

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
Smt. BAKUL TAMBAT INSTITUTE OF NURSING  
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**STANDARD OPERATING PROCEDURES (SOP)**

**MKSSSBTINE-IEC (Institutional Ethical Committee)**



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**MKSSSBTINE-IEC (Institutional Ethical Committee) 2020-2021**

**Objectives of the standard Operating Procedures for Maharshi Karve Stree Shikshan Samstha's Smt. Bakul Tambat Institute of Nursing Education- Institutional Ethical Committee (MKSSSBTINE-IEC):**

The Standard Operating Procedures (which shall be referred to as SOPs henceforth in this document) main aim is

- To define the procedures that the Maharshi Karve Stree Shikshan Samstha's Smt. Bakul Tambat Institute of Nursing Education- Ethic Committee (MKSSSBTINE-EC) shall follow to ensure quality, consistency and transparency in the ethical reviews processes and provide approval of research proposals base on the principles of respect for person, justice, beneficence.
- MKSSSBTINE-EC shall monitor the ongoing research at Maharshi Karve Stree Shikshan Samstha's Smt. Bakul Tambat Institute of Nursing Education (MKSSSBTINE), Pune.

The SOPs are base on handbook of National ethical guidelines for Biomedical and health research involving human participants by ICMR publish in the year 2017, 2018, 2019 and 2020.

**1. Role of MKSSSBTINE-EC**

- The MKSSSBTINE-EC shall review and monitor all types of research proposals conducted in MKSSSBTINE, Pune involving human participants with a view to look after the rights, self-respect, safety and welfare/ well being of all actual and potential research participants and to ensure a competent review of all ethical aspects of the project proposals received by it in an objective manner.
- The MKSSSBTINE-EC shall reviews researches application of all biomedical, social and behavioural science research for health conducted involving human participants and data.
- The MKSSSBTINE-EC shall ensure and review the research purposes that are conducted, for the betterment of others human beings who are participating in health research that respect the dignity and well being of participant.

- The MKSSSBTINE-EC shall evaluate all stages of the research, such as design, conduct and reporting of the results thereof.
- The MKSSSBTINE-EC shall take care that the principles of research ethics during the research process reviews viz autonomy, beneficence, non-maleficence, and justice including principles of essentiality, voluntariness, non-exploitation, social responsibility, confidentiality, risk minimization, professional competence, maximization of benefit, institutional arrangements, transparency and accountability, totality of responsibility and environmental protection.
- The MKSSSBTINE-EC shall assesses and analyse the benefit-risk assessment where attempts to maximize the benefits of research outcome and evaluate plans to minimize the risk and discomforts, and shall decide the merit of research before approval.
- The MKSSSBTINE-EC shall consider all aspects of informed consent process, review and approve before enrolment of participants, in which informed consent shall include relevant information about research to potential participants, ensuring the information is comprehended by them and assuring voluntariness of participation. In some cases, verbal/oral consent/waiver of consent/re-consent may be obtained under certain conditions after due consideration and approval.
- The MKSSSBTINE-EC shall ensure that researcher safeguard the privacy and confidentiality of the participants and the community.
- The MKSSSBTINE-EC shall ensure equitably distribution of benefit sharing in all types of researches in the participants from various ethnic backgrounds and avoid social, racial and ethnic inequality.
- The MKSSSBTINE-EC shall review before the start of the any research study. After appropriate process and clearance of the research, the EC shall be continuing with monitoring the research process in all phases of research until the end or termination of research. The researcher shall one submit a research study progress report annually for the EC to monitor.
- The MKSSSBTINE-EC shall approve the research proceeding after submission of first report for up to 2 years. The principle investigator/researcher shall submit his/her report 2 months prior to completion of approval duration of research study. If the PI fails to do so, he/she shall provide a written explanation to MKSSSBTINE-EC Chairman who will have the authority to give approval for extension of research duration for next year.

- The MKSSSBTINE-EC member may conduct site visit as case arise for monitoring purposes at the discretion of the Ethic committee decisions. The committee shall ensure compliance of all rules and regulation set by committee in SOP, applicable guideline given by government authority time to time.
- The MKSSSBTINE-EC shall be responsible for acting in the full interest of the research participants and society, considering the researcher interest and need into account.
- The MKSSSBTINE-EC shall make an effort to share or made it accessible of post research benefits to the individual participant, community. The committee shall make efforts to communicate the findings of the research study to the individuals/communities wherever relevant or facilitate availability of intervention benefits with the participants, including those in the control group.
- The MKSSSBTINE-EC shall ensure responsible conduct of research by maintaining high standard and upholding the fundamental value of research which shall include; policies; planning and conducting research; reviewing and reporting research; and responsible authorship and publication. EC shall be sensitive to the society need and review of impact of health research in the community. EC shall policy for protection of participant in place in experimentation. EC shall have planned to address the Conflict of Interest (COI) issues in place for identifying, mitigating, and managing COIs.

## **2. Composition of the MKSSSBTINE-EC as per ICMR guidelines:**

- The MKSSSBTINE-EC shall be multi-disciplinary and multi-sectoral with adequate representation of age and gender.
- The MKSSSBTINE-EC shall have 50% of the members from non-affiliated or from outside the institution.
- The MKSSSBTINE-EC board shall consist of 7 to 12 members.
- The MKSSSBTINE-EC Chairperson of the board shall be from outside the institution i.e. MKSSSBTINE, Pune.
- The MKSSSBTINE-EC member secretary of the board shall be from the institution i.e. MKSSSBTINE, Pune and shall coordinate all the committee activities.
- The MKSSSBTINE-EC shall have minimum of 5 members as quorum of requirement for EC meetings.

- The MKSSSBTINE-EC shall have basic medical/non medical scientist, clinician, legal expert, biostatistician, sociologist and subject speciality expert of the field representing diverse point of view in board.
- The MKSSSBTINE -EC shall maintain a panel of subject experts who are consulted for their subject expertise, for instance, a paediatrician/ Child Health Nurse for research in children, a cardiologist/ CVT nurse for research on heart disorders, etc. They shall be invited to attend the meeting to give an expert opinion on a specific proposal but shall not have decision making power/voting rights for approval of research proposal.

As per ICMR guidelines, the composition of the MKSSSBTINE-EC shall thus be as follows:

- Chairperson from outside the institute, MKSSSBTINE, Pune.
- Member Secretary from the institute, MKSSSBTINE, Pune.
- 4 members from different specialities/discipline as specified below:
  - Health scientist/ researchers from nursing or bio-medicine.
  - Clinician/ health practitioners from nursing or bio-medicine.
  - Legal expert.
  - Social scientist/ ethicist/ philosopher.
  - Lay person as representative of the community.

#### **Criteria for selection of ethical committee members:**

MKSSSBTINE-EC members shall be selected as per their professional and personal capacity to contribute in the committee base on their interest, ethical and scientific knowledge and expertise in their respective field.

Conflict of interest shall be avoided and disclosure of COI in forefront when appointment is issues, but where unavoidable, transparency will be in place in such conflict of interests.

New member will be added as per committee board composition requirement and new member personal capacity and provided that the potential member fulfils the membership as define in this SOP.

The qualities of member sought:

- Interest in ethical research
- Educated
- Willing to spend time in creating ethical research culture.

- Commitment and effort to contribute
- Experience
- Integrity and good decision making.

### **3. Authority under which the MKSSSBTINE-EC is constituted:**

The head of the institute, Principal, MKSSSBTINE, Pune

### **4. Offices:**

The MKSSSBTINE-EC will have the following office bearer to review the research proposals:

- **Chairperson:** The chairperson shall be the head and conduct all the ethical committee meeting. In absence of the chairperson, an alternative chairperson shall be elected by the members present in the meeting, who shall conduct the meeting on behalf of the absentee.
- **Member Secretary:** The member secretary is responsible for organizing the meetings, maintaining the records and communicating with all those concerned. She/he shall maintain minutes meeting pass by the chairperson. She/ he shall inform decision notice made by ethic committee to the researcher(s) whose project had been reviewed after confirming and getting approval from Chairperson within 15 days of committee meeting.
- Member secretary will maintained all the MKSSSBTINE-EC documents and data record for a period of not less than five years from the date of termination of the project.

### **5. Administrative Staff of MKSSSBTINE-EC:**

- Administrative staff including an accountant and junior clerk will be appointed along with attendant for the smooth running of the office and meeting as required by EC.
- Account shall be responsible for any accounts related to expenditure of running office.
- Junior clerk shall perform her responsibility as per direction and requirement of the EC.



- Attendant shall facilitate in various duties assigned to them from time to time as per EC direction.
- Duties of the administrative staffs:
- The administrative staff will report to Chairperson and member secretary of EC in the MKSSSBTINE, Pune.
- Office timing will be as per MKSSSBTINE, Pune rules and regulations.
- The administrative will be having sick leave/CL/ EL as per MKSSSBTINE, Pune rules and regulations.
- Facilitate and arrange in correspondence with EC members, subject expert, from outside agencies.
- Arrange correspondence with the researcher/ investigators
- Keeping records, inward, outward registry related to the correspondence.
- Answering queries of the investigators
- Filing and keeping records of study related documents.
- Storing of archived records and maintaining the records.

## **6. Roles and responsibilities of MKSSSBTINE-EC members and terms of membership:**

### **6.a. Roles and responsibilities of MKSSSBTINE-EC:**

- The appointed MKSSSBTINE-EC members shall duly fulfil their role and responsibilities.
- Members shall be required to review the research proposal submitted in the committee as per their expertise and professional knowledge and suggest/opinion are put forth in the meeting by participating in the discussion during the meeting in professional manner.
- Members shall monitor any ongoing research process reviewed by the committee.
- Member shall commit to spend a minimum of 6 hours duration for two days in a year for the purpose of EC meeting for research review of researcher.
- All members are required to be thorough with SOP and protocol of EC.
- All members shall declare their disclosure of COI if any and excuse themselves if there is COI, from specific research review and related protocol and decision making.



- All the members shall attend the schedule meeting, if unable to do, they shall inform about the absentee with prior intimation at the earliest to the member secretary, so that substitution may be arrange if required.
- Members shall require attending at least one committee meeting in a year in person. There shall be provision for attending the meeting in video conference/online-conference medium as per situation permit. The document required for review shall be arranged priorly by sending through mail, scanning, faxing etc. In absentee of member, the quorum requirement shall be met by committee members present during the meeting.
- All the members shall be given research proposal material 2 days prior to the schedule meeting for review.

**6.b. Terms of membership:**

- The duration of the appointment of MKSSSBTINE-EC members shall be period of three years.
- At the end of the stipulated 3 years, as the case may be, the membership will be renew for another 3 years term, and reconstituted, new member shall replace present member who wish to retired or discontinue or need to be replaced.
- New member shall be mentor by senior member committee on running of the office and EC SOP and protocols.
- New membership shall be invited regularly to join MKSSSBTINE-EC meeting so that they are thorough with EC roles and responsibilities. New member shall be appointed as per their personal and professional experience capacities in the required field.

**6.c. Resignation/Replacement procedure:**

- A member shall be replaced in event of retirement, resignation, death or long-term non availability, inability to attend/ participate in at least one meeting in a year.
- A member shall be replaced if his/her actions are not according to roles and responsibilities led down by MKSSSBTINE-EC membership as judge by 2/3<sup>rd</sup> majority of the MKSSSBTINE-EC members appointed.

**6. d. Confidentiality:**

- All members required to maintain confidentiality of the meeting related discussion in form of writing or verbal information and they should not discuss any information to anyone except EC members. Confidentiality includes the obligation to protect information from unauthorized access, use, disclosure, modification, loss or theft.

- All personal copies of data and documents including emails, correspondence shall be treated as confidential material and should not be shared with outside agencies.
- All the members shall sign non-disclosure form at the time of joining of EC. The

#### **6.e. Identifying, mitigating and managing COIs:**

- Researcher shall submit documents to the EC as disclosure of COI and ownership or any funding received from sponsors (financial or non-financial) that may affect their research.
- EC shall monitor the research or check research results for accuracy and objectivity to avoid any conflict of interest.
- EC shall ensure that researcher are not having conflicts of commitment that may arise from situations that place competing demands on researchers' time and loyalties by disclosing of COIs including sponsor (if any).
- All EC members shall disclose their own conflict of interest if any as reviewer in meeting.
- If any EC members have any COI, they must recused themselves from reviewing or decision making on that particular research protocols.

#### **7. Quorum requirements:**

- A minimum of 5 members are required to compose a quorum.
- All EC decisions should be ideally taken in meetings except in special circumstance requiring expedited reviews.

#### **8. Independent Consultants:**

MKSSSBTINE IEC may call subject experts as independent consultants who may provide special review of selected research protocol if need arises. MKSSSBTINE IEC experts may be related to specialize in the field like ethical and legal aspects, specifics disease (Cancer, HIV, mental disorders etc), novel diseases (COVID-19) or ethnic minorities. The independent consultants are required to give their valuable expert suggestion and contribution. But they will not take part in decision making process made by the members of MKSSSBTINE-IEC.

#### **9. Application procedures**

##### **a. Who can apply:**

- Faculty members, Post graduate, Ph.D Nursing scholars of MKSSSBTINE, Pune

- Staffs and faculties members of Maharshi Karve Stree Shikshan Samstha's others institutes like Siddhivinayak Art, Commerce and Science, Centre of Skill development Department, Data Science Institute etc. who wish to do nursing and clinical researches.
- Independent researches affiliated to Non Government Organization, laboratories and organizations in the field of Humanity and allied health sciences.

**b. Application detail:**

- All research proposals should be submitted in prescribe application form, the details annexure attached and listed in the documentation point.
- All relevant documents should be enclosed with the application form.
- The application forms in the recommended prescribed format and duly signs by the Principal Investigator (PI) and co-investigator/collaborator along with all relevant documents should be electronically submitted to the MKSSSBINE IEC member of secretary at least 15 days before the date of MKSSSBINE IEC meeting commencement.
- The detail information about meeting like date, time, and venue will be intimated to the researcher, to be present, if necessary to offer clarification.
- For the external agencies, a prescribed fee of Rs. 5000/- to Rs.10000/- depending on grant amount or non-grant studies shall be remitted along with the application.
- The decision of the MKSSSBINE IEC shall be communicated in writing to the PI/ researcher.
- If any revision is to be made in the proposal, the revise document should be submitted electronically within a stipulated period of time as specified in the communication or before the next meeting.

**c. Documentation**

- The PI or researcher should submit the following documents:
- Name of the applicant with designation.
- Name of the institute /hospital/field area where research will be conducted.

- Approval of the Head of the Department /Institution.
- Protocol of proposed research.
- Ethical issues in the study and plans to address the issues.
- Proposal should be submitted with all relevant enclosures like proforma, case report forms, questionnaires, follow up cards.etc.
- Informed consent processs, including patient information sheet and informed consent form in local language(s).
- For any drug/ device trial, all relevant pre-clinical trial data from others centre within the country, if available.
- Curriculum vitae of all the investigators with relevant publication if any
- Any regulatory clearance required.
- Source of funding and financial requirement for the research project.
- An agreement to report only Serious Adverse Events (SAE) to MKSSSBTINE IEC
- Statement of conflicts of interest, if any.
- Agreement to comply with the relevant national and applicable international guidelines.
- A statement describing any compensation for the study participants (including expenses and access to medical care) to be given to research participants: a description of the arrangements for indemnity, if applicable (in study-related injuries): a description of the arrangements for insurance coverage for research participants, if applicable; all significant previous decisions (e.g.: modified research protocol) by other ECs or regulatory authorities for the proposed study (whether in the same location or elsewhere) and an indication of the modification(s) to the protocol made on that account. The reasons for negative decisions should be provided.
- Plans for publication of results- positive or negative- while maintaining the privacy and confidentiality of the study participants.
- Any other information relevant to the study.

## **10. Review procedures:**

The MKSSSSBTINE-IEC should review every research proposal on human participants before the research is initiated and should ensure that a scientific evaluation has been completed before ethical review is taken up.

### **10.1. Conduct of reviews:**

- The meeting of MKSSSSBTINE-IEC will be held on scheduled intervals and additional meeting will be held as per situation arises.
- The Committee should evaluate the possible risks to the participants with proper justification, the expected benefits and adequacy of documentation like informed written consent process. Documentation, and the suitability and feasibility of the research protocol for ensuring privacy, confidentiality and the justice issues.
- The MKSSSSBTINE-IEC member-secretary shall allocate research proposal to 1 or 2 primary reviewers to prepare a detailed screening and evaluation for their completeness and after such evaluation, research proposals can then be discussed by all members of MKSSSSBTINE-IEC.
- Researcher/PI should make an oral presentation to MKSSSSBTINE-IEC and clarify any questions posed by members of MKSSSSBTINE-IEC.
- PI shall be given opportunity to clarify for rationality of study, its novel approaches, and offer clarification if needed.
- Independent experts/ consultants shall be invited to offer their suggestion, guidance, expert opinion on subject present if and when needed.
- Decisions of MKSSSSBTINE-IEC shall be taken by consensus after discussions.
- The discussion shall be recorded by member of secretary, and signed by members present at the meeting and Chairperson's will provide approval in writing.
- All members of MKSSSSBTINE-IEC including those who were not present at the meeting will be informed about the meeting proceeding and decision via official email.
- Minimal risk would be defined as one which may be anticipated as harm or discomfort not greater than that encountered in routine daily life

activities of general population or during the performance of routine physical or psychological examinations or tests. However, in some cases like surgery, chemotherapy or radiation therapy, great risk would be inherent in the treatment itself, but this may be within the range of minimal risk for the research participant undergoing these interventions since it would be undertaken as part of current everyday life. An investigator cannot decide that her/his protocol falls in the exempted category without approval from the IEC. All proposals will be scrutinised to decide under which of the following three categories it will be considered: 1. Exemption from review Proposals which present less than minimal risk fall under this category as may be seen in following situations: i. Research on educational practices such as instructional strategies or effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. Exceptions: i. when research on use of educational tests, survey or interview procedures, or observation of public behavior can identify the human participant directly or through identifiers, and the disclosure of information outside research could subject the participant to the risk of civil or criminal or financial liability or psychosocial harm. ii. When interviews involve direct approach or access to private papers.

#### **10.2 Element of review:**

- Title of the study
- Objectives and research questions, hypothesis, need of the study.
- Scientific design and conduct of the study
- Examination of predictable risks/harms
- Examination of potential benefits
- Procedures of subject participants like inclusion, exclusion and withdrawal criteria.
- Management of research related injuries, AE and SAE
- Compensation provisions
- Patient information sheet and informed consent form in local language.
- Protection of privacy and provision of confidentiality.
- Involvement of the community and local areas.

- Plan for data analysis and reporting with safety and quality assurance plan reports
- Competence of PI, and supporting staff.
- Facilities and infrastructure of study sites

### **10.3 Expedited review**

The research proposals presenting no more than minimal risk to research participants may be subjected to expedited review.

The Member- Secretary and the Chairperson of the MKSSSSBTINE-IEC or designated member of the Committee may do expedited review only if the protocols involve –

1. Minor deviations from originally approved research during the period of approval (usually of one year duration).

2. Revised proposal previously approved through full review by the MKSSSSBTINE-IEC or continuing review of approved proposals where there is no additional risk or activity is limited to data analysis.

3. Research activities that involve only procedures listed in one or more of the following categories:

- Adverse Event (AE) or unexpected Adverse Drug Reaction (ADR) of minor nature is reported.

4. Research involving clinical materials (data, documents, records, or specimens) that have been collected for non-research (clinical) purposes.

5. When in emergency situations like serious outbreaks or disasters a full review of the research is not possible, prior written permission of IEC may be taken before use of the test intervention. Such research can only be approved for pilot study or preliminary work to study the safety and efficacy of the intervention and the same participants should not be included in the clinical trial that may be initiated later based on the findings of the pilot study.

a. Research on interventions in emergency situation



- When consent of person/ patient/ responsible relative or custodian/ team of designated doctors for such an event is not possible. However, information about the intervention should be given to the relative/ legal guardian when available later;
- Only if the local IEC reviews the protocol since institutional responsibility is of paramount importance in such instances.

b. Research on disaster management: A disaster is the sudden occurrence of a calamitous event at any time resulting in substantial material damage, affecting persons, society, community or state(s). It may be periodic, caused by both nature and humans and creates an imbalance between the capacity and resources of the society and the needs of the survivors or the people whose lives are threatened, over a given period of time. It may also be unethical sometimes not to do research in such circumstances. Disasters create vulnerable persons and groups in society, particularly so in disadvantaged communities, and therefore, the following points need to be considered when reviewing such research:

- Research planned to be conducted after a disaster should be essential culturally sensitive and specific in nature with possible application in future disaster situations.
- Disaster-affected community participation before and during the research is essential and its representative or advocate must be identified.
- Extra care must be taken to protect the privacy and confidentiality of participants and communities.
- Protection must be ensured so that only minimal additional risk is imposed.
- The research undertaken should provide direct or indirect benefits to the participants, the disaster-affected community or future disaster- affected population and a priori agreement should be reached on this, whenever possible, between the community and the researcher.
- All international collaborative research in the disaster-affected area should be done with a local partner on equal partnership basis.
- Transfer of biological material, if any, should be as per Government rules taking care of intellectual property rights issues.

#### **10.4. Full Review:**

All research presenting with more than minimal risk, proposals/ protocols which do not qualify for exempted or expedited review and projects that involve vulnerable population and special groups shall be subjected to full review by all the members. While reviewing the proposals, the following situations may be carefully assessed against the existing facilities at the research site for risk/benefit analysis:

a. Collection of blood samples by finger prick, heel prick, ear prick, or venipuncture:

- From healthy adults and non-pregnant women who weigh normal for their age and not more than 500 ml blood is drawn in an 8 week period and frequency of collection is not more than 2 times per week;
- From other adults and children, where the age, weight, and health of the participants, the collection procedure, the amount of blood to be collected, and the frequency with which it will be collected has been considered and not more than 50 ml or 3 ml per kg, whichever is lesser is drawn in an 8 week period and not more than 2 times per week;
- From neonates depending on the haemodynamics, body weight of the baby and other purposes not more than 10% of blood is drawn within 48 - 72 hours. If more than this amount is to be drawn it becomes a risky condition requiring infusion/blood transfusion;
- Prospective collection of biological specimens for research purposes by non-invasive means. For instance:
  - 1. skin appendages like hair and nail clippings in a non-disfiguring manner;
  - 2. dental procedures - deciduous teeth at time of exfoliation or if routine patient care indicates a need for extraction of permanent teeth; supra and sub-gingival dental plaque and calculus, provided the collection procedure is not more invasive than routine prophylactic scaling of the teeth;
  - 3. Excreta and external secretions (including sweat);
  - 4. Uncannulated saliva collected either in an unstimulated fashion or stimulated by chewing gum or by applying a dilute citric solution to the tongue;
  - 5. placenta removed at delivery;

- 6. Amniotic fluid obtained at the time of rupture of the membrane prior to or during labor;
- 7. Mucosal and skin cells collected by buccal scraping or swab, skin swab, or mouth washings;
- 8. Sputum collected after saline mist nebulization and bronchial lavages.

b. Collection of data through non-invasive procedures routinely employed in clinical practice. Where medical devices are employed, they must be cleared/ approved for marketing, for instance –

- Physical sensors that are applied either to the surface of the body or at a distance and do not involve input of significant amounts of energy into the participant or an invasion of the participant's privacy;
- Weighing or testing sensory acuity;
- Magnetic resonance imaging;
- Electrocardiography, echocardiography; electroencephalography, thermography, detection of naturally occurring radioactivity, electroretinography, ultrasound, diagnostic infrared imaging, doppler blood flow,
- Moderate exercise, muscular strength testing, body composition assessment, and flexibility testing where appropriate given the age, weight, and health of the individual.

c. Research involving clinical materials (data, documents, records, or specimens) that will be collected solely for non-research (clinical) purposes.

d. Collection of data from voice, video, digital, or image recordings made for research purposes.

e. Research on individual or group characteristics or behavior not limited to research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies.

### **10.5. Review Process:**

The method of review should be stated in the SOP whether the review should be done by all reviewers or by primary reviewer(s) in which case a brief summary of the project with informed consent and patient information sheet, advertisements or brochures, if any, should be circulated to all the other members. The ethical review should be done in formal meetings and EC should not take decisions through circulation of proposals. The committee should meet at regular intervals and should not keep a decision pending for more than 3 - 6 months, which may be defined in the SOP.

- **PERIODIC REVIEW**- the ongoing research may be reviewed at regular intervals of six months to one year as may be specified in the SOP of the ethics committee.
- **CONTINUING REVIEW** The IEC has the responsibility to continue reviewing approved projects for continuation, new information, adverse event monitoring, follow-up and later after completion if need be.
- **INTERIM REVIEW** Each IEC should decide the special circumstances and the mechanism when an interim review can be resorted to by a sub-committee instead of waiting for the scheduled time of the meeting like re-examination of a proposal already examined by the IEC or any other matter which should be brought to the attention of the IEC. However, decisions taken should be brought to the notice of the main committee.

### **11. Decision making procedure:**

The IEC should be able to provide complete and adequate review of the research proposals submitted to them. It should meet periodically at frequent intervals to review new proposals, evaluate annual progress of ongoing ones, review serious adverse event (SAE) reports and assess final reports of all research activities involving human beings through a previously scheduled agenda, amended wherever appropriate. The following points should be considered while doing so:

1. The decision must be taken by a broad consensus after the quorum requirements are fulfilled to recommend / reject / suggest modification for a repeat review or advice appropriate steps. The Member Secretary should communicate the decision in writing to the PI.

2. If a member has conflict-of-interest (COI) involving a project then s/he should submit this in writing to the chairperson before the review meeting, and it should also be recorded in the minutes.,
3. If one of the members has her/his own proposal for review or has any COI then s/he should withdraw from the IEC while the project is being discussed
4. A negative decision should always be supported by clearly defined reason
5. An IEC may decide to reverse its positive decision on a study if it receives information that may adversely affect the risk/ benefit ratio.
6. The discontinuation of a trial should be ordered if the IEC finds that the goals of the trial have already been achieved midway or unequivocal results are obtained.
7. In case of premature termination of study, notification should include the reasons for termination along with the summary of results conducted till date.
8. The following circumstances require the matter to be brought to the attention of IEC:
  - a. any amendment to the protocol from the originally approved protocol with proper justification;
  - b. serious and unexpected adverse events and remedial steps taken to tackle them;
  - c. any new information that may influence the conduct of the study.
9. If necessary, the applicant/investigator may be invited to present the protocol or offer clarifications in the meeting. Representative of the patient groups or interest groups can be invited during deliberations to offer their viewpoint.
10. Subject experts may be invited to offer their views, but should not take part in the decision making process. However, her / his opinion must be recorded.
11. Meetings shall be minuted which should be approved and signed by the Chairperson/ alternate Chairperson/ designated member of the committee.

## **12. Communication within the MKSSS BTINE IEC**

- Decision(s) taken by MKSSSBTINE-IEC shall be duly communicated by the members of Secretary in writing to all the members of the MKSSSBTINE-IEC and those concerned directly/ indirectly with such decisions.
- Suggestions for modifications in the proposal/ protocol, if any, should be duly communicated to the researcher by the MKSSSBTINE-IEC.
- Reason(s) for rejection shall be informed to the researchers.

- The schedule/ plan of ongoing review by the MKSSSBTINE-IEC shall be communicated to the PI.

**13. Appeal procedures:** This procedure is:

- Where the MKSSSBTINE IEC has rejected an application for ethics approval (for reasons other than the application being incomplete) and the researcher applicant wishes to appeal.
- Where the MKSSSBTINE-IEC has approved an application for ethics approval subject to some changes being made and the researcher disagrees with the proposed changes. In this case, before making a formal appeal, the researcher should initially confer with the chairperson for clarification of the reasoning of the EC.

After this consultation, if the researcher is not satisfied then she /he can make a formal appeal as outline below.

- If the researches wish to appeal a decision made as a part of the approval process, he/she must notify the chairperson of the MKSSSBTINE-EC through the member's secretary. The appeal should be in writing and must be sent via post or email within 14 days of being notified of that decision.
- The chairperson can appoint a committee independent of the MKSSSBTINE-EC who will then review the application and give recommendations to the EC.
- The membership of the panel shall be at the discretion of the MKSSSBTINE-EC chairperson.
- Once the panel has reached its decision, the panel chairperson can give the recommendations of the committee to the MKSSSBTINE-EC and based on the recommendations the MKSSSBTINE-EC can make an amended decision his decision cannot be appealed against, using the procedure described above.

**14. Follow up procedure:**

- All ongoing projects that have been given ethical approval have to submit their annual reports to the MKSSSBTINE-EC at 12 months after approval was granted. These would then be tabled at the next MKSSSBTINE-EC meeting.
- Final report should be submitted at the completion of the study.

- All SAEs (Severe adverse events) and the action interventions under taken for the research should be intimated to the MKSSSBTINE-EC chairperson and / or member secretary, ideally immediately, and within 72 hours of occurrence. In the event of non-availability of the chairperson and /or the member secretary, the same shall be notified to other members of the EC, which shall be notified to the chairperson and /or the member secretary) not exceeding one week after the reporting o the SAE by the researcher /research team member. If case delay in reporting the SAE by the researcher /research team member occurs, prompt and approximate action against the researcher shall be initiated by the EC. It can be decided to suspend /terminate the project as decided by the EC. The decision of the MKSSSBTINE shall be final.
- All protocol deviations, if any should be promptly informed with adequate justifications for the same to the MKSSSBTINE-EC chairperson. The chairperson will then decide if the fresh approval is indicated. Any major deviations (such as change in design, target sample, inclusion of new intervention component) will require resubmission for fresh approval.
- Minor amendment (s) to the protocol (such as increasing or decreasing number of people to be interviewed) Do not need fresh approval from the MKSSSBTINE-EC the chairperson and secretary can give necessary permission for inclusion of the change to the original protocol or such information should be recorded and communicated to the MKSSSBTINE-EC through the annual reports.
- Premature termination/suspension of the study should be duly notified with approximate and adequate justification along with the summery of data obtained so far.
- Any change of the investigators /site(s)/sponsor (s)/funding (s) should be duly informed to the MKSSSBTINE-EC within 1 week failing which approximate and prompt action against the investigator shall be initiated by the EC.

## **15. Record keeping and archiving**

The MKSSSBTINE-EC shall be required to maintain the following records for a period of at least 5 years (or as the quorum deems it necessary). The member secretary shall be responsible for the same.

- Curriculum vitae (CV) of all members of EC



- Copy all of study protocol with enclosed documents, progress reports, reports on SAEs protocol deviations and any further documents/reports that the MKSSS BTINE-EC may require the researcher to provide.
- Each application will be provided with a unique ID number which will maintained for all documents related to that particular project/application. All documents related to a particular project will be saved in hard as well as soft copy in a designated folder. The folder will be password protected and accessible only to the MKSSS BTINE members. All hard copies will be kept under lock and key.
- Minutes of all meetings duly signed by the chairperson of the EC. The minutes of meeting shall be noted by the personal secretary (PS) and consequently typed. It is the duty of the member secretary to the duly maintained the typed minutes prepared by the PS.
- A copy of all exciting relevant national and international guidelines/updates /amendments on research ethics and laws amendments.
- A copy of correspondence with members, researchers and other regulatory bodies.
- Annual and final reports of all the approved projects.
- All publications related to a particular proposal should be submitted to the MKSSS BTINE -EC for record purposes. Ethics approval should be acknowledged in all research manuscripts arising from the approved study.

#### **16. Updating MKSSBTINE IEC members**

Any relevant updates /guidelines in the processes of the MKSSS BTINE-EC shall be brought to the immediate attention of the members. Member shall be encouraged to attend national and international training programmes in research ethics for maintaining quality in ethical review by being updated with latest development in this milieu.

#### **17. Remuneration for IEC members**

All members shall be paid remuneration per meeting as well as the cost of travel for participation in the meetings as per the university rules.



**Maharshi Karve Stree Shikshan Samstha's  
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Karvenagar, Pune – 411052**

**Research publication process at BTINE**

MKSSS, Smt. Bakul Tambat Institute of Nursing Education conduct researches as a part of curriculum. Our undergraduate and postgraduate students perform researches under the guidance of Principal and faculties. We conduct individual as well as group projects. Since result of every research is valuable, it should reach to all research fraternity. This is possible only when it is published in national or international journal. This also helps the researchers in the same field.

Keeping this in mind, we are maintaining details of publication process and list of subject journals. We maintain separate file of author guidelines of publishing.

We are also providing links of authentic database like Scopus WOS UGC care list etc. for easy selection of journals.

We have made a basic document on Research FAQs for Faculty including following details.

**Research FAQs**

**What is research article?**

A research article reports on a specific, **original** research project or experiment. When a scientist comes up with a research question, forms hypotheses, performs experiments, and analyses the results in order to answer the original research question, they write a **research article** describing this whole process to other scientists.

**What are types of research articles?**

**Original research** - These are detailed studies reporting original research and are classified as primary literature.

**Review article** - It provides a critical and constructive analysis of existing published literature in a field, through summary, analysis, and comparison, often identifying specific gaps or problems and providing recommendations for future research.<sup>1,6</sup> These are considered as secondary literature since they generally do not present new data from the author's

experimental work. Review articles can be of three types, broadly speaking: literature reviews, systematic reviews, and meta-analyses.

**Clinical case study** - Clinical case studies present the details of real patient cases from medical or clinical practice. The cases presented are usually those that contribute significantly to the existing knowledge on the field. The study is expected to discuss the signs, symptoms, diagnosis, and treatment of a disease.<sup>1,5</sup> These are considered primary literature and usually have a word count similar to that of an original article. Clinical case studies require a lot of practical experience and may not be a suitable publication format for early career researchers.<sup>5</sup>

**Perspective, opinion, and commentary** - Perspective pieces are scholarly reviews of fundamental concepts or prevalent ideas in a field. These are usually essays that present a personal point of view critiquing widespread notions pertaining to a field.<sup>1-3</sup> A perspective piece can be a review of a single concept or a few related concepts. These are considered as secondary literature and are usually short articles, around 2000 words.<sup>2</sup>

**Short Communications** - Original research and /or clinical studies that do not require a full paper, but are completed studies, may be submitted as Short Communications. These papers may detail a smaller number of observations or may include a smaller number of patients.

**Case Report** - Short articles of a clinical nature which illuminate an underlying principle of a disease state, its diagnosis, or its therapy

### **What is common article pattern?**

**Title** - Make your title specific enough to describe the contents of the paper, but not so technical that only specialists will understand. The title should be appropriate for the intended audience.

**Authors** - The person who did the work and wrote the paper is generally listed as the first author of a research paper.

**Abstract** - An abstract, or summary, is published together with a research article, giving the reader a "preview" of what's to come. Your abstract should be one paragraph, which summarizes the purpose, methods, results and conclusions of the paper.

### **Introduction**

A competent introduction should include at least four key concepts: 1) significance of the topic, 2) the information gap in the available literature associated with the topic, 3) a literature review in support of the key questions, 4) subsequently developed purposes/objectives and hypotheses.

## **Materials and methods**

The methods section should clearly describe the specific design of the study and provide clear and concise description of the procedures that were performed. The purpose of sufficient detail in the methods section is so that an appropriately trained person would be able to replicate your experiments. The methods section should include a clear statement that the researchers have obtained approval from an appropriate institutional review board.

## **Results /Discussion**

In most journals the results section is separate from the discussion section. It is important that you clearly distinguish your results from your discussion. The results section should describe the results only. The discussion section should put those results into a broader context. Report your results neutrally, as you “found them”. Again, be thoughtful about content and structure. Think carefully about where content is placed in the overall structure of your paper. It is not appropriate to bring up additional results, not discussed in the results section, in the discussion. All results must first be described/presented and then discussed. Thus, the discussion should not simply be a repeat of the results section.

## **Tables and graphs**

If you present your data in a table or graph, include a title describing what's in the table. For graphs, you should also label the x and y axes.

## **Conclusion**

Finish with a concise, 3-5 sentence conclusion paragraph. This is not just a restatement of your results, rather is comprised of some final, summative statements that reflect the flow and outcomes of the entire paper. Do not include speculative statements or additional material; however, based upon your findings a statement about potential changes in clinical practice or future research opportunities can be provided here

## **Acknowledgement**

This section is optional. You can thank those who either helped with the experiments, or made other important contributions

## **References**

There are several possible ways to organize this section. Example APA style Vancouver style etc. This should be done according to guidelines of specific journal.

### **What is impact factor?**

The impact factor (IF) or journal impact factor (JIF) of an academic journal is a scientometric index that reflects the yearly average number of citations that articles published in the last two years in a given journal received. It measures the quality of journal.

### **What is h index?**

The *h*-index is an author-level metric that measures both the productivity and citation impact of the publications of a scientist or scholar. The index is based on the set of the scientist's most cited papers and the number of citations that they have received in other publications.

### **What is UGC care list?**

To match global standards of high quality research, in all academic disciplines under its purview, the University Grants Commission (UGC) aspires to stimulate and empower the Indian academia through its “Quality Mandate.UGC-CARE has taken the responsibility of preparing the “UGC-CARE Reference List of Quality Journals” (UGC-CARE List).A list of Indian journals, especially from disciplines of Arts, Humanities, Languages, Culture and Indian Knowledge Systems is being prepared and updated quarterly (UGC-CARE Group I).The UGC-CARE List includes journals from all disciplines indexed in globally accepted databases, such as indexed in Scopus (Source list) or Web of Science (Arts and Humanities Citation Index Source Publication, Science Citation Index Expanded Source Publication, Social Science Citation Index Source Publication). These journals are to be considered for all academic purposes. Journals indexed in Scopus and / or Web of Science are part of UGC-CARE List Group II.

### What is Scopus?

**Scopus** is Elsevier's abstract and citation database launched in 2004. Scopus covers nearly 36,377 titles (22,794 active titles and 13,583 inactive titles) from approximately 11,678 publishers, of which 34,346 are peer-reviewed journals in top-level subject fields: life sciences, social sciences, physical sciences and health sciences. It covers three types of sources: book series, journals, and trade journals. All journals covered in the Scopus database, regardless of who they are published under, are reviewed each year to ensure high quality standards are maintained. Searches in Scopus also incorporate searches of patent databases.<sup>[1]</sup> Scopus gives four types of quality measure for each title; those are *h*-Index, Cite Score, SJR (SC Imago) and SNIP (Source Normalized Impact per Paper).

### What is web of science?

*Web of Science* is a platform consisting of several literature search databases designed to support scientific and scholarly research **Web of Science Core Collection** is our premier resource on the platform and includes over 21,000 peer-reviewed, high-quality scholarly journals published worldwide (including Open Access journals); over 205,000 conference proceedings; and over 104,000 editorially selected books.

### How to publish in ugc care list 1 journal?

Create an account at <https://ugccare.unipune.ac.in/Apps1/User/Ir/login>

### Here you can search journals of your interest in group 1.

Most of the Indian journals are coming under wolter and Kluwer publication. They have their own system login to it and then submit article electronically.

[www.journalonweb.com](http://www.journalonweb.com).

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Sign of Principal

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Karvenagar, Pune – 411052**

**List of Recommended Journals in Nursing**

<b>SN</b>	<b>Title</b>	<b>Database</b>
1	Nursing practice today	DOAJ
2	International journal of advance medicine and health research	DOAJ
3	Journal of family and community medicine	DOAJ
4	Journal of Krishna institute of medical science university	DOAJ
5	Archives of Medicine and Health Sciences	DOAJ
6	Central European Journal of Nursing and Midwifery	DOAJ
7	Journal of Family Nursing	Sage Publication
8	Journal of Research in Nursing	Sage Publication
9	Journal of School Nursing	Sage Publication
10	Journal of Transcultural Nursing	Sage Publication
11	Nursing Ethics	Sage Publication
12	Nursing Science Quarterly	Sage Publication
13	Western Journal of Nursing Research	Sage Publication
14	South Asia research	Sage Publication
15	Indian Journal of Continuing Nursing Education	UGC Care List
16	Indian Journal of Psychiatric Nursing	UGC Care List
17	Medical Journal of Dr. D. Y. Patil Vidyapeeth	UGC Care List
18	International Journal of Advanced Medical and Health Research	UGC Care List
19	Journal of Mental Health and Human Behaviour	UGC Care List
20	Indian journal of medical ethics	Scopus
21	Indian Journal of Medical Microbiology	Scopus
22	Indian Journal of Medical Research	Scopus
23	Indian Journal of Medical Sciences	Scopus
24	Indian Journal of Medical Specialities	Scopus
25	Indian Journal of Community Medicine	Scopus



SN	Title	Database
26	Indian Journal of Psychiatry	Scopus
27	Indian Journal of Psychological Medicine	Scopus
28	The journal of obstetrics and gynecology of India	Scopus
29	Indian Journal of Psychological Medicine	Scopus
30	Indian journal of public health	Scopus
31	Indian Heart Journal	Scopus
32	Iranian Journal of Nursing and Midwifery Research UGC care	Scopus
33	Asia-Pacific Journal of Oncology Nursing	Medknow
34	Egyptian Nursing Journal	Medknow
35	Indian Journal of Continuing Nursing Education	Medknow
36	Indian Journal of Psychiatric Nursing	Medknow
37	Iranian Journal of Nursing and Midwifery Research	Medknow
38	Journal of Integrative Nursing	Medknow
39	Journal of Nursing and Midwifery Sciences	Medknow
40	Nursing and Midwifery Studies	Medknow
41	Journal of research in medical sciences	Web of Science
42	National medical journal of India	Web of Science
43	Indian paediatrics	Web of Science

  
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Samstha's Smt. Bakul Tambat Institute  
of Nursing Education, Karvenagar,  
Pune-52**

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**CODE OF ETHICS AND CONDUCT  
BOOKLET**

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**Maharshi Karve Stree Shikshan Samstha's  
Smt. Bakul Tambat Institute of Nursing Education,  
Karvenagar Pune  
CODE OF ETHICS AND CONDUCT BOOKLET**

**Objectives for the year:**

1. The student will uphold and respect the rules and regulations of MKSSSBTINE.
2. The student will be able to identify the need for rules and regulations of MKSSSBTINE
3. The students will follow all the rules and regulations of MKSSSBTINE.
4. The Students will understand the need for punishment for malpractices and misbehavior either in the clinic or in MKSSSBTINE.

**The Committee position consists of:**

1. LMC chairperson of the institute:
2. Principal of the institute
3. SNA advisor
4. Discipline committee incharge
5. Class coordinators of each department.
6. Student Discipline committee representative from each class.



  
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**Maharshi Karve Stree Shikshan Samstha's**  
**Smt. Bakul Tambat Institute of Nursing Education,**  
**Karvenagar Pune**  
**2020-2021**

**CODE OF ETHICS AND CONDUCT**

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 student:**

1. Students should be regular and punctual in theory and clinical. As per rules by INC, MNC, and MUHS for appearing the final examination, minimum of 75% theory attendance and 100% clinical attendance are mandatory for all students.
2. Students should come to the class or clinical posting areas 15 minutes before the commencement of classes or clinical areas.
3. Students should sign in their muster 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 she has to 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 campus.
6. If a student takes sick leave for more than 2 days, she should submit a medical fitness certificate from Deenanath Mangeshkar Hospital, Pune

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

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, she will ask to pay a fine of Rs. 500/- for the first day and Rs. 100/- 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 written request and permission from the principal through the class coordinator of the respective department is compulsory.
4. Leave other than sickness to be taken with prior written permission by the Principal through the class teacher.
5. On joining after a sick leave for two days and above, students should submit a medical certificate from a recognized medical practitioner, and a filled leave form with leave application must be submitted to the class coordinator on the day of joining.
6. Permission for leave to attend marriage for an immediate relative has to be taken 15 days earlier through proper channel.

7. Make-up duty will be allowed only for genuine reason with permission from Principal.
8. In the following genuine case 10 days 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
9. In case of immediate parent/first-degree relative death and marriage for first degree relative:
  - a. One day leave for students living within Pune city. Student will complete the missing hours as 1:1
  - b. Two days leave for students living outside Pune (more than 200KM). Student will complete the missing hours as 1:1
  - c. Three days leave for students living outside Pune (more than 600KM). Student will complete the missing hours as 1:1
10. In no condition, leave will not be extended and after allotted leave, students have to join the college or clinic as applicable.
11. During examination and preparatory leave duration, no students are allowed to take leave for any reason.

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

1. Class rooms 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 the next time on repeating the mistakes.
2. Students are strictly informed to speak only in English, Hindi and Marathi in college as well as in clinics. For disobeying fine of Rs. 100/- will be collected in college and 150/- shall be collected in clinics.
3. The monitor should ensure that all fan, electric lights are switched off, while leaving the classroom. During day time, all the curtain, windows should be open and minimum electric light should be used unless the need to do so.
4. LCD, OHP 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 lost with this A.V. aids should be informed immediately to the concerned authority.
6. Students are not allowed to make noise in the classroom, corridor, library and demonstration room, if found breaking this rule, Rs. 5/- per student will be collected from that whole class.
7. For any misconduct surrounding the premises of the college and clinics, the student's parents will be informed by sending letters through the institution.
8. 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.
9. Students should sign in the student muster roll daily in the morning and in the evening in the college and clinics.
10. Students are not allowed to have tea and breakfast in the classroom. If found a fine of Rs. 50 will be taken from the students. If it is found that tea cups, dishes are lying on the corridor



or on the water purifier machine etc a fine of Rs. 100 will be charge from the responsible student or the class.

11. Class room will be clean once/twice a week by peon only.
12. The students are not allowed to have marriage during the admitted course programme.
13. Already married student should avoid pregnancy during the course of study to prevent inconvenient for student and college.

#### **Code of conduct for College premises for the student:**

14. All students should not entertain any visitors during college and clinical hours.
15. All students should not enter or stand near the Principal's office /staff room when discussion is going on.
16. All students should maintain decorum and discipline while she is in college premises.

#### **Code of conduct for Dress code for the student:**

1. All students wear decent attires in the college.
2. Students should avoid wearing very short skirts, deep neck tops, and etc. while in college.
3. In clinical areas, complete clinical uniform should be worn compulsorily. A complete uniform include a light brown dress with a white clean apron, a college identity card, a year plate, a skin color socks and polished black shoes.
4. Students must wear the prescribed complete clean uniform neat and tidy for the clinical days. If the uniform is incomplete (e.g. not wearing proper color socks, shoes, nameplate, years plate, hair bun etc) wore by the student, she will be mark absent for the day. Only on prior permitted written application, the student will be excused from disciplinary action by the faculty.
5. Only small ear studs and hidden chains like mangal-sutra are allowed.
6. Hair should be tied up and covered with a hair net and it should not touch the collar of the uniform.
7. Jewellery like finger rings and Mehendi application are not allowed. Black colored big chains, bangles, anklets are not allowed.
8. Nails should be cut short and nail polish should be not worn.
9. Each student should have an identity card and year batch plate.
10. Wearing aprons outside the clinics are prohibited. A fine of Rs. 150/- will be collected from the student if she wears an apron outside clinical areas except for certain areas like community posting or school health program, simulation lab.

#### **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 affords. 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. Parents of that student meet the discipline committee and class coordinator.

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

1. All students will be seated in the exam hall 15 minutes prior to the exam.
2. All students should appropriately fill all required information in main paper answer sheets. Supplementary papers will be provided to write answers.
3. Students should wear their college identity cards for exams at college.
4. All students are forbidden to a) bring any books, notes, mobile phone, b) any electronics gadgets or scribbling papers into the examination hall; c) speak or communicate in any manner to any other candidate, while the examination is in progress, and d) carry with them any answer book, written in or black, while leaving the examination hall.
5. All students are requested to go through the provision of the Maharashtra Act, No. XXXI of 1982 i.e. an act to provide for preventing malpractices at University, board, and other specified examination, published in the Maharashtra Government Gazette, dated 14<sup>th</sup> October 1982. Every offense under the Act is a cognizable and non-bailable offense.
6. All students should write their answers in legible writing. No marks will be allotted to answer which cannot be assessed by the examiners owing to illegible handwriting.
7. If students want anything, they should approach the supervisor without leaving their seat and without disturbing other students.
8. All college-level courses, subject's examinations conducted by the respective department in the college are mandatory for all the students to appearing in the University/Board examination of that subject.
9. Performance of students, who failed to fulfill the above criteria, shall stand canceled in spite of their appearance in the University Examination.
10. If the students are found copying or talking or using unfair means of any kind during the examination, an incidental report will be taken in a written and 50% marks will be cut from the exam marks and will be informed to the parent in written memo. If such behavior is repeated again in the future by the same student, strict measures like year down or suspension from the academic term will be taken.

**CODE OF CONDUCT WITH IN THE CLINICALS AREAS FOR THE STUDENT:**

1. Each student should carry an identity card with her.
2. Student should carry their own pocket articles as follows
  - 1 Blue pen, red pen, pencil, eraser, and pencil sharpener
  - Small pocket Scissors, nail cutter, ampoule filer
  - Small ruler scale, small pocket dairy
  - Pocket dictionary
  - 3 medications cards
  - Small measuring or ounce glass
  - Measuring tape

- Stethoscope

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 clinics areas like wards other than for some significant reason and if found, strict action will be taken.
7. No mobile should be carried by any of the students. Fine of Rs. 500/- will be collected from that student for not following this rule both in college and clinic areas.
8. Mess Tiffin in the clinics should be properly packed after eating/food and keep it clean.

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

1. Students should issue books according to the library's rules and regulations.
2. Students should submit or renew the books on time.
3. Late submission will have a fine of Rs.2/day/book for normal books and Rs.5/day /book for reference books.
4. Reference books can be issued only by keeping their identity card and should be returned on the same day itself before 5:30pm.
5. Silence should be maintained inside the library hall while utilizing the library facilities. No students should be seen shouting or making noise inside or near to the premises of the library. If found, Rs.5 per student will be fined and collected from the students.
6. Book borrowed should be used properly. No student is allowed to damage the borrowed book including the book bank in any form including tearing pages, rough handling, underlining pages, or writing on pages of the book's issue by the library.

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

Common rules are as follows:

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



#### Demonstration room:

1. Students should inform the responsible in charge faculty or class coordinator for using the Demo/simulation room.
2. Students should enter time and date with sign-in demonstration room registered as per format given in the record whenever in use.
3. Students should follow the rules and protocol set down for the demonstration room by the college.
4. Articles use for the procedure by the students should be cleaned, dried, and then replaced.
5. Any breakage by the student has to be informed immediately to the concerned faculty and should be replaced within the allotted time/duration.
6. Beds in the demonstration room should not be used for taking rest or sitting, if found, strict action will be taken.
7. Laboratory should be kept clean and tidy regularly after its use.

#### Nutrition laboratory:

1. Students should inform in a written application the responsible in charge faculty or class coordinator for using the nutrition lab.
2. Article used for cookery should be cleaned, dried, and then replaced in proper condition and replace on time.

#### Anatomy laboratory/Museum:

1. Students should inform the responsible in-charge faculty or class coordinator for using the anatomy lab.
2. Articles should be replaced within the given time.
3. Students should handle the model and project properly. Any breakage done by the student will be replaced by the student within 15 days.

#### M.C.H laboratory:

1. Students should inform the responsible in-charge faculty or class coordinator and make an entry in the MCH register notebook.
2. A written application should be submitted to the M.C.H Lab. Incharge mentioning the details of date, time, and class issued.
3. Any item taken from MCH should be handled properly and replace on time.
4. In case of any breakage or loss of items should be reported to the M.C.H. Lab incharge & the same item must be replaced within 15 days.
5. All items should be taken only during college hours, in presence of M.C.H. Lab in charge.

#### CHN inventory:

1. Students should inform the responsible in charge faculty or class coordinator for using the CHN room and written application for taking articles with the list of articles required.

2. Article should be replaced to the lab in presence of the in-charge or class coordinator.
3. Articles should be cleaned and dried, before replacing.
4. Bag should be kept empty.
5. Any articles if damaged or lost by the student, same articles should be replaced within 15 days of allotted time/duration.
6. CIIN inventory monitor should regularly check the articles in presence of the in-charge faculty.

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

1. The hostellers should follow the prescribed rules in the hostel and violation of the rules shall result in removal from the hostel for a period as decided by the institution.
2. Ragging is a crime prohibited under law. Anyone found indulging in this unethical act of ragging would be isolated/ punished by the institution through discipline committee and law enforcing authorities as the case may be.
3. The hostel rooms should be kept clean and tidy. There will be surprise checking in the hostel rooms by the respective faculty.
4. Students staying in the hostel should come on time and roll call by rector should be performed diligently.
5. One night-pass (not in combination of days) per month will be allowed to hostellers students only. No night pass will be given during exam time.

**Maharshi Karve Stree Shikshan Samithi's**  
**Smt. Bakul Tambat Institute of Nursing Education,**  
**Karvenagar Pune**  
**2020-2021**  
**CODE OF ETHICS OF FACULTY AND NON-TEACHING STAFF**

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

**The Faculty of MKSSSBTINE is committed to and responsible for:**

**1. The public**

They have a professional responsibility to serve the public interest and welfare and to further the knowledge of science. They should actively be concerned with the health and welfare of society. Public comments on scientific matters should be made with care and precision, without unsubstantiated, exaggerated, or premature statements.

**2. The health science innovation and research and nursing teaching technology.**

They should seek to advance science, understand the limitations of their knowledge, and respect the truth. They should ensure that their scientific contributions are thorough, accurate, and unbiased.

**3. The profession**

They should remain up-to-date with developments in their fields, share ideas and information, keep accurate and complete records, maintain integrity in all conduct and publications, and give due credit to the contributions of others. They should not be involved in conflicts of interest and scientific misconduct, such as fabrication and plagiarism.

**4. The institute**

They should promote and protect the legitimate interests of the Institute, perform work honestly and competently, fulfill obligations, help the development of the Institute, and safeguard proprietary information.

**5. Employees**

They should be cordial and respectful to all their colleagues. They should assist their seniors in the Institutional and Departmental activities. They should treat subordinates with respect for their professionalism and concern for their well-being, and provide them with a safe, congenial working environment, and proper acknowledgement of their scientific contributions.

## 6. Students

They should regard the tutelage of students as trust conferred by society for the promotion of the student's learning and professional development. Each student should be treated respectfully and without exploitation.

## 7. The Environment

They should understand and anticipate the environmental consequences of their work and avoid pollution and protect the environment.

## 8. Work

They should have integrity in teaching and service. Integrity requires a readiness to follow sound methods and analysis wherever they may lead, an awareness of one's own bias. Indifference to error, or efforts to ignore or conceal it, should stand to the professional discredit. Integrity in teaching involves presenting the substance and variant interpretations of the material covered in the course with intellectual honesty, fairness in judging students' work on its academic merits alone, and readiness to discuss students' views with open-mindedness and on their intellectual merits. Integrity in service involves the exercise of all those qualities that enable colleagues to have confidence in one another and, with mutual respect, to pursue common goals.

### **Rights of faculty and academic freedom in MKSSSBTINE:**

1. The Faculty shall enjoy full civic and political rights as provided by the constitution; provided s/he does not represent himself/ herself as a spokesperson for the institute in this regard, unless s/he is authorized to do so. The faculty cannot be a member of any political party or contest election while being a full time or part time faculty.
2. The faculty shall have a right to adequate emoluments, just conditions of service, academic freedom and professional independence.
3. The faculty is entitled to freedom in the classroom in discussing their subject, but s/he should be careful not to introduce into his/ her teaching any personal or controversial matters which have no relation to the subject being taught.
4. The faculty is entitled to full freedom in research, publication of the results of research, consultancy, advice, extensional work, etc., by the Institute and also subject to the adequate performance of other academic and administrative duties in the Institute.
5. The faculty will be free from institutional censorship or discipline when s/he speaks or writes as a responsible citizen. However, s/he should at all times be accurate, exercise appropriate restraint, and show respect for the opinions of others.
6. The faculty should measure the urgency of his/ her other obligations in the society in the light of his/ her responsibilities to his/ her subject, students, profession, and to the Institute.

7. The faculty shall hear and allow their fellow colleagues and the students on campus to hear those whom s/he Institute has invited to speak and will indicate disagreement not by disruptive action designed to silence the speaker, but by reasoned debate and discussion as befits his/ her profession.

8. The faculty should be vigilant against exploitation of his/ her work for objectionable use.

9. The faculty shall have the right to choose whether or not to join a trade union and whether or not to participate in union activities.

10. The faculty is entitled to fair and equitable grievance procedures. Whenever the faculty has any complaint to make, s/he should utilize first the institute's grievance redressal machinery.

11. The faculty has a right to comment publicly in relation to his/ her area of professional expertise.

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

1. The faculty shall be at the disposal of the Institute for full time.

2. The faculty shall strive hard to promote the interest and improve the image of the Institute.

3. The faculty shall conform to and abide by the provisions of the Act, Statutes, Ordinances, Regulations and Rules and Orders/Decisions of the competent authorities in force and as amended from time to time.

4. The faculty shall be co-operative with the authorities for the betterment of the institute, and in formation of the policies of the Institute, keeping in view the interest and dignity of the profession.

5. The faculty shall participate in academic, co-curricular, extra-curricular and cultural activities of the Department/Institute.

6. The faculty shall strive to discharge effectively the administrative responsibilities assigned to him by the authorities.

7. The faculty shall give paramount importance to his/ her responsibilities within the Institute in determining the magnitude and character of the work to be done outside the Institute.

8. The faculty is custodians of all the facilities and equipment under their control and they should use them efficiently, carefully and honestly for the specified Institutional purposes only. The facilities and equipment shall not be used for personal purpose, unless prior permission is obtained for the authority.

9. The faculty shall use all the resources economically, secure them against theft or misuse, and avoid any wastage. Without prior permission from the competent authorities, no changes, additions, alternations, etc. shall be carried out in the facilities and equipment which will result in losses, damage or/and financial burden on the Institute.



10. The faculty shall refrain from doing anything which will tarnish the image of the Institute.
11. The faculty has the right to advocate institutional changes, in a decent manner commensurate with the Profession within the Institute.
12. The faculty shall not, without prior permission of the competent authority, ask for or accept contributions to or otherwise associate himself/ herself with the raising of funds or other collections in cash or otherwise for his/ her own benefit.
13. The faculty shall not accept or permit to accept any member of his/ her family or any person acting on his/ her behalf to accept any gift in cash or in kind for his/ her own benefit from any person including another faculty for a work to be done in connection with the business of the Institute.
14. The faculty shall seek permission of the competent authority before applying for a job, post, or scholarship/fellowship, any course of study leading to degree, diploma, certificate, etc. outside the Institute.
15. The faculty shall not, without prior permission of the competent authority, absent himself/ herself from his/ her duty. In the circumstances or reasons beyond his/ her control, s/he shall intimate or cause to intimate the reason for the absence to the competent authority within five days from the first day of absence, failing which the absence may be treated as leave of absence without pay, and shall be further liable to such disciplinary action as the competent authority may deem fit. However, the competent authority may condone this condition in respect of a faculty who for reasons beyond his/ her control was unable to convey the cause of his/ her absence.
16. The faculty or his/ her relative shall not – (i) bid directly or indirectly at any auction of the property of the Institute, (ii) submit any tender/quotation for the supply of any item to the Institute, or (iii) supply any item to the Institute against payment from the institute.
17. The faculty or his/ her relative shall not use the property of the institute including the residential accommodation allotted to him by the institute, for conducting any trade, business, coaching classes, private tuitions, etc.
18. The faculty shall not engage himself/ herself of any trade, business, coaching classes, tuition or any other occupation, which is not part of his/ her duties as prescribed nor permitted by the rules of the Institute.
19. The faculty shall not accept any regular employment/ assignment outside the Institute, without the permission of the MKSSSBTINE.
20. The faculty shall not issue an order, circular, notice, statement, memo, institutional information, etc., the issuance of which is not in his/ her jurisdiction and s/he is not authorized to do so.
21. The behaviour of the faculty with all students and employees shall be modest. The faculty shall not use any vulgar, abusive or unparliamentarily language in a public place.

22. The faculty shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which s/he may happen to be for the time being. S/he shall not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the course of his/ her duty and shall also take due care that the performance of his/ her duties at any time is not affected in any way by influence of any such drink or drug. S/he should also refrain from consuming any intoxicating drink or drug in a public place and shall not appear in a public place in a state of intoxication.

23. The faculty shall report to the functionaries or authorities any matter which is detrimental to the welfare of the Institute.

**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. They are as follows**

**1. The nurse respects the uniqueness of individual in provision of care – Nurse:**

1.1 Provides care of individuals without consideration of caste, creed, religion, culture, ethnicity, gender, socio-economic and political status, personal attributes, or any other grounds

1.2 Individualizes the care considering the beliefs, values and cultural sensitivities

1.3 Appreciates the place of individual in the family and community and facilitates participation of significant others in the care.

1.4 Develops and promotes trustful relationship with individual(s)

1.5 Recognizes uniqueness of response of individuals to interventions and adapts accordingly

**2. The nurse respects the rights of individuals as partner in care and help in making informed choices – Nurse:**

2.1 Appreciates individual's right to make decisions about their care and therefore gives adequate and accurate information for enabling them to make informed choices

2.2 Respects the decisions made by individual(s) regarding their care

2.3 Protects public from misinformation and misinterpretations

2.4 Advocates special provision to protect vulnerable individuals/groups.

**3. The nurse respects individual's right to privacy, maintains confidentiality, and shares information judiciously-**

**Nurse:**

3.1 Respects the individual's right to privacy of their personal information

- 3.2 Maintains confidentiality of privileged information except in life threatening situations and uses discretion in sharing information.
- 3.3 Takes informed consent and maintains anonymity when information is required for quality assurance/ academic/legal reasons
- 3.4 Limits the access to all personal records written and computerized to authorized persons only.
- 4. Nurse maintains competence in order to render Quality Nursing Care, Nurse:
  - 4.1 Nursing care must be provided only by registered nurse
  - 4.2 Nurse strives to maintain quality nursing care and upholds the standards of care
  - 4.3 Nurse values continuing education, initiates and utilizes all opportunities for self development.
  - 4.4 Nurses values research as a means of development of nursing profession and participates in nursing research adhering to ethical principles.
- 5. The nurse is obliged to practice within the framework of ethical, professional and legal boundaries- Nurse:
  - 5.1 Adheres to code of ethics and code of professional conduct for nurses in India developed by Indian Nursing Council
  - 5.2 Familiarizes with relevant laws and practices in accordance with the law of the state
- 6. Nurse is obliged to work harmoniously with members of the health team – Nurse:
  - 6.1 Appreciates the team efforts in rendering care
  - 6.2 Cooperates, coordinates and collaborates with members of the health team to meet the needs of people
- 7. Nurse commits to reciprocate the trust invested in nursing profession by society-Nurse:
  - 7.1 Demonstrates personal etiquettes in all dealings
  - 7.2 Demonstrates professional attributes in all dealings

**Code of professional conduct: The faculty of MKSSSBTINE will follow the code of professional conduct for nurses in India as follows:**

- 1. Professional Responsibility and accountability – Nurse
  - 1.1 Appreciates sense of self-worth and nurtures it
  - 1.2 Maintains standards of personal conduct reflecting credit upon the profession

- 1.3 Carries out responsibilities within the framework of the professional boundaries
- 1.4 Is accountable for maintaining practice standards set by Indian Nursing Council
- 1.5 Is accountable for own decisions and actions
- 1.6 Is compassionate
- 1.7 Is responsible for continuous improvement of current practices
- 1.8 Provides adequate information to individuals that allows them informed choices
- 1.9 Practices healthful behavior

## 2. Nursing Practice – Nurse

- 2.1 Provides care in accordance with set standards of practice
- 2.2 Treats all individuals and families with human dignity in providing physical, psychological, emotional, social and spiritual aspects of care
- 2.3 Respects individuals and families in the context of traditional and cultural practices, promoting healthy practices and discouraging harmful practices
- 2.4 Presents realistic picture truthfully in all situations for facilitating autonomous decision-making by individuals and families
- 2.5 Promotes participation of individuals and significant others in the care
- 2.6 Ensures safe practice
- 2.7 Consults, coordinates, collaborates and follows up appropriately when individuals' care needs exceed the nurse's competence

## 3. Communication and Interpersonal Relationships –Nurse

- 3.1 Establishes and maintains effective interpersonal relationships with individuals, families and communities
- 3.2 Upholds the dignity of team members and maintains effective interpersonal relationship with them
- 3.3 Appreciates and nurtures professional role of team members
- 3.4 Cooperates with other health professional to meet the needs of the individuals, families and communities

## 4. Valuing Human Being – Nurse

- 4.1 Takes appropriate action to protect individuals from harmful unethical practice
- 4.2 Considers relevant facts while taking conscience decisions in the best interest of individuals



4.3 Encourages and supports individuals in their right to speak for themselves on issues affecting their health and welfare

4.4 Respects and supports choices made by individuals

5. Management – Nurse

5.1 Ensures appropriate allocation and utilization of available resources

5.2 Participates in supervision and education of students and other formal care providers

5.3 Uses judgment in relation to individual competence while accepting and delegating responsibility

5.4 Facilitates conducive work culture in order to achieve institutional objectives

5.5 Communicates effectively following appropriate channels of communication

5.6 Participates in performance appraisal

5.7 Participates in evaluation of nursing services

5.8 Participates in policy decisions, following the principle of equity and accessibility of services

5.9 Works with individuals to identify their needs and sensitizes policy makers and funding agencies for resource allocation

6. Professional Advancement –Nurse

6.1 Ensures the protection of the human rights while pursuing the advancement of knowledge

6.2 Contributes to the development of nursing practice

6.3 Participates in determining and implementing quality care

6.4 Takes responsibility for updating own knowledge and competencies

6.5 Contributes to core of professional knowledge by conducting and participating in research

**General code of professional conduct in MKSSSBTINE, Pune:**

1. The faculty should act in such a manner as to uphold and enhance the honor, integrity and dignity of the nursing profession, and adhere to a responsible pattern of conduct and demeanor expected of him/ her by the profession and community.

2. The faculty shall perform all his/ her duties faithfully and shall not avoid any of the responsibilities.

3. The faculty shall at all time maintain absolute integrity in scholarship, teaching, and service. 4. The faculty shall build his/ her professional reputation on the merit of his/ her service and shall not compete unfairly with others.
5. The faculty shall always strive for competence and excellence in areas of his/ her expertise, professional skills and research.
6. The faculty should avail all opportunities to attend and participate in academic programmes, such as Seminars, Orientation and Refresher Courses, In-service program, etc. to improve his/ her knowledge and skills, with prior permission of the authorities and provided such a programme does not affect his/ her duties in the Institute.
7. The faculty shall perform his/ her academic duties, such as lectures, demonstrations, guidance to research students, tutorials, examinations and assessment, regularly, punctually and effectively.
8. The faculty shall co-operate and assist authorities in carrying out functions relating to the institute such as: admissions; counseling of students; examinations, including supervision, invigilation and evaluation; and enforce and maintain discipline among the students.
9. The faculty should assure that his/ her teaching, research and public service obligations are in tune with the objectives of the institute and are fully met.
10. The faculty may publish advertisements or promotional materials with permission of the Registrar, provided the materials are truthful and do not include any false, misleading, or exaggerated claims and information.
11. The faculty should hold paramount the safety, health and environment of the students and colleagues in the performance of his/ her professional duties.
12. The faculty shall issue public statements only in an objective and truthful manner.
13. The faculty shall issue no statements, criticisms, nor may arguments, on matters which are inspired, or paid for by an interested party for any pecuniary interest s/he have in the instant matter.
14. The faculty shall be dignified and modest in explaining/publishing his/ her work and merit, and shall avoid any act tending to promote his/ her own interests at the expense of the integrity, honor and dignity of the profession/Institute.
15. The faculty shall not reveal confidential information or finding of any committee or board of which s/he is a member or that obtained by him in the course of his/ her duties as a faculty of the Institute.
16. The faculty shall admit and accept his/ her own errors when proven wrong and refrain from distorting or altering the facts to justify his/ her decisions.

17. The faculty shall not associate him/ her with any illegal organization and involve him/ her in any unethical act.
  18. The faculty shall give proper credit for a work to those to whom the credit is due, and recognize the proprietary interests of others.
  19. The faculty shall endeavour to extend the public knowledge of Science & Technology and shall not participate in the dissemination of untrue, unfair or exaggerated statements regarding his/ her discipline.
  20. The faculty shall uphold the principle of appropriate and adequate compensation for those engaged in a common venture.
  21. The faculty shall not in an application for a professional position deliberately make a false statement or fail to disclose a fact related to competency and qualifications or misrepresent his/ her professional qualifications.
  22. The faculty shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
  23. The faculty shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
  24. The faculty shall accept personal responsibility for his/ her acts and seek to merit the respect and confidence of the staff and the students of the Institute.
  25. When considering an interruption or termination of their service, the faculty should recognize the effect of it upon the academic programmes of the institute and give due notice to the authorities and try to mitigate the effects.
  26. The faculty should manage his/ her private affairs in a manner consistent with the dignity of the profession.
  27. The faculty should express free and frank opinion about Institute and profession by participation at professional meetings, seminars, conferences, etc.
  28. The faculty should maintain active membership of professional organizations and strive to improve education and profession through them.
  29. The faculty shall not raise questions of caste, creed or religions, race or sex in his/ her relationship with the students and his/ her colleagues.
- The faculty shall not use the facilities or forum of the Institute to propagate his/ her own ideas or beliefs for or against particular political party or alignment of political or religious activities.
31. The faculty should not involve himself/ herself in private coaching/ tuitions, writing of question-answer guides, keys, likely questions, cyclostyled or photocopied notes or electronic transfer of such material.

32. The faculty shall not refuse or avoid any work related to the Institute examinations without reasonable grounds.

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

33. 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 up-dated.

(b) The Librarian shall provide reading and lending facilities and service 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.

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

1. The faculty should respect the right and dignity of the students and protect their academic freedom in expressing their opinions.

2. The faculty should deal affectionately, justly, impartially and professionally with all the students.

3. The faculty should encourage students to improve their performance and personality, and at the same time contribute to community welfare.

4. The faculty should inculcate among students the scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

5. The faculty should not behave in a vindictive manner towards any of the students for any reason.

6. The faculty should make himself/ herself available to the students even beyond their class hours if need be and help and guide students without any remuneration or reward.

7. The faculty should seek to establish healthy relationships between the students and the Institute, without compromising the dignity of his/ her profession and the welfare of the students.

8. The faculty should refrain from recruiting a student who is already enrolled, registered, or has declared his/ her intent to register with any other institution, or faculty members from within the institute unless such an institution has appropriate MOA with the Institute or the concerned colleague's written consent for transfer.



9. The faculty shall not do or say anything that would undermine the confidence and the respect of his/ her students towards the Institute. S/he should inform the students regarding the importance, purposes, accomplishments, and needs of the Institute.
10. The faculty shall refrain from inciting students against other students, colleagues, administration and the Institute, or any ground which is illegal, unethical, immoral or unprofessional.
11. The faculty should encourage the free pursuit of learning in the students and hold before them the best scholarly and ethical standards of their discipline, and adhere to his/ her proper role as an intellectual guide and counselor.
12. The faculty shall evaluate students' competency through the use of validated methods and techniques and do the evaluation in an independent and objective manner, subject to standards and norms decided by the Institute. Thus, awarding unusually high marks or unusually low marks and failing unusually large number of students or haphazard assessment of students disregarding the actual performance shall be against the code.
13. The faculty shall refuse any reward or remuneration from any private organization or prospective employer for placement of the students.
14. The faculty should avoid any exploitation, harassment, or discriminatory treatment of students.
15. The faculty shall acknowledge any significant academic or scholarly assistance from the students.
16. The faculty shall not unreasonably restrain the student from independent action in the pursuit of learning.
17. The faculty shall not deliberately suppress or distort subject matter relevant to the student's progress.
18. The faculty shall make reasonable efforts to protect the students from conditions harmful to learning or to health and safety.
19. The faculty shall not use professional relationship with students for private advantage.
20. The faculty shall not disclose the confidential information about students or from the students, obtained in the course of the professional service, unless disclosure serves a compelling professional purpose or is required by law or is for the best interest of the student and Institute.
21. The faculty should refrain from tutoring students of his/ her classes for any payment.
22. The faculty cannot force any student to join his/ her group for research against the student's will. Further, the faculty must refrain from using any tactic which is tantamount to induce the student to join him/ her as a research student.

**Code of conduct 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 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 the society and hence the county 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 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 and 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 the Dean (RCRM) 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.

#### **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 lien not informing the current status of his/ her job beyond that period and still holding the lien position.

**Disciplinary Authority:**

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

**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.

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

The non-teaching employees of the Institute shall be governed by the rules and regulations prescribed in the existing Maharashtra Civil Services Rules [Maharashtra Civil Services (Conduct) Rules, 1979; and Maharashtra Civil Services (Discipline and Appeal) Rules, 1979] and will remain applicable with amendments, if any, done from time to time.

The non-teaching employees of the Institute shall uphold their duty, respect colleague, teaching faculty and students while processing administrative duty.

The non-teaching employees of the Institute shall follows all code of conduct application as per Maharashtra civil services conduct rule of 1979.

**Grievance Redressal in MKSSSBTNE****STUDENT-STAFF FOCUS:**

- a) Grievance Redressal Mechanism should not only seek to redress Grievances but also to avoid them.



- b) The MKSSSBTINE shall endeavour 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 one meeting per year shall be held to offer opinions and suggestions on student/staff academic and administrative standards and services.
  - d) The MKSSSBTINE shall take all efforts to abide by and enforce UGC regulations in all its operations.
  - e) The MKSSSBTINE shall also abide by the Code of conduct approved by the MKSSS.
  - f) All efforts shall be made to leverage Information Technology for providing an easy platform to the students and staff to lodge grievances, to track the status of grievances, to enlighten them on claims procedures, to provide access to information on whom to contact and to enhance academic and administrative standards and services.
1. Grievances may include the following complaints of the aggrieved students namely:
- (i) Making admission contrary to merit determined in accordance with the declared admission policy of the institute.
  - (ii) Irregularity in the admission process adopted by the institute.
  - (iii) Refusing admission in accordance with the declared admission policy of the institute.
  - (iv) Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such Person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue.
  - (v) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution.
  - (vi) Breach of the policy for reservation in admission as may be applicable.
  - (vii) Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar or application for any grievance related to exam.
  - (viii) On provision of student amenities as may have been promised or required to be provided by the institution.
  - (ix) Denial of quality education as promised at the time of admission or required to be provided.
  - (x) Non transparent or unfair evaluation practices.
  - (xi) Harassment and victimization of students including sexual harassment;
  - (xii) Refund of fees on withdrawal of admissions as per MKSSSBTINE, Pune instructions from time to time.

## RESPONSIBILITY FOR REDRESSAL:

The final responsibility for Grievance Redressal rests with Grievance Committee specially constituted under UGC regulations, for resolution of Grievances. The MKSSSBTINE expects that Grievance Redressal be time bound and result oriented.

## DOCUMENTING GRIEVANCES:

The Grievance Redressal Machinery starts with a proper decimation protocol. A Grievance is defined as any communication that expresses dissatisfaction about an action or lack of action or about the standard of service / deficiency of service of academic or administrative nature of the MKSSSBTINE. Thus any communication, as defined above - written, verbal or digital- shall be recorded in the Grievance system. Immediately on receipt of a Grievance, the concerned Office shall send a written communication to the complainant (the person who lodges the Grievance with the MKSSSBTINE), stating the following:

- a) Acknowledging his communication.
- b) The name, address, email id and Phone number of the authority to whom the Grievance has been forwarded (in case the Grievance relates to another office)
- c) The name, address, email id and Phone number of the authority to whom the Complainant could escalate the matter if his Grievance is not redressed within the specified timeframe or if he is not satisfied with the action taken.

## Grievance Redressal Committee:

It shall have senior's member for specific duration from each program departments with 4 or more members. Its specific shall be declared in circular time to time.

## Reference:

1. A code of ethics and conduct of faculty and staff. Available from  
URL:[https://www.ictmumbai.edu.in/uploaded\\_files/ScheduleB-Code-of-Conduct-Ethics.pdf](https://www.ictmumbai.edu.in/uploaded_files/ScheduleB-Code-of-Conduct-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/pdf/news/0588502\\_English.pdf](https://www.ugc.ac.in/pdf/news/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

  
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