



**MAEER MIT PUNE'S
MIMER MEDICAL COLLEGE & Dr BSTR HOSPITAL,
Talegaon Dabhade, Pune,410507**

**CODE OF ETHICAL
CONDUCT FOR
STUDENTS, FACULTY,
ADMIN & SUPPORT
STAFF**

(2nd Amendment date: 15th June 2023)

CODE OF ETHICAL CONDUCT FOR STUDENTS AND FACULTY

INTRODUCTION

This Code of Ethical Conduct for Students and Faculty has been prepared to provide a well-defined declaration of the Institution's expectations of students in respect of academic conduct and personal behaviour.

It aims to cover the interdependent duties, rights and responsibilities of faculty and students. In addition, it aims to encourage timely reflection and considerate response to ethical concerns. These are the guiding principles to ethical conduct and to identify major issues.

Code of Ethics for students – Core values

This section aims to presents broad values and ethical principles.

Integrity

Integrity is defined as, "Adherence to moral and ethical principles; soundness of moral character; honesty". A person with integrity is totally honest and truthful in every part of their life.

Students with integrity will work hard to earn their degrees in a fair and honest way by putting in the hours to study and complete assignments. If students use unfair means in their evaluation, their integrity is lost; the value of their degree is reduced and the morals of the individual are compromised. This will also guide the student in the way that he/she will function later in life.

Respect

Respect is a feeling or understanding that someone or something is important, serious, etc., and should be treated in an appropriate way. Being respectful towards people is a key aspect in life in order to form and maintain positive relationships in order to become successful. If you treat them with kindness, they will be respond with kindness. One way to show respect towards other people to treat others the way you would want to be treated. This is the Golden Rule.

Broadmindedness

Being broadminded means you have an openness to other's ideas and opinions and consider the possibility that you may be wrong or need to change your own perspective. An atmosphere of open-

mindedness will encourage mutual understanding, ensuring that students work constructively and co-operate with each other towards attaining shared goals, despite minor personal differences.

Discipline

Discipline means willingness to follow certain rules and orders. Discipline is important to avoid chaos and disorder in society. It is important for all individual to have self-restraint and to behave in a suitably restrained and regulated manner.

Tolerance

Tolerance is the willingness to accept feelings, habits, or beliefs that are different from your own. Tolerance helps us to see the world from the perspective of others, not just your own.

Tolerance an effective and sustainable way of ensuring that everyone accepts and respects diversity of thought action, religious belief, customs, dress etc.

Team spirit

Team spirit can be defined as when the members of a group want the team to succeed. Team spirit improves the ability of individuals to work together and boosts morale. All students will benefit from committed teamwork. Working as a team means actively listening to each other's ideas and accept constructive criticism.

Responsibility

Responsibility is one of the traits of our character which means that a person is able to respond for his actions, is able to take some duties and to face certain consequences of the actions that may occur. Responsibility should be cultivated and become an integral part of one's personality. Responsible people can be trusted and relied upon by everyone.

These values form the background of the Code of Ethical Conduct for Students and Faculty for this academic institution. This will ensure that every student is aware of what they should and what they should not do. Students are expected to adhere to and always practice the Code of Ethical Conduct for Students and Faculty while they are part of this institution.

Student responsibilities towards the institution.

The Code of Ethical Conduct for Students and Faculty defines the rights and students' responsibilities. These rights and responsibilities form the basis of the relationship between faculty, administrative staff and students. Students have responsibilities towards faculty, administrative staff and other students as well.

This institution recognizes and values student diversity, experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct. The specific responsibilities are further laid down as:

Responsibilities towards faculty:

To establish a perfect cohesion within the institution, students have certain obligations towards their faculty. Some of these are: -

Submission of assignments

It is important that students submit all their assignments on time so that the teachers can carry out their assessment and the students are not penalized for late submission.

Punctuality

Punctuality is a principle that is important as it reflects the importance of time management and underlines the respect of each other's time. Being on time means that all events start and end at the designated time and this helps in the smooth conduct of all events and reduces the requirement of reminders and messages to be on-time.

Mutual Respect

Mutual respect for each other, civil behaviour at all times and politeness may seem obsolete and are often ignored. Mutual collaboration, shared responsibilities and harmonious relations are very important values that students should share.

Academic theft and plagiarism

In this technologically advanced world where 'cut-copy-paste' has become the easy way out it is important to understand and respect academic or intellectual property rights. There are software programmes that allow plagiarism check and students must be trained not to pass off others people's work as their own. This also

helps in development of moral and ethical behaviour of the students. Some of the other good and ethical practices are:

- a. Responsibly conduct research by following all statutory and ethical norms;
- b. Desist from indulging in plagiarism viz. the practice of taking someone else's work or idea and passing them as one's own;
- c. Obtain requisite prior permission from the cited author/publisher, wherever necessary;
- d. Properly attribute and acknowledge the source of information in a manner consistent and compatible with the needs and specifications of the respective discipline and in accordance with the rules, regulations and conventions governing the source;
- e. Ensure that manuscripts are checked for originality using plagiarism check software.
- f. While submitting a dissertation or project report, also submit an Undertaking specifying that the same has been prepared by him/her and that it is original work which is free from plagiarism.

Discrimination and Ragging

The institution has a strict and zero-tolerance policy towards ragging. It supports and adheres to the the Anti-Ragging efforts laid down by the Central Govt and University and the college anti ragging committee is responsible to ensure that ragging does not take place in any form or manner. Any sort of discrimination or a difference in treatment between two persons is neither accepted or practiced in this institution.

Responsibilities towards administrative staff

It is mandatory that Students and their guardians treat all institutional employees, honorary appointees, consultants, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity and maintain a cooperative and collaborative approach to inter-personal relationships at all times. They should act honestly and ethically in their dealings with any of the appointed staff and follow the orders and instructions as laid-down from time to time.

Dress code

The institution has a 'college uniform' that has to be worn by all students as per the laid down instructions. All students are

expected to be suitably dressed at all times appropriate to an educational institution. In short, the dress code of the students at all times must meet the criteria of decency.

In some parts of the institution additional dress code may be imposed or strictly prohibited. This is in case in laboratories, or sport premises. These are meant as a health and safety issue for students.

Care of college infrastructure and environment

The environment in which the students live is the premises of the college. Students have a moral duty to respect the local and the entire public domain. They should refrain from doing anything to damage or degrade the college infrastructure, not steal any public property etc. Suitable fines or repair costs may be imposed on the student or students if they are found guilty of willful damage to property or surroundings. Students are also expected to maintain general cleanliness of their surroundings both in college and the hostels.

No smoking on campus

Smoking is banned by law in public places and the college premises as well. This is not only to preserve personal health of the students but also save them from the ill-effects of second hand or passive smoking.

Care in use of laboratories and lab materials

Students are allowed to use laboratory equipment, computers or technical equipment as part of their learning process. Due care and precaution to avoid damage to the equipment or to the student themselves is to be ensured and all instructions of the faculty in charge to be followed strictly.

Outside the institution

The application of ethical codes is not confined to internal use at the institution. Students are representatives of their university outside of the university and must therefore behave in the same way even while travelling to and from the college; attending or representing the college at other competitions, events programmes etc. This reflects well and helps to maintain the good reputation of the institution

Students who participate in activities outside the university must behave in a manner consistent with their role as a representative of the university. This can be during stays abroad, as part of exchange in partner universities, internship in other colleges or even abroad. This requires good behavior at home or abroad, showing the knowledge acquired and speaking well of the university and the city of origin.

Code of Ethical Conduct for Faculty

(a) All faculty teacher should strictly adhere to legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to their sphere of responsibility/duties.

(b) No faculty shall discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.

(c) A teacher shall not remain absent from duty without proper sanction of leave except in case of emergency.

(d) A teacher shall refrain from indulging in any form of scientific publication or presentation in any forum or illegal journal that would prove to be detrimental to the reputation and the progress of the college.

(e) A teacher shall perform his/her academic duties and work related to examinations as assigned. Remuneration, where prescribed shall be payable as per instructions laid-down by the University.

(f) All faculty should ensure that they should not misuse the facilities or forum of the college/University.

(g) A teacher shall not make use of the resources and/or facilities of the Department or College for personal, commercial, political or religious purposes.

(h) A teacher shall not be partial in assessment of a student or deliberately favour, discriminate or victimize a student on any grounds.

(i) A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination/administration.

Any faculty member/student found guilty of contravening this Code of Ethical Conduct for Students and Faculty shall, after following the due procedure laid down in this regard, be liable for the appropriate penalties as specified by enactments/regulations/guidelines for the time being in force.

Date:15 June 2023



Sandhya

Dr Sandhya Kulkarni
Principal

MIMER Medical College

PRINCIPAL

**MIMER MEDICAL COLLEGE
TALEGAON DABHADE
PUNE 410507**