



QCI Certified "A" Grade and NAAC, NABH Accredited, ISO Certified - 21001:2018

Chhatrapati Shahu Maharaj Shikshan Sanstha's
Ayurved Mahavidyalaya & Rugnalaya
Kanchanwadi, Chhatrapati Sambhajinagar (MS) 431011.



CODE OF CONDUCT



HAND BOOK FOR CODE OF CONDUCT INTERNAL QUALITY AND ASSURANCE CELL (IQAC)

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Deshmukh

Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's
Ayurved Mahavidyalaya & Rugnalaya,
Kanchanwadi, Chhatrapati Sambhajinagar.



Estd : 1989
NCISM College Code : AYU0153
MUHS College Code : 124101

NAAC ACCREDITED WITH B++, QCI "A" Grade, NABH & ISO 21001:2018 CERTIFIED

छत्रपती शाहू महाराज शिक्षण संस्था संचलित

आयुर्वेद महाविद्यालय व रुग्णालय

CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S

AYURVED MAHAVIDYALAYA & RUGNALAYA

(Recognized by National Commission for Indian System of Medicine, Ministry of AYUSH,
Govt. of India, New Delhi & Affiliated to Maharashtra University of Health Sciences, Nashik.)



PREAMBLE

The code of conduct is established to uphold the values, traditions and integrity of Ayurveda and to ensure a respectful, disciplined and enriching academic environment. All students, faculty and staff are expected to abide by the principles outlined here, promoting holistic growth and professional excellence.



Principal

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Code of conduct handbook exists for students, teachers and academic and administrative staff including the Dean/ Principal / Official and support staff.

CODE OF CONDUCT FOR PRINCIPAL

- 1) The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- 2) He/She should form various college level committees which are necessary for the development of the Institute.
- 3) He/She should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences.
- 4) He/She should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- 5) He/She should provide leadership, direction and co-ordination within the Institute.
- 6) He/She should periodically review this Code of Conduct.
- 7) He/She should plan the budgetary provisions and go through the financial audited statements of the Institute.
- 8) He/She should oversee and monitor the administration of the academic programs and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- 9) He/She should look after the development of academic programs of the Institute.
- 10) He/She should arrange meetings of any of the authorities, bodies or committees, as and when required.
- 11) He/She should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- 12) He/She should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.



Reshman

Principal

13) He/She should ensure that the long-term and short-term development plans of the Institute in their academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.

14) He/She should forward confidential report of all staff members of the Institute and submit it to the Management.

15) He/She shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programs to the various committees and Management.

16) He/She is expected to present proper demeanor towards the staff and pay attention to their requirements.

17) Proper administration from the Principal over the OPD and IPD of hospital.

18) The Principal should protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.

19) The Principal should maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.



Principal

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CODE OF CONDUCT FOR HEAD OF DEPARTMENT (HOD)

- 1) The work load (teaching and departmental) of all the staff should be distributed by the Head of the department as per curriculum.
- 2) The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- 3) He/She should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- 4) He/She should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
- 6) He/She should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- 7) He/She should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- 8) He/She should arrange for feedback responses from the students, and the parents on quality-related department processes.
- 9) He/She should look after the maintenance of department library books, specimen, instruments, charts, stock register, attendance registers of staff and students.
- 10) The concern Head of the Department (clinical dept.) should look after the presence of their staff in OPD and IPD.
- 11) The concern Head of the Department (clinical dept.) should supervise the hospital work being carried out by the interns and residents in the department.
- 12) He/She should write confidential report for all staff members of his/her department and submit it to the Principal.



Seshmukh
Principal

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Address : Kanchanwadi, Paithan Road, Chhatrapati Sambhajinagar - 410 111 (M.S.) | कांचनवाडी, छत्रपती संभाजीनगर - ४३१ ०११ (एम. एस.)

Tel: (0240) 2646201, 2646202, 2646204 Fax: (0240) 2646222

Email: principal@csmsayurved.com, principalcsmsayurved@gmail.com, Website: www.csmsayurved.com

Code of conduct for Teaching Faculty

1. All teachers should maintain the sanctity of the educational environment by strictly adhering to the educational requirements of the institution.
2. The teacher must agree to execute all the work assigned to him/her by the head of the institution and the head of the department from time to time honestly and sincerely, and carry out all the orders of the superiors.
3. Teachers should teach and act with dedication, integrity and fairness.
4. Prepare lesson plans and work accordingly.
5. Read curriculum carefully and teach accordingly.
6. The work plan of teaching staff should ensure in the most productive manner with regard to the roles, jobs and targets assigned to them by the department / institution.
7. Actively associate, involve, participate himself/ herself in all the college activities and programs irrespective of the department, he/she belongs to. He/she shall motivate his/her students likewise to actively involve, associate and participate in the various programs and activities of the college.
8. Involve himself /herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
9. Arrange remedial classes for weak/ underperforming students.
Implement mentor- mentee scheme properly and participate in students counselling.
Guide students not only in academics, but also in ethical and personal development.
9. Involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.
10. Periodic assessments, term examinations, practical examinations must be conducted as per the academic calendar.
11. Participate in administrative work and contribute to the activities sustaining accreditation of the institute.



Prakash
Principal

12. Participate in the examination work of MUHS, Nashik University, such as organizing, supervision and assessment etc.
13. Faculty members are expected to update their knowledge by attending seminars, workshops, conferences, after obtaining necessary permission from the head of the department and principal.
14. Attempt to publish research papers and articles in reputed international /Indian journals, magazines and periodicals. Further they should also author and Coauthor textbooks as per changing curriculum. Ensure all research and publications are conducted with honesty and in accordance with academic standards
15. In addition to the teaching, the faculty members should take additional responsibilities as assigned by HOD/ Principal in academic, cocurricular or extracurricular activities.
16. Collaborate with alumni, parents/community for seeking inputs to keep the programs /courses updated and relevant.
17. The teacher shall not indulge in any organized anti institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
18. Every teacher shall conduct himself /herself with absolute dignity and decorum in his /her dealing with the superiors, colleagues and students every time.
19. No teacher shall absent himself /herself from duties at any time, without prior permission from higher authority.
20. The faculty member should report to the college at least 10 minutes before the commencement of the college timing.

Do not leave the college premises without the permission of the Principal/ HOD.

Avoid any kind of groupism. Treat all students and colleagues fairly, without bias of caste, gender, religion or background.



Principal

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CODE OF CONDUCT FOR SUPPORTING STAFF

ADMINISTRATIVE STAFF

1. Administrative staffs are expected to demonstrate courtesy and respect in all dealings with students, academic employees, and support staff.
2. Establish and maintain co-operative and collegial relationships with other administrative staff members and shall avoid any false, malicious, or indiscriminate injury to or criticism of the professional reputation or work of others.
3. The administrative staff should work diligently and maintain a respectful, co-operative and collaborative approach to all working and work-related relationships and take all reasonable steps to resolve issues at the lowest possible level in a fair and timely manner.
4. They should be fully conversant with all aspects of the College policies and procedures and be prepared to implement them.
5. The administrative staff strives to avoid conflicts of interest.
6. Communications and information either given in confidence or such that confidentiality is required to serve the best interests of the immediate employer shall not be revealed by the administrative staff.
7. The administrative staff shall not accept outside employment or accept any form of compensation from outside sources which would impair the efficiency and effectiveness of the administrative section.
8. The administrative shall strive to maintain and enhance the dignity, status, competence, and standards of the profession and seek training in those areas where they are not equipped to meet the priorities of the College. Make reasonable efforts to actively engage in learning and in personal and professional development to continually improve skills and knowledge relevant to the role and area of expertise and for personal growth.

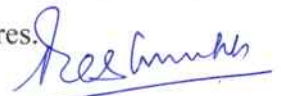
Jeshmukh

Principal

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9. The administrative staff will cooperate with other members in extending public knowledge and appreciation of the profession and its achievements and will strive to protect it from misrepresentation and misunderstanding.
10. Administrative Staff shall resist, and if necessary, report to the proper authorities, instances in the workplace of harassment for reasons of sex, creed, race, or age.
11. The administrative staff must consider the promotion and preservation of the safety and welfare of the students and other staff to be the paramount duty.
12. The administrative staff will behave in a way that upholds the Mission both as individuals and as representatives of the College and be committed, respectful, honest, courages and maintain sustainability.
13. The administrative staff should have a fundamental concern for justice and equity and for the dignity of all human beings. They should value and celebrate difference and diversity and the ideas, contributions, choices and approaches of others. behave and communicate in a manner that does not intimidate, offend, degrade or humiliate, and which does not harass, sexually harass, unlawfully discriminate or bully.
14. The administrative staffs are required to show consideration for the workplace and property of the College and others and behave in ways that uphold the Mission, values, reputation and name of the College.
15. The administrative staff should respect the confidentiality and privacy of students, other staff.
16. Use all forms of social media platforms and online activities belonging to or connected with the University in a responsible and appropriate manner, and will not bring the College into disrepute through the personal use of social media
17. Be accountable in all work that they do and act with authenticity, sincerity and truthfulness; disclose all relevant information applying to effectively performing my role at the College. Perform duties diligently, ethically and conscientiously and in accordance with reasonable and lawful supervisory directions and comply with College policies and procedures.



Principal

18. Not engage in unlawful behavior.
19. Avoid any conduct, including alcohol or substance abuse or misuse, which would adversely affect the work performance.
20. Only make public comment when relevant to do so and will not bring the College into disrepute through my comments.
21. Admit and take responsibility for the mistakes or involvement in situations that result in unfavorable outcomes and work to rectify problems as quickly as possible.
22. Provide constructive and accurate comments and feedback to students, staff and other members of the College community.
23. Work for Sustainability and the protection of the environment more broadly. Use the resources of the College as efficiently and effectively as possible and to avoid waste.
24. Actively participate and contribute to the workplace to foster productivity and equity in workload and a positive inclusive workplace culture
25. Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
26. Staff should take additional responsibilities if required as assigned by Principal.



Principal

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OFFICE SUPERINTENDENT

1. Office superintendent should supervise the work assigned to staff working directly under his charge day to day.
2. He should maintain the record of valuable files, documents, registers of the office.
3. He should maintain the leave record of the staff working in the institute.
4. He should check the facts and records on the file before put up to Principal/ Administrative officer.
5. He should assist to Principal/Administrative Officer for personnel matters of the institute and also help to subordinate staff for administrative matter.
6. He should bring into notice the daily activities of the institute.
7. He should work as per the directions given by the Management/Principal of the institute.



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ACCOUNTANT

1. Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
2. Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
3. Accountant should establish tables of accounts, and assign entries to proper accounts.
4. Accountant should report to the Principal regarding the financial status of the college at regular intervals.
5. Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
7. Accountant should provide all the necessary account statements and documents for various committees of the institute.
8. Accountant should provide all necessary accounting documents and financial statements for yearly account audits.



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STUDENT SECTION

Student section should

1. Ensure the eligibility of the students and prepare related documents to submit them to Maharashtra University of Health Sciences, Nashik within prescribed time limit.
2. Submit the various student's welfare scheme forms to MUHS, Nashik within time limit.
3. Ensure timely submission of examination forms to University
4. Ensure caste certificate/caste validity from concern divisional office.
5. Provide all necessary student data to prepare various committee reports



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LAB ASSISTANT

1. Lab. assistant should help the lab in-charge to carry out the lab related work.
2. Lab. assistant should maintain attendance register.
3. Lab. assistant should keep the setup ready before conduct of the practical.
4. Lab. assistant should ensure the cleanliness of laboratories.
5. Lab. assistant should follow the do's and don'ts of lab.
6. Lab. assistant should follow the SOPs of lab. procedures.
7. Lab. assistant should careful for handling hazardous chemicals.
8. Lab. assistant should maintain expiry record of different solutions.
9. Lab. assistant should discard the biomedical waste as per the government rules.
10. Lab. assistant should follow the dress code of the institute.

LAB. ATTENDANT

1. Lab attendant should help the lab assistant to carry out the lab related responsibilities.
2. Lab attendant should follow the dress code of the institute.



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CLERK

1. Clerk should maintain service book of all staff of the Institute.
2. Clerk should maintain college level/department level all document files.
3. Clerk should follow the dress code of the institute.

PEON

1. Peon should report the college half an hour before the college time.
2. Peon should maintain cleanliness of laboratories, class and staff rooms.
3. Peon should do all the work assign by the Head of the department and other staff members.
4. Peon should not leave the office until and unless the higher authority permits.
5. Peon should follow the dress code of the institute.



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STORE INCHARGE

1. Stock- incharge should receive the materials supplied by the vendor as per the purchase order placed by the various departments of the institute.
2. He should check the materials thoroughly for quality, quantity, specification condition etc.
3. He should categories materials category-wise and stock in the appropriate locations.
4. He must ensure shelves and racks are properly stocked and products do not fall off the shelves.
5. He should take appropriate action for care and preservation of the materials.
6. He should do Periodical stock verification and ensure correctness of stock at all times.
7. He should take safety measures for the safety by store house, materials and person working in the store.
8. He should maintain the neat and tidiness of store house.
9. He should issue materials to the departments as per the indents schedule by issue slip.
10. He should check the bills of materials received from vendor and send it to accounts dept. for payment after giving Goods Receipt Notes.
11. He should carry out periodical condemnation board for the unserviceable materials
12. He should take action for disposable of scraps material as per the procedure.
13. He should maintain all the documents up to data.



Beshmukh

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LIBRARIAN

1. Librarian should supervise and make proper administration of library
2. He should arrange a library committee meeting to discuss and solve library related issues
3. He should allocate budget for purchasing books for library and send bills to account section of the institute.
4. He should do classification and cataloging of books.
5. He should supervise stock verification, misplacement of books.
6. He should solve the problems of students.
7. He should maintain record of transaction of books to staff and students.
8. He should render information service to the users
9. He should maintain e-library.

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CODE OF ETHICS AND PROFESSIONAL CONDUCT

1. Staff must respect the person, privacy of students and other staff members of the Institute.
2. Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
3. Staff should respect the dignity, rights and opinions of colleagues and students.
4. Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
5. Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
6. Staff should respect cultural, ethnic and religious differences of colleagues and students.
1. Staff should always practice in compliance with the philosophy and principles of Ayurveda.
2. Staff (Doctor) should be honest and trustworthy and never abuse their professional position.
3. Staff (Doctor) should put the well-being of the patient before all other considerations.
4. Staff (Doctor) should cause no harm to patients and protect them from any risk of harm.
5. Staff (Doctor) should treat all patients equally; regardless of religion, nationality, race, culture, sex, politics, disability, sexual orientation or social standing
6. Staff (Doctor) should cultivate and promote their own personal development, well-being and self-respect alongside the patients' welfare.
7. Staff should always practice in compliance with the philosophy and principles of Ayurveda.



[Signature]

Principal

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Address : Kanchanwadi, Paithan Road, Chhatrapati Sambhajinagar, (M.S.) | कांचनवाडी, पैठण रोड, छत्रपती संभाजीनगर, (म.स.)

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Email: principal@csmssayurved.com, principal.csmssayurved@gmail.com, Website: www.csmssayurved.com



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10. Staff (Doctor) should cause no harm to patients and protect them from any risk of harm.
11. Staff (Doctor) should treat all patients equally; regardless of religion, nationality, race, culture, sex, politics, disability, sexual orientation or social standing
12. Staff (Doctor) should cultivate and promote their own personal development, well-being and self-respect alongside the patients' welfare.
13. Staff (Doctor) should listen attentively to the patient and respect his or her point of view
14. Staff (Doctor) should take time to explain their findings and treatment approach to the patient and answer any questions that arise.
15. He should respect the right of patients to take part in decisions about their care and actively involve them in designing their Ayurvedic plan.
16. He should respect and protect confidential information.
17. He should recognize and always work within the limits of their professional competence.
18. He should refer every patient whose condition is beyond their expertise to an appropriate health care practitioner or to a primary care doctor.
19. He should be willing to consult and cooperate with colleagues both within Ayurveda and other health care professions.
1. He should respond promptly and constructively to any criticism or complaint from any source.
2. He should continue to update their professional knowledge and skills in accordance with standards currently being developed.
3. He should make no claim for the cure of any specific illness or disease.
4. He should refrain from using any titles or descriptions suggesting medical, academic or educational qualifications that the professional has not officially acquired.
5. He should comply with all applicable state and federal laws that affect their practice.

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Email: principal@csmsayurved.com, principalcsmsayurved@gmail.com Website: www.chhatrapatisshahumaharajshikshan.org

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6. Ayurvedic professionals must be familiar with all laws or regulations relevant to the practice of Ayurveda in the locality of their practice and to remain aware of any legal changes that may affect their practice.
7. He should respect the privacy and dignity of your patients.
8. Good communication between professionals and patients is essential for effective care and relationships of trust.

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INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

1. Students first priority at college is to learn. Avoid distractions that interfere with or are counterintuitive to that mission.
2. Students are supposed to follow strictly the basic rules and regulations of the Institute while attending college during regular hours or during college sponsored activities.
3. The student should follow the academic calendar as per the instructions of Principal/Academic Incharge/ Head of the Department.
4. Do not Misbehave.
5. Be responsible with Institute property. Do not make any damage to property.
6. To make the college campus and classrooms clean and free from plastic and litter, Students shall only use the waste bins for disposing waste materials.
7. Use the designated parking zones for vehicles.
8. It is mandatory for students to use helmets while traveling. Without wearing helmets they will be restricted to enter college campus.
9. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
10. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
11. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
12. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/ Guardian of the students' and with the written consent of the management
13. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.

Address : Kanchanwadi, Paithan Road, Chhatrapati Sambhajinagar-431011. (M.S.) | कांचनवाडी, पैठण रोड, छत्रपती संभाजीनगर-४३१०११ (एम. एस.)

Tel: (0240) 264620, 2646202, 2646464 Fax: (0240) 264622

Email: principal@csmsayurved.com, principalcsmsayu@gmail.com, Website: www.csmssayurved.com

Principal
Chhatrapati Shahu Maharaj Shikshan Sanstha's
Ayurved Mahavidyalaya & Rugnalaya,
Kanchanwadi, Chhatrapati Sambhajinagar.



Estd : 1989
NCISM College Code : AYU0153
MUHS College Code : 124101

NAAC ACCREDITED WITH B++, QCI "A" Grade, NABH & ISO 21001:2018 CERTIFIED

छत्रपती शाहू महाराज शिक्षण संस्था संचलित

आयुर्वेद महाविद्यालय व रुग्णालय

CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S AYURVED MAHAVIDYALAYA & RUGNALAYA

(Recognized by National Commission for Indian System of Medicine, Ministry of AYUSH, Govt. of India, New Delhi & Affiliated to Maharashtra University of Health Sciences, Nashik.)



14. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

I-CARD, PAN CARD, AADHAR CARD

1. Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
2. The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
3. If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.
4. Carry PAN Card & Aadhar Card

HUMAN VALUES

1. Be honest in all academic activities and with all the stakeholders of the institute.
2. Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
3. Believe in loving, sharing and caring.

DRESS CODE

1. Students are expected to wear college uniform regularly.

MOBILE PHONE

1. The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
2. Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.



Principals

Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's
Ayurved Mahavidyalaya & Rugnalaya,
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Address : Kanchanwadi, Paithan Road, Chhatrapati Sambhajanagar-431004, Kanchanwadi, पैठण रोड, छत्रपती संभाजीनगर - ४३१ ०११ (एम. एस.)

Tel: (0240) 2646201, 2646202, 2646404 Fax: (0240) 2646222

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RAGGING

1. Action to be taken against students indulging and abetting in Ragging as per the Directions of Hon'ble Supreme court of India. Maharashtra act no. Xxxiii of 1999, the maharashtra prohibition of ragging act, 1999. (as modified up to the 29th august 2012)
2. Cancellation of admission and also debarred from taking admission in any institution in India.
3. Suspension from attending classes.
4. Withholding/Withdrawing scholarship / fellowship and other benefits.
5. Debarring from appearing in any test/examination or other evaluation process.
6. Withholding results.
7. Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
8. Suspension / expulsion from the institution.
9. Collective punishment if larger number of students are involved in the act of ragging.
10. An FIR filed without any exception with local police station.

ATTENDANCE

1. Student should be regular in attendance for all sessions during the day.
2. Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
3. If the student is found irregular in attendance, disciplinary action will be taken.
4. The student coming late shall not be allowed to enter the class.
5. The student must report about the sickness to their parent- guardian -teacher/office/Principal of the institute.
6. On no account will students be allowed to remain absent for any term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
7. The student should complete all the Practical's and Term - work such as Journals, Assignments, compilations and Projects.



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EXAMINATION

1. Candidates must appear at the examination hall half an hour before the commencement of the examination.
2. Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.

GENERAL

1. Loud/impolite talk/use of abusive language which offends the listener would be dealt with
2. serious action.
3. Expected to spend their free time in the Library/Reading Room.
4. Be in the assigned place with appropriate materials, ready to work at the designated time that class begins.
5. Be polite and respectful to everyone including students, teachers, administrators, support staff, patients and visitors.
6. Follow individual teacher instructions, class rules and expectations at all time.
7. Students appearance, personal hygiene and demeanor should always be modest and reasonably conventional.



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CODE OF CONDUCT FOR PROJECT

1. Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

CODE OF CONDUCT TOWARDS PATIENTS

1. Being a medical student, treat patients politely and considerately. Respect their views their privacy and their dignity. Respect the rights of patients. Act without any discrimination with patients.
2. Always make clear that you are a student and not a qualified doctor; be aware of your limitations and do not exceed your ability when giving information to patients. Understand, accept and agree to be bound by the principle of confidentiality of patient data and also of information concerning staff and students.
3. Do not use mobile phones while examining patients. Switch off mobile phones in OPD and IPD. of hospital.
4. Inform the clinical authority, college teacher (doctor), immediately if you become aware of any personal problems arising which may put the health and well-being of patients at risk.



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