



Somaiya Ayurvihar

KJ Somaiya Hospital & Research Centre

K. J. SOMAIYA COLLEGE OF PHYSIOTHERAPY

CODE OF CONDUCT

The core mission of our College is to aspire and strive for excellence in education and service, by developing and sharpening the intellectual and human potential of Physiotherapists for the good of self and the society.

Discipline will be given highest importance and hence the management will always be strict to implement it.

1. FEES PAYMENT

Fees for first year undergraduate must be paid during the time of admission.

Fees for the other years must be paid by every student (except N.R.I students) after the results are announced.

(Subject to revision as per Shikshan Shukla Samiti Guidelines)

2. PROFESSIONAL DRESS

It is important to portray a professional image. A clinician with inappropriate dress, grooming or conduct can damage the patient's confidence in the quality of their care, sometimes even resulting in a delay in the restoration of health.

Haircuts, hairstyling and personal grooming need to be neat, conservative and inconspicuous . Grooming and style should be practical and allow one's duties to be performed without embarrassment or inconvenience.

DRESS

Modest casual wear is appropriate on campus and in class.

Clinical / lab dress : aprons for all clinical assignments, any class that is held in a clinical facility and in any class where patients are present.





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3. PROFESSIONAL BEHAVIOUR CRITERIA

3.1- DISCIPLINED BEHAVIOUR IN COLLEGE

Professional behavior is consistently expected of all students in any college related/ clinical activity & in social responsibility.

- Students must read the notice boards regularly so that they don't miss out on any important information.
- Students should greet the teachers, non-teaching staff, peers as well as patients.
- Students are expected to maintain a high standard and professionalism in their general behavior and manner of speech.
- Students are expected to recognize and comply with the authority held by the institution/MUHS and its staff. They are expected to follow and adhere to requests made by staff. Failure to do so could lead to parental contact and loss of privileges.
- In communication with fellow students and staff; students must not use profane language or offensive gestures.
- Students must respect opposing opinions and accept constructive criticism gracefully.
- Students must complete all assigned responsibilities & meet deadlines.
- Students will respect personal property of others.
- Use of mobile phone during working hours is restricted in the class, clinical postings, library and hospital wards. If a student breaks this discipline, his/her mobile will be confiscated.
- Lights, fans and A.C. should be switched off before leaving classroom, clinical area and the common room.
- All students must wear their identity cards daily.





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3.2 –DISCIPLINE REGARDING CLEANLINESS IN COLLEGE

- Students are responsible for maintaining cleanliness and discipline in classroom and clinics.
- All garbage must be thrown in the garbage bin and not on the floor or in the desk drawer.
- Students should cooperate with housekeeping staff to maintain cleanliness.
- Toilets must be kept clean after use.

3.3 – DISCIPLINE REGARDING LABORATORY USE

- Students will be responsible for maintaining their own safety and the safety of others in all laboratory/ clinical activities.
- When lab sessions are finished, students must return lab furniture/ Pillows, equipments etc to their designated areas in the laboratories. In case of damage to any equipment due to irresponsible handling, amount will be adjusted against caution money.
- Students must report damaged/ not working equipments as soon as noticed so that they can be repaired at the earliest.



T R U S T

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Telephone: (91-22) 24020946 / 4090253 Fax: (91-22) 24020946 Web: www.somaiya.edu



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4. ATTENDANCE

4.1- REQUIREMENT:

Students must have minimum 80% attendance in Theory and Practicals, separately as per the MUHS guidelines, failing which they will not be eligible to appear for University Examination.

Sign In - 9 am

Sign Out - 4pm.

Late mark - 9:10 am to 9:20 am.

Absent – after 9:20 am

4.2- NOTIFICATION OF ABSENCE:

All the leave applications must be addressed to the Principal and forwarded through the posting I/c & the Class coordinator. Students are entitled to receive vacation and Preparatory leave as per MUHS guidelines.

- Absence on 1st opening day and the last working day of the Term will be condoned once in two years only with prior permission, from the Principal.
- Students leaving premises of the college during college hours will have to take written permission from the Principal.
- **No half days will be granted.**
- In case of absence due to a valid reason, student must submit a note to the Principal, stating the reason.

The note requires signature of respective class coordinator and posting in charge and signature of working partner who will be responsible for managing work of the absent student.

- In case of absence due to sickness, the college must be informed within 3 working days and a medical certificate along with a covering letter



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has to be submitted, the day student reports to college. Fitness letter for resuming classes & clinic to be submitted as well.

- **Leave will not be sanctioned one week prior to: (irrespective of 80% attendance)**

1) Internal exams

2) Preparatory leave

3) Internal Assessment Submission date,

[except for unavoidable circumstances and with written permission.](#)

If leave application is not submitted by a student, he/she will be charged double compensation in vacation/preparatory leave and/or marks will be deducted from the Practical Exam marks.

During vacation/preparatory leave of regular batch, long leave may not be sanctioned for the casual batch.

- Prior written Sanction from the Principal is mandatory for attending any workshop and leave for Religious functions/ Family functions/ Personal reasons. Any such absence will be granted as per the discretion of Class Coordinator and the Principal.

Serious action will be taken, for the breach of discipline, irregularity of attendance and unsanctioned leave.





5. ASSIGNMENTS AND EXAMS

5.1 ASSIGNMENTS

**Journals must be submitted for signing –
within 2 days - After case presentation**

Journals to be submitted on the specified date given by the teacher for practical topic teaching

Journals submitted late, will be given 'late submission' remark in the index.

Journals submitted after university theory exam, will not be signed.

5.2. EXAMS

5.2.1 Schedules

College examinations are scheduled twice a year.

5.2.2. Attendance at Examinations

Attendance for all the examinations (theory and practical) is compulsory.

No re-exam will be conducted in case student remains absent for any scheduled exam.

5.2.3. Discipline during Exams

Invigilators and students should reach 15 mins and 10 minutes respectively prior in the examination hall. The classroom will be opened only after invigilators enters the classroom. Bags and books must be deposited in the common room. The student must enter the classroom only with writing materia (transparent pouch and transparent writing pad are only allowed) and ID card. Mobile phones and watches are not allowed in the examination hall.

5.2.4-Dispute of Exam or Assignment Grades



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Students will have the opportunity to review their answer sheets and the same shall be returned to the course faculty after the review.

5.3- Grading System

As per guidelines issued by MUHS from time to time.

- Students must attain minimum 40% marks to qualify for the University examinations, when “Internal Assessment marks” are calculated . If his/her standard is not met, students may not be awarded “Grace marks” for final exams.
- Students must attain an average of 50% or more in each subject, theory as well as practicals separately. Failure to attain the required 50% or more will result in failure of the subject.
- In case of failure in MUHS examination, student has to re-appear for the same in next exam.

Students of all years are encouraged to avail college library facility and book bank facility to enhance their academic performance.



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6. FACULTY-STUDENT COMMUNICATION

A teacher is assigned as a class co-ordinator for each class.

Students may feel free to approach the Principal at any time to talk about issues she / he wishes to discuss.

Mentor- mentee programme

The purpose of this programme is to provide a platform where experiences can be shared on a one to one informal basis, maintaining confidentiality to establish a trusting relationship, thus providing support to students at various stages in their course programme and career.

7. TECHNICAL STANDARDS

- **Students must not skip breakfast or Lunch.**
- Students must be able to cope with physically demanding situations like sitting for long periods, standing for 2-4 hours per day (6-8 hours in clinical practice settings) during handling patients, extreme weather conditions and daily travelling etc.



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8. RAGGING

Ragging is a punishable offence. Ragging within or outside the college is prohibited. Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the educational institution shall be subjected to disciplinary action/ rustication and/or legal action from appropriate authorities .

Ragging includes display of verbal abuse, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or are likely to cause annoyance, raise apprehension or fear, physical or psychological harm or mental trauma or cause undue hardship in a fresher or other students, or forcing a student to do any act which such a student is not willing to do or which causes him/ her shame or embarrassment or danger to his/her life or indulging in eve teasing.

9. MAHARASHTRA STATE OCCUPATIONAL THERAPY AND PHYSIOTHERAPY COUNCIL MEMBERSHIP

Students are expected to become members of the Maharashtra state OT/PT Council upon completion of the course.

All students must take a note of the Code of Conduct and apply the same during their stay in college i.e. 4.5 years of U.G. and /or 2 years of P.G.

The policies in this manual are subject to revision.

Students are expected to fill alumni form by the end of internship.

We, at K. J. Somaiya College of Physiotherapy believe that professional behaviors, attitudes and abilities are essential for success as a Physical Therapist and the faculty serve as mentors and role models within the professional education environment.

