



JABALPUR INSTITUTE OF NURSING SCIENCES & RESEARCH

(REGG. BY - INC (NEW DELHI), MPNRC (GOVT. OF M.P.) AFFI. TO - M.P. MEDICAL SCIENCE UNIVERSITY, JABALPUR

Hitkarini Sabha Parisar, Jonesganj, JABALPUR (M.P.) - 482001
0761- 2415188, 2411391, Fax : 2411391 ✉ jinsar@hitkarini.edu.in, 🌐 <https://hinsar.hitkarini.com>

CODE OF CONDUCT FOR STUDENTS

- 1) Students admitted to Jabalpur Institute of Nursing Science and Research shall undergo their prescribed course of study as per the stipulation of University (MPMSU), Government of MP and Indian Nursing Council.
- 2) The College working hours will be from 10:00 AM to 05:00 PM in all days except.
- 3) Students are expected to use the common room for lunch.
- 4) Students are expected to maintain silence during the class hours.
- 5) Prior permission has to be obtained to leave otherwise it will be considered as absent.
- 6) Clinical duty for students starts at 08.00 am. Therefore, students are expected to be inside the college bus at 07:30 AM to enable the students to reach the duty on time.
- 7) Proper dress code and professional attire should be adhered before entering to the class room and Clinical area on all working days.
- 8) Mobile phones are not permitted inside the College.
- 9) Day scholars are expected to surrender their phone in the office and get it back while leaving the college in the evening.
- 10) Students are expected to have minimum 80% of attendance in theory and 100% practical to appear for university exam.
- 11) Library timing is between 10.00AM to 05.00 PM.
- 12) Strict silence should be maintained inside the library.
- 13) Students should write name in the entry register before entering the library. Students should return the books after three days.
- 14) The students should strictly wear college identity card during college and clinical hours.





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CODE OF CONDUCT FOR ACADEMIC STAFFS

CODE OF CONDUCT FOR TEACHERS

- 1) Live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
- 2) Express the love of brotherhood to fellow students.
- 3) Love the Nation and commit their endeavors to her progress.
- 4) Have a sense of belonging to the Institution.
- 5) Assume total dedication to the teaching profession.
- 6) Have an urge to excel in professional expertise.
- 7) Wear respectable attire, befitting the society's expectations.
- 8) Keep up immaculate personal hygiene at all times.
- 9) Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other Ornament one wears.
- 10) Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- 11) Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- 11) No teacher shall encourage or indulge in any form of malpractices connected with examinations or other college activities.
- 12) The faculty has to avoid using harsh and slang languages in the premises.
- 13) The use of mobile phones in the campus during working hours is strictly forbidden.
- 14) Faculty has to develop his / her general and professional knowledge of skills and remain updated in the specific line of work.
- 15) Every teacher shall, by precept and example, inculcate respect for law and order among students.
- 16) Every teacher shall, by precept and example, instill the love of the motherland in the minds of the pupils.





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CODE OF CONDUCT FOR PRINCIPAL

- 1) The Principal / Head of the institution shall be solely responsible to the Chairman & Secretary / Correspondent/ Manager and Management on all administrative, academic research and related activities of the college/ institution in order to maintain and uphold the academic supremacy and competence.
- 2) Shall formulate and present to the Chairman & Secretary / Correspondent/ Manager
- 3) Policies and guidelines on all administrative, academic, research and related activities pertaining to the college in order to maintain excellence in teaching and research.
- 4) Shall provide expert counseling and guidance and high profile academic leadership to the Heads of Departments. Staff and students towards academic excellence.
- 5) Shall effectively coordinate the administrative, academic, research and related activities of all the departments of the institution and ensure smooth function of both teaching and research activities.
- 6) Shall be responsible for the successful conduct of all the approved degree programmes of the institute as per the norms stipulated by the INC.MPMSU, MPNRC and JINSAR and shall be responsible for carrying out all such instructions and directions communicated from the University and from other statutory bodies.
- 7) Shall be responsible for building the state of the art infrastructure and for the maintenance and constantly upgrading the same to facilitate world class teaching, learning and research activities.
- 8) Shall be responsible for monitoring the registration and the progress of students' admission to various degree programmes of the institution.
- 9) Shall be responsible for the preparation of annual budgetary requirements of the college as desired by the Management from time to time.





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LIBRARIAN

- 1) The Librarian work will include proper maintenance of the Library and proper account of all the books maintained in the Library.
- 2) The duties of Librarian will include maintenance of Accession Register and
- 3) proper accounting of books, journals, periodicals, Educational CDs etc in the library.
- 4) The functioning of the Library from 10 AM to 05.00 PM.
- 5) The librarian will be responsible for the purchase of books and timely renewal of Journals including e- journals.
- 6) Issuance of books and timely retrieval of the book and also maintaining correct account of the books held.
- 7) Yearly submission of demand of books, journals etc to the Management.
- 8) Preparation of list to be purchased in the library in consultation with department faculty.
- 9) Proper display of books according to the subjects.
- 10) Maintenance of Data base for the proper accounting of books.
- 11) Catalog new inventory and update the database accordingly.
- 12) Budget provisions for the library.
- 13) Timely repair and binding of books and also repairing tear and wear of the books.
- 14) Order new inventory from book supply from the companies.





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ASSISTANT LIBRARIAN

- 1) The Assistant Librarian work will include proper maintenance of the Library and proper account of all the books maintained in the Library.
- 2) The functioning of the Library from 10:00 AM to 05.00 PM.
- 3) Issuance of books and timely retrieval of the book and also maintaining correct account of the books held.
- 4) Preparation of list to be purchased in the library in consultation with department faculty.
- 5) Proper display of books according to the subjects.
- 6) Maintenance of Data base for the proper accounting of books.
- 7) Catalog new inventory and update the database accordingly.
- 8) Timely repair and binding of books and also repairing tear and wear of the books





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CODE OF CONDUCT FOR ADMINISTRATIVE STAFFS

CODE OF CONDUCT FOR PRINCIPAL

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- 2) Shall formulate and present to the Chairman & Secretary / Correspondent/ Manager
- 3) Policies and guidelines on all administrative, academic, research and related activities pertaining to the college in order to maintain excellence in teaching and research.
- 4) Shall provide expert counseling and guidance and high-profile academic leadership to the Heads of Departments. Staff and students towards academic excellence.
- 5) Shall effectively coordinate the administrative, academic, research and related activities of all the departments of the institution and ensure smooth function of both teaching and research activities.
- 6) Shall be responsible for the successful conduct of all the approved degree programmes of the institute as per the norms stipulated by the INC.MPNRC and
- 7) JINSAR and shall be responsible for carrying out all such instructions and directions communicated from the University and from other statutory bodies.
- 8) Shall be responsible for building the state of the art infrastructure and for the maintenance and constantly upgrading the same to facilitate world class teaching, learning and research activities.
- 9) Shall be responsible for monitoring the registration and the progress of students' admission to various degree programmes of the institution.
- 10) Shall be responsible for the preparation of annual budgetary requirements of the college as desired by the Management from time to time.





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ADMINISTRATIVE MANAGER/ADMINISTRATIVE OFFICER

- 1) The Administrative Manager will be the head of the administration office and office staff will be under his supervision and control.
- 2) The Office Superintendent and all staff will report to the Administrative Manager and should seek the approval/permission in all matters.
- 3) He/She will work with close direction of the Management.
- 4) He/She will work in close unison with the Principal. The leave and OD of the staff/faculty members will be routed through him for consideration/approval.
- 5) He/She will oversee the statutory and other administrative works of the college.
- 6) He/She will be the person responsible for arranging various development activities of the college
- 7) He/She will represent the Management and will work as per the directions of the
- 8) Chairman and Managing Trustee, Supervising day-to-day operations of the administrative department and staff members.
- 9) He/She will attend to any other work as assigned by the Principal / Chairman & Secretary from time to time.





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OFFICE SUPERINTENDENT /OFFICE IN CHARGE

- 1) Hire, train, and evaluate employees and to take corrective action when necessary.
- 2) Develop, review, and improve administrative systems, policies, and procedures.
- 3) Ensure the office is stocked with necessary supplies and all equipment is working and properly maintained.
- 4) Work with accounting and management team to set budgets, monitor spending, and process payroll and other expenses.
- 5) Plan, schedule, and promote office events, including meetings, conferences, interviews, orientations and training sessions.
- 6) Collect, organize and store information using computers and filing systems.
- 7) Oversee special projects and tracking progress towards management goals.
- 8) Admission of the new students according to University/ Government Rules.
- 9) Be the custodian of the Original Certificates of Students and staff and its proper maintenance.
- 10) Receive, enter, store and distribute of all communications received from
- 11) Corporate Office, University, Government, Non Government and other agencies.
- 12) Monitor all students' cash payments, including college and hostel fees, preparing list of defaulters and coordinating and checking all receipts and payments.
- 13) Register and monitor all incoming and outgoing dispatch tapal.
- 14) Responsible for overall monitoring of students-scholarship
- 15) Monitor all material arrivals stock entry and verification of all kinds of bills including payment to Electricity Bill and other dues.
- 16) Maintain records of all complaints by students, faculty and other and the details or enquire and follow up.
- 17) Responsible for maintaining all confidential academic and related documents legal files and other important documents.





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- 18) Attend to any other work as assigned by the Principal / Chairman & Secretary from time to time





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CODE OF CONDUCT FOR SUPPORT STAFF

WARDEN

- 1) Wear respectable attire, befitting the society's expectations.
- 2) Keep up immaculate personal hygiene at all times.
- 3) Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other Ornament one wears.
- 4) Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- 5) Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- 6) Avoid using harsh and slang languages in the premises.
- 7) Correspondence with the various departments and corporate office is to be made between 10.00 AM and 05.00 PM.
- 8) Shall perform such other duties as directed by the Management and Principal from time to time.
- 9) Maintain and update the Registers & Files maintained in the hostel
- 10) Ensure food safety and quality
- 11) Conduct meetings with students regularly and solve the problems of the students
- 12) Scrutinize thoroughly the request letters from the students, the phone calls, permission letters / SMS / Fax / mail from Parents or Guardians and the
- 13) approval from the class coordinator, HoDs and Principal and permit the students for leaving the hostel.
- 14) The Wardens will take the full responsibility for permitting the students for leaving the hostels.
- 15) They will also see that the Parents / Guardians who visit the hostels are received and treated properly.





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- 16) In the event of any untoward incident, it has to be recorded in the occurrence register and reported to higher authorities at regular intervals. Serious matters are to be reported immediately.





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OFFICE STAFFS

- 1) Always Be punctual
- 2) Wear respectable attire, befitting the society's expectations.
- 3) Keep up immaculate personal hygiene at all times.
- 4) Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other Ornament one wears.
- 5) Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- 6) Shall never gossip or discuss unauthentic information with peers or other members of the public which might provoke a sensation or ill feeling of any sort.
- 7) Avoid using harsh and slang language in the premises.
- 8) Shall perform such other duties as directed by the Management, Principal and other higher officials from time to time.

