



SOMAIYA
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K J Somaiya College of Physiotherapy



K J SOMAIYA COLLEGE OF PHYSIOTHERAPY

CODE OF CONDUCT



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K J SOMAIYA COLLEGE OF PHYSIOTHERAPY

CODE OF CONDUCT

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The core mission of our K J Somaiya College Of Physiotherapy 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. This Code of Conduct has been formulated to provide the institute's expectation from Students, Visitors, Teaching facilities, Non-teaching faculties and Principal with respect to their professional and personal relation and responsibility with students, colleagues and administrators.

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

Definitions

- **College** - K J Somaiya College of Physiotherapy.
- **Students** - All the students admitted in K J Somaiya College of Physiotherapy.
- **Visitors** - All people visiting the college campus.
- **Teaching Faculty** - All teachers involved in teaching undergraduate, postgraduate and PHD students.
- **Non-Teaching Faculty** - Office clerks, administrators, accountants, lab assistants and peons. This also includes the Housekeeping staff, Security and driver.
- **Principal** - Teaching faculty who holds the post of Professor and Principal in K J Somaiya College of Physiotherapy.

A. CODE OF CONDUCT FOR STUDENTS

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

At any given time, each and every person on the campus must maintain an appropriate professional attire which has a direct impact on the decorum of the institute and patient care. Attire should be neat and inconspicuous which is practical and allow one's duties to be performed without embarrassment or inconvenience.

DRESS

Neat and clean Aprons with college badges in clinical areas where patients are present.

Appropriate haircut/hairstyle. Neatly tied up hair while treating the patients.

No grown and sharp nails.

Girls - Formal wear with decent footwear.

Boys - Shirt and pant with shoes.

Every student must carry his/her identity card at all times on the Campus.

3. PROFESSIONAL BEHAVIOUR CRITERIA

3.1- DISCIPLINED BEHAVIOUR IN COLLEGE

Professional behaviour 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 behaviour and manner of speech.
- Students are expected to recognise 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 & deadlines.
- 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.
- Students will respect personal property of others.
- Conserve water and electricity by switching off lights, fans, A.C. and water tap, LCD Projector, computers before leaving classroom, clinical area and the common room.

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 in different Dry and Wet garbage bins.
- Students should cooperate with housekeeping staff to maintain cleanliness.
- Toilets must be kept clean after use.
- Use of plastic is banned on our campus.

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, tools 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.
- While on campus, the students should operate machines and equipments carefully adhering to all the safety regulations and to ensure that no damage is caused to self, others or the institute's property.

- The arrangement of the chair, benches and plinths in the laboratories and classrooms should not be disturbed. Rearrangement after the class is over is the student's responsibility.

4. ATTENDANCE

Students must have minimum 80% attendance in Theory and Practicals, separately to be eligible to appear for university exam as per the MUHS guidelines.

Biometric Sign In and Sign Out is compulsory.

College timings -

Sign in	9.00 am
Sign Out	4.00 pm
Late Mark	9.10 am -9.20 am
Absent	After 9.30 am

All the leave applications must be addressed to the Principal and forwarded through the posting incharges & 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 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.

Students should refrain from forging of signatures or even over writing in signing register.

5.2. EXAMS

5.2.1 Schedules

College examinations are scheduled twice a year. It will be displayed on the notice board and uploaded on the website.

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 material (transparent pouch and transparent writing pad are only allowed) and ID card. Mobile phones, smart watches and Bluetooth earphones are not allowed in the examination hall.

5.2.4-Dispute of Exam or Assignment Grades

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.

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.

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 behaviours, 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.

B. CODE OF CONDUCT FOR VISITORS.

- All the people visiting our campus are Guests and to be treated as such that they enjoy our extended hospitality on the campus.
- Visitors should park their vehicles in designated visitors parking area.
- Visitors seeking information regarding our college to be directed by the security personnel to relevant place.
- Visitors must take prior appointment to meet the teachers and principal. If they come to college without prior appointment, they should be seated in the waiting area and the peon will guide them to the concerned faculty.
- No visitor is allowed to enter the classroom, examination hall, administrative office and staff cabins of the college without permission.
- Visitors should keep the campus clean during their visit and speak softly in the OPD areas to avoid disturbance to the others.
- It is advisable that the visitors should take care of their valuables.
- Smoking and alcohol consumption is strictly prohibited on college premises.
- Security of the campus and all concerned is of top priority to the college authorities. Security is present to ensure the same 24/7. The college is under CCTV surveillance with cameras near the entrance, reception, corridors and in the classrooms.
- K J Somaiya College of Physiotherapy is under the jurisdiction of Wadala Truck Terminal Police Station. The college guarantees safety and security to all within the precincts.
- The visitors should abide by the COVID 19 guidelines.

C. CODE OF CONDUCT FOR TEACHING STAFF.

A teacher is a role model for the students and society. The teacher should be dedicated and must strive to live upto the expectations of the institute. The teacher must be professional, approachable and understanding at all times.

— PERSONAL CONDUCT

- The teacher must refrain from engaging in or inciting others to engage in conduct which disrupts any aspect of college functioning, obstructs or threatens individual's expression of ideas and identity. Failing to comply by these activities the Admin/code of conduct committee will take strict actions.
- The college has zero tolerance for ragging and sexual harassment on any platform.
- Non-veg is strictly prohibited.
- Keep the campus clean at all times.

— PROFESSIONAL CONDUCT

- A teacher must work continuously towards his/her own professional growth and research by regular active participation in CMEs, conferences, workshops and faculty Development Programs.
- Give frank and free opinions at meetings, seminars, workshops and conferences towards the contribution of knowledge.
- Be consistent in providing their duty of teaching and clinical services. Cooperate with the institute in developing curriculum, students' mentoring, college examinations and clinical skills with dedication.
- Along with academic, be an active participant in co-curricular, extra-curricular and community activities.

— RELATIONSHIP WITH STUDENTS

- The teacher must respect the right and dignity of each and every student, give fair treatment to all the students irrespective of their religion, cast, creed, sex, language, colour, disability, religious beliefs, marital and family status, economic, social status, etc.
- Encourage students to improve their knowledge, skills and personality to their maximum potential.
- Regular and active meetings with their respective mentees to be encouraged.
- Inculcate amongst the students patriotism and their contribution to the community.
- Recognise difference in potential amongst students and work to help the students individually by being available to the students even beyond their class hours as and when required.
- A teacher should be sensitive and receptive to students' professional and personal concerns and address them empathetically and seek professional help as and when required.

— RELATIONSHIP WITH COLLEAGUES

- The teacher is expected to maintain a professional decorum, speak with respect and dignity with students, colleagues and the non-teaching staff, in the same manner they themselves wish to be treated.
- Avoid making unsubstantiated allegations against others.
- Encourage team work and support each other to achieve their maximum potential.
- There should be collaboration and timely communication between the different departments and the Principal for smooth functioning.

- All the teachers must follow the hierarchy and pattern of each clinical department and report to the Head of department for all work related communication, updates and permissions.
- Clinical department HODs to report to the Principal.

— RELATIONSHIP WITH ADMINISTRATION

The teacher must adhere to conditions, rules and regulations in their employment contract.

The should co-operate with the authorities in formulating policies for the betterment of the institution keeping in view the interest of the dignity of the profession as demanded.

Avoid undertaking any other employment or commitment including private tuitions and coaching or any responsibilities causing conflict of interest.

D. CODE OF CONDUCT FOR NON-TEACHING STAFF.

- The Non-teaching staff should strictly adhere to the rules and regulations of the college. Maintain honesty and integrity in all activities.
- The non-teaching staff is expected to Support Principal, Teaching staff, students and the visitors of the campus regarding all the administrative work and maintain hierarchy.
- They must take a prior approved leave and adjust workday coordination with fellow colleagues.
- The house keeping staff should keep the college premises clean and presentable at all times. Special care to be taken in the clinical areas to avoid any accidents or falls causing harm to the patients and the visitors.
- The canteen team should maintain personal and kitchen hygiene keeping in mind health of all the students, staff and visitors as their top priority.
- Maintain confidentiality with respect to student and staff record and other sensitive informations.
- Smoking and drinking on college premises is strictly prohibited.
- Any kind of verbal, non-verbal and/or physical misconduct of any nature in their interactions will not be tolerated. Strict actions will be taken against it.

E. CODE OF CONDUCT FOR PRINCIPAL

- The principal should motivate everyone for new innovative ideas, plan and execute them in the direction of the vision and mission of the college.
- The principal should be fair, objective, honest and abiding by law at all times.
- The principal should ensure that the admission of the students are as per rules and regulations by the competent authority.
- College committees should be formed and designated relevant work management. The Principal should conduct meetings with various committees and departments at regular intervals.
- The principal should monitor and assist the team members with regards to-Administration, supervision of curriculum and extra curriculum, welfare, examinations, workshops, seminars and related work.
- The principal with the team should plan budgetary provisions of the college and carry out financial matters efficiently and economically.
- The principal should encourage quality in education and academic activities, motivate each and every staff to enhance their knowledge, participate in research and developmental programs. To ensure this assessment reports to be made for teaching and non-teaching staff with appropriate feedbacks.
- For all work related communication, updates and permissions the Principal will report to the Management.
- The principal should make ethical decisions and be fair in the disciplinary actions within the professional boundaries with students, staff and visitors at all times.

F. CODE OF CONDUCT DURING COVID-19 PANDEMIC.

- Everyone on the college campus must abide by the COVID-19 guidelines given by the government at all times.
- Everyone should use face masks and dispose it in the designated bins.
- Students and staff must wash their hands before and after treating each patient during their clinical hours.
- If any student or teacher represents with any symptoms it should be reported immediately and appropriate precautions should be taken.
- In case of absence of leave due to COVID, duties should be resumed only after a negative test report.
- Any violation of the above mentioned code of conduct will be referred to the Admin/ code of conduct committee for appropriate action.



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