activity at any given point of time either in the institute or in the Hostel. If it is found, strict action will be taken in the form of suspension or expulsion depending on the nature of ragging & recommendation of anti-ragging squad institute. Students should abide by the ordinance 157 & section 95 of Maharashtra University Act-1994 regarding the maintenance of discipline & good conduct.
- Being a Co-education institute, every student is expected to respect the opposite gender & behave in a maximum decent way possible. Any genuine complaint from a student will be taken seriously and accordingly action will be taken.
- Students are expected to participate actively in the various extracurricular & Co-curricular activities organized by institute or deputed by the institute outside the institution. During this time, student is expected to work in a team of senior and junior students along with teacher.
- Students should keep reading the notices issued by the institute from time to time and act accordingly.



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- h) Students must Switch-off their Mobiles during the regular teaching activity. If student is found using the Mobile, strict action will be taken.
- i) It is mandatory for the students to apply for leave in advance through proper channel. In case of genuine reason, leave will be granted on a telephonic basis.
- j) Students should abide by all the rules of library & observe a strict silence while using reading hall of library.
- k) Students cannot circulate any printed or hand written material among other students without prior permission from the principal.
- l) PG students are expected to follow all above instruction along with being on duty as and when instructed by unit in-charge. Along with routine PG activity, deputation for any field work or patient related activity should be accepted by each students. It is mandatory for each student to follow the instructions of unit in-charge regarding the dispensation of patient related work.

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CODE OF CONDUCT FOR TEACHERS

1. It is expected that once the profession of teacher has been adopted, a teacher would conduct himself/herself in accordance with the ideal of a profession.
2. Students look upon the teacher as a role model and hence it is expected that the teachers will behave in the most appropriate way.
3. Teachers should:
 - a) Discharge their professional responsibilities as directed by the Principal from time to time.
 - b) Work in co-ordination with other teachers, students, non-teaching staff and teachers from other departments related to undergraduate and postgraduate education.
 - c) Conduct regular teaching assigned to him/her and treat all students with equality.
 - d) Take care of slow and advance learners and should pay special attention to their needs in special classes or extra lectures.
 - e) Teachers should undertake necessary evaluation of students as directed by Principal for understanding the progress of each student in a particular academic year and overall academic growth.
 - f) Fulfill their role as subject teacher, year co-ordinator, examiner both theory and practical, paper setter and evaluator, member of the department, part of various committees.
 - g) Submit their performance appraisal report at the end of year and should note his/her progress both academically and non-academically.
 - h) Represent to the university as and when required by the institute with prior permission.
 - i) Undertake the assignments with universities after consultation of the Principal.
 - j) Communicate with other stake holders such as parents with the purpose of mutual exchange of information and suggestions for the overall benefit of students.

Apparal
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INSTITUTIONAL LIBRARY RULES AND REGULATIONS

1. Every student must possess library card while making use of the library facilities.
2. Strict discipline must be maintained in the library.
3. Using cellular phones and audio instruments is strictly prohibited in the library.
4. Enter your name and sign in the register kept at the entrance before entering library.
5. Bags and personal belongings must not be brought inside the library.
6. Any damage found in the books should be brought to the notice of the staff.
7. The member must replace the lost book / pay the cost of the latest edition of the lost book along with overdue charges, if any.
8. Library materials must not be marked, defaced, mutilated or annotated in any way.
9. Users are not allowed to change the placement of furniture in library.
10. Books will be issued to the students and staff for 7 days only, fine will be charged after due date till the book is returned to library.
11. UG and PG students can issue 2 books at a time and staff can issue 2 books at a time.
12. Violation of library rules or misconduct by a member may invite discontinuation of the library privileges.

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Code of conduct of the examiners

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1. **Impartiality:** Examiners should remain unbiased and treat all candidates equally, regardless of personal biases or preferences.
2. **Confidentiality:** Examiners must maintain the confidentiality of all examination materials and candidate information, refraining from disclosing any sensitive information to unauthorized individuals.
3. **Professionalism:** Examiners are expected to adhere to professional standards of conduct, including punctuality, courtesy, and respect towards candidates and colleagues.
4. **Integrity:** Examiners should uphold the integrity of the examination process by following all rules and procedures, and refraining from engaging in any form of cheating, dishonesty, or unethical behaviour.
5. **Fairness:** Examiners must ensure that examination procedures are fair and transparent, providing all candidates with an equal opportunity to demonstrate their knowledge and skills.
6. **Accuracy:** Examiners should accurately assess candidates' performance based on established criteria, avoiding errors or inconsistencies in grading.
7. **Conflict of Interest:** Examiners should disclose any potential conflicts of interest that may arise during the examination process and refrain from making decisions that could be influenced by personal or professional biases.
8. **Continuous Improvement:** Examiners should actively seek opportunities for professional development and improvement in their assessment practices, staying informed about current best practices and methodologies.
9. **Compliance:** Examiners must comply with all relevant laws, regulations, and organizational policies governing the administration and conduct of examinations.
10. **Feedback:** Examiners should provide constructive feedback to candidates following the examination, helping them understand their strengths and areas for improvement.

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