



Committed to developing "Conscientious, Confident & Caring quality nursing professionals"
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S

Smt. Bakul Tambat Institute of Nursing Education

(Affiliated to MSBNPE, MNC, MUHS & INC, NAAC Accredited) 'A' Grade



Criteria VI

Governance, Leadership and Management (2024-2025)

6.2 Strategy Development and Deployment

6.2.2 Policy documents: Academic policy

Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar Pune 411052

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Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar Pune 411052

DISCIPLINE POLICY



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

**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.




PRINCIPAL
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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 14th 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.

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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 MKSSSBTINE**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 MKSSSS.
- 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
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/pdfnews/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
cited 30/08/21


PRINCIPAL
Maharshi Karve Tree Shikshan Samstha's
Smt. Bakul Tambat Institute of
Nursing Education
Karvenagar, Pune-411 052.

**Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar Pune 411052**



BTINE LIBRARY POLICY



S. Meera
Sign of Principal

PRINCIPAL
Maharshi Karve Stree Shikshan Samstha
Smt. Bakul Tambat Institute of Nursing Education
Karvenagar, Pune-52

About the Library

Smt Bakul Tambat Institute of Nursing Education library is situated on the 1st floor of college building with area of 3000 square feet. It serves nearly 600 users including faculty and students. Library provides traditional facilities like book borrowing reading room and modern facilities like access to internet cloud based resources and various databases. We believe in user friendly environment and follow various activities for their benefits.

Objective

- To serve students and faculty of the Institute with comfortable environment
- To acquire and disseminate information and resources in the field of nursing
- To spread information literacy among all patrons

Library Staff Policy

Library Hours:

1. Library is open from 9 am to 6 pm
2. Library is closed on 2nd, 4th Saturdays, all Sundays and approved Public holidays.
3. Library book borrowing time is between 9.15 to 5.45 pm.

Library Staff Duties

Assistant librarian:

- To design and supervise library policies , procedures and delegating work
- Reporting to institute and departmental heads
- Forming library committee every year and implementing changes
- Collection management including budget, purchase of library resources like books, journals databases with LMC approval
- Supervising and managing circulation activities
- Organizing library activities like book exhibition,orientations and displays
- Planning upgrading library services
- Yearly Stock verification and book withdrawal
- Library software management
- To solve students queries and problems

Junior Library Clerk:

- Circulation of library resources including issue, return, reissue, reserve
- Membership management and clearance
- Fine collection and maintenance of overdue records
- Maintaining registers like attendance makeup duty reference queries student and faculty

Lending Policy Schedule

Sr No	Users	Issue limit	Issue days	Issue items	Fine
1	ANM	3	7	Books	2
2	GNM	3	7	Books	2
3	BBSce	3	7	Books	2
4	PBBSc	3	15	Books	2
5	MSc	5	15	Books	2
6	PHD	5+deposit Rs 1000	15	Books	5
7	Faculty	5	15	Books CD Rom Journals Magazines	5
8	Visiting faculty	2+deposit Rs 1000	15	Books	5
9	Guest Member	2+deposit Rs 1000	7	Books	5

Library Use Policy

Physical use

- Open access to resources
- Maintain silence in the library reading hall
- Need to store bags and footwear outside library in respective stands Fine of Rs 10 if fail to do so.
- Compulsory to make entries in different registers like attendance, borrowing registers
- Handle and replace books in proper place
- Mobile phone allowed only on request
- Bags and folders are not allowed inside library
- Wearing Jerkins jackets sweaters are prohibited
- Best library user will be decided on the basis of software record
- Scanning and printing facilities are provided with prior permission

Virtual use

- Use of internet only for educational purpose
- Internet facility is free of cost
- Compulsory to make entries with time in internet use register
- Users should remember user id passwords for online resources
- Institutional ids should not be shared outside
- Library staff is not responsible for damage or loss of users storage devices
- In case of scarcity of computers facility will be provided on hourly basis

- Management and recording of book bank scheme
- Library hour's management
- Maintaining manual accession register
- Maintaining manual record of journals and magazines and bound volume work

Peon:

- Library Cleanliness
- Shelving and repairing of library material
- Outdoor work like Xeroxing, binding, postal and courier work

Library staff development policies

All policies regarding employment, salaries, promotions, transfers, leaves, pension, provident fund, retirement, donation, funding are as per parent body that is Maharshi Karve Stree Shikshan Samstha.

Circulation Policy

Borrowing library material

- Library believe in open access policy
- Issue return limit and overdue charges of books as per lending policy schedule
- If any concession has been granted to students, such applications authorised by principal must be attached with the reconciliation
- Library membership till completion of course
- Books damaged by students need to be replaced
- Book lost should be replaced by students with same edition
- If Book lost and amount paid the cost of book and half amount of the same as fine need to be paid
- In between public holidays and Sundays must also be considered as late days for calculation of fine
- Library material like question papers, reference books, thesis, dissertation, cd rom, projects will be supplied only against ID card.
- Users can reserve books and need to collect the same within 2 days otherwise automatically reservation will be cancelled
- Material taken for Xeroxing need to be replaced on the same day
- Book bank books should be returned on completion of academic year
- Reference copies can be taken overnight

Collection Development Policy

Budgeting policy

- Library budget is decided on institution level under LMC permission
- Separate budget is kept for each course for books
- Separate budget is kept for journal subscription and databases under BSc and MSc courses
- Budget document should be approved in every LMC

Purchase Policy

- Books are selected on the basis of book catalogues, visiting bookshops, exhibition, recommendations, Books on approval by vendors.
- Electronic resources are subscribed on recommendations by faculty
- Presentation of list with probable cost and approval during LMC
- Purchase below 10,000 can be approved by Principal
- Necessary to get 3 quotations for every purchase
- Journals are selected by faculty after checking hard or soft copy
- All books are checked physically and replaced if found faulty
- All bills are checked verified by library in charge before final payment

Donation

- Books in donation are accepted from alumni and others
- Books in good physical condition are accepted
- Outdated editions are not accepted
- It is up to library whether to accept books
- Donor will get donation in kind receipt on acceptance

Stock maintenance policy

Stock verification Policy

- Every year stock verification should be conducted at the end of academic year
- It should be conducted with Library software for accuracy
- Damaged and outdated books should be kept separately
- Final report should be made and submitted to institutional head

Weeding Policy

- To provide qualitative collection
- To remove damaged old editions of books
- To create space
- To remove unused books



Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar, Pune 411052

E-GOVERNANCE POLICY



Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of Nursing Education, Karvenagar, Pune 411052
E-Governance Policy

Objective:

1. Promoting and Implementing of E-governance in various functioning of the institution
2. Promoting transparency and accountability
3. Achieving efficiency in the overall functioning of the institution
4. Achieving paperless administration in the institution
5. Facilitating online internal and external communication between various departments / members of the institution.
6. Providing easy access to information
7. Making the institution visible globally
8. Feedback Policy

1. In order to provide simpler, robust and efficient system of governance, it is decided to adopt and implement e-governance in maximum activities of the functioning within the institution

2. The institution has in place e-governance in some aspects of administration, finance and accounts, student support like attendance update through whatapp services, library usage and examination result processing and website.

3. The samstha has resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework. For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the samstha reserves the right to implement e-governance even in the areas not enlisted herewith.

1. Website: The website of the college is revamped taking into account the needs of all the stakeholders. The website acts as a mirror of the college vision and mission, information about all programmes offered, facilities provided, activities, important notices etc which is made easily available to the outsiders. For this purpose, a separate service provider/web designer is appointed by the head of the institution. Along with it, training has been given to the existing staff to undertake the responsibility of website administration and updating at the college level. The internal communication between the staff is facilitated with institutional email IDs. A Website Maintenance Committee is formed for this purpose.

2. Finance & Accounts: For ease of maintaining accounts and fee collection, the institution is using Software. With new accounting methods and compliances, it has become necessary to procure other software as well. The institution as per the direction of the samstha is planning to use Tally Software as instructed by the auditor. Appropriate security measures should be taken for maintaining

confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done on timely basis.

3. Library: The institution has one of the best library facilities provided to the faculty and students. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. Library is presently using New Gen Lib software for its internal working. It is updated timely. Also the OPAC system is used to utilize the library resources effectively. Similarly newer e-learning resources like journals, databases etc. should be identified and subscribed taking into account the recommendations of the library committee. Recommendations of the teachers and students also need to take into account while subscribing any resources. Appropriate training to the faculty and the students for using the e-learning resources is provided through orientation program conducted by the librarian at the beginning of the academic year.

4. Administration: To provide a hassle free, convenient and economical process, maximum of the administration should be handled with ICT based technology. Facilities should be provided for online admissions, online fee payment, online leave management of employees, etc.

5. Examination: The Institution is underway to procure an ERP to automate the entire process of examination system i.e. filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. To supervise the entire process of examination under the guidance of the Principal of the institute.

6. Alumni: In order to strengthen alumni interaction, a separate alumni whatsapp group and facebook page is started for providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate alumni coordinator at the college level is appointed to take care of the entire activity.

7. Feedback: An online Feedback mechanism to be developed and put in place so as to get regular feedback from Students/Alumni/ Parents etc. By considering the feedback of every faculty, they are graded according to 4 point scale (Satisfactory; Good; Very Good; Excellent) and rewarded/improvised accordingly.

8. BioMetric: Bio metric facility to be in place to monitor the punctuality and regularity of the staff by recording the in and out time swipes.

9. Committee/ Authorized person to look into the requirements and maintenance of the above e-governance software's



J. Meena
Principal
Smt. Bakul Tambat Institute of Nursing Education
Karvenagar, Pune-52

**Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
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LEARNER MENTORING POLICY



Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of Nursing Education, Karvenagar, Pune 411052

LEARNER MENTORING POLICY

MKSSS BTINE is committed to create and maintain an environment of excellence in education through technological advancements, effective pedagogy and methods of evaluation and enabling students to access support systems to meet their academic needs. It ensures that learners can work with a mentor who offers support and guidance on emotional, social and academic issues. Henceforth, a supportive relationship is created for better understanding of the student's ambitions, strengths and weaknesses. The institute is committed to assessing the effectiveness of the Learning Mentor Policy and procedures and making necessary adjustments in response to the needs of those involved.

This Policy is encouraged by the following principles:

- ❖ Learners must be assisted to achieve their potential at institute, in an environment where their general well-being is gratified.
- ❖ To assist and develop BASICS (Behaviour, Attitude, Skills, Integrity, Competencies and Service) vital for a healthy and positive life.
- ❖ Learners who are at-risk of failure in academics will have the opportunity to work with a mentor who will conduct remedial classes as a means of encountering the academic issues.
- ❖ To provide holistic services and help students to become self-reliant and confident.
- ❖ To assist students in building life skills through value-based education and service-oriented programs.
- ❖ There is an assessment process for evaluating the effectiveness of mentors-mentee relationship and also to identify possible obstacles.
- ❖ Sharing Information of the mentee- In case the mentor leaves, the information about the mentee is shared with the new mentor.
- ❖ **Responsibilities of a Mentor:** Each student is allocated a faculty mentor.
- ❖ A mentor will provide support to 10 mentees.
- ❖ The mentors should try to apprehend their mentees and help them resolve issues related to their surroundings.
- ❖ The mentors should identify students with academics, behavioural and emotional issues, and should send them for counseling to the Counseling Cell.



- ❖ The mentors should motivate students to participate in extracurricular activities, to promote healthy behaviors (maintain discipline, as howling and whistling in the college premises is prohibited).
- ❖ The mentors are expected to maintain a professional relationship with the students (no personal relationships should be encouraged).
- ❖ The mentor acts as a coach and guide for the trainee.
- ❖ The mentor plays a critical role in the trainee's Internship and Placements by preparing them in professional aptitudes.
- ❖ Mentors should maintain confidentiality with regard to the student's report.
- ❖ The student's report should be regularly assessed by HODs, Principal, and Parents.

Responsibilities of a Mentee:

- ❖ It is mandatory for the students to fill their mentoring forms during the mentoring sessions.
- ❖ Mentees should not initiate any discussions related to infrastructure and facilities as it is not a medium for complaints.
- ❖ Mentee should maintain a healthy relationship with the mentors.
- ❖ Mentees should meet with their respective mentors at least once in a month.
- ❖ The Mentees can share their aims, aspirations, thoughts, concerns, and feelings related to academics and social activities with their free will.




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