



B.L.D.E. Association's

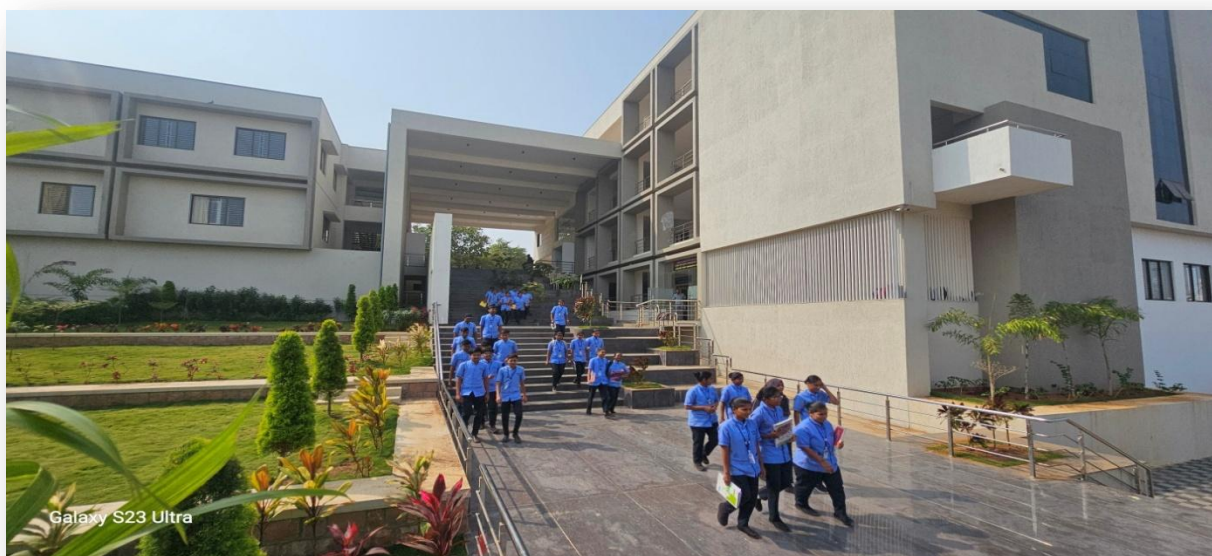
COLLEGE OF NURSING, JAMKHANDI.

B.L.D.E.A'S Campus, Girish Nagar, Jamkhandi – 587301
Karnataka, India.

*(Recognized by Government of Karnataka, Karnataka Nursing Council (KNC) & Affiliated to
Rajiv Gandhi University of Health Sciences (RGUHS), Bengaluru)*

CODE OF CONDUCT

HANDBOOK...



B.L.D.E. A'S Campus, Girish Nagar, Jamkhandi-587301.
Karnataka, India. [Tel:\(08353-200135\)](tel:08353-200135) , Mob.8237614097, 8618405788.
Email: principal.conj@bldea.org Website: www.bldeanursingjamkhandi.ac.in

TABLE OF CONTENTS

Sl. No.	Content	Page No.
1.	Message From Principal Desk	3
2.	Vision and Mission	4
3.	Code of Professional conduct by the International Council of Nurses	5
4.	Code of Conduct for Faculties	6
5.	Code of Conduct for Non-Teaching Staff	7
6.	Code of Conduct for Support staff	9
7.	Code of Conduct for Students	10
8.	Institutional Library Rules and Regulations	15
9.	Anti-Ragging Rules	18

Message from Principal's Desk...



Our foremost objective is to inculcate strong moral principles and a professional code of conduct in our students. The knowledge and skills acquired during their academic journey are essential for developing a caring personality as a nurse and preparing them to deliver compassionate and competent healthcare services.

This transformation nurtures well-developed, empathetic, and professionally capable individuals who can effectively respond to the needs of society. The true purpose of education is not only to enhance intelligence but also to build character. We firmly believe that character and competence together shape an excellent nursing professional.

We actively promote lifelong learning among our students. Our institution is committed to providing holistic education that enables learners to realize their full potential in academic, co-curricular, and extracurricular domains. By fostering innovative and creative thinking, we prepare our students to face the evolving challenges of the healthcare sector with confidence and dedication.

Dr. Veerabhadrapa G. Mendagudli
Principal

HOD, Department of Community Health Nursing
BLDEA'S College of Nursing
Jamkhandi

VISION & MISSION



Vision

To be a center of academic excellence in nursing education by providing holistic learning with global standards, ethical values, and compassionate care to meet the ever-changing healthcare needs of society.

Mission

To provide quality and holistic nursing education that integrates knowledge, skills, ethics, and research to prepare competent, compassionate, and professional nurses capable of delivering comprehensive healthcare and contributing to community and national wellbeing.

CODE OF PROFESSIONAL CONDUCT BY THE INTERNATIONAL COUNCIL OF NURSES

1. Nurses (Educators and Researchers) and People

- Include topics on **human rights, equality, justice, and solidarity** in the curriculum to ensure equal access to healthcare.
- Provide opportunities to learn about **ethical issues and decision-making** in nursing practice.
- Teach concepts related to **informed consent, privacy, confidentiality, beneficence, and non-maleficence**.
- Introduce and emphasize **professional values** in nursing education.
- Create awareness among students about the importance of **social responsibility and action** in addressing current health issues.

2. Nurses (Educators and Researchers) and Practice

- Provide teaching and learning opportunities that promote **lifelong learning and professional competence**.
- Conduct and share research that connects **continuous learning with quality nursing practice**.
- Promote the importance of **maintaining personal health** and explain its relationship to professional values.

3. Nurses (Educators and Researchers) and Profession

- Provide learning opportunities related to **setting standards in nursing practice, research, education, and management**.
- Conduct, publish, and use research findings to **advance the nursing profession**.
- Create awareness about the importance of **professional nursing associations and organizations**.

4. Nurses (Educators and Researchers) and Co-workers

- Develop understanding about the **roles and responsibilities of other healthcare professionals**.
 - Communicate and promote **nursing ethical principles** to other disciplines.
 - Instill in learners the responsibility to **protect individuals, families, and communities** when patient care is compromised by any healthcare personnel.
-

CODE OF CONDUCT FOR FACULTIES-

A. Code of Conduct for Head of the Department (H.O.D.)

The Head of the Department (H.O.D.) plays a vital role in ensuring the smooth academic and administrative functioning of the department. The following are the responsibilities and expectations:

1. **Workload Allocation:** The H.O.D. shall assign teaching and departmental responsibilities to all faculty members in a fair and systematic manner.
2. **Academic Planning and Implementation:** The H.O.D. shall prepare academic plans, conduct departmental academic audits, and ensure the proper implementation of policies and guidelines approved by the Principal/Dean.
3. **Teaching Load Distribution:** The H.O.D. shall allocate teaching subjects and workload to faculty members, considering their qualifications, experience, and preferences wherever possible.
4. **Conduct of Departmental Meetings:** The H.O.D. shall organize regular (weekly/monthly) departmental meetings to review academic progress and administrative matters.
5. **Encouragement for Professional Development:** The H.O.D. shall motivate faculty members to update their knowledge and skills by attending seminars, workshops, conferences, and training programs.
6. **Promotion of Research and Publications:** The H.O.D. shall encourage faculty members to undertake research activities, publish research articles in reputed national and international journals, and author textbooks.
7. **Feedback and Quality Improvement:** The H.O.D. shall arrange for collection of feedback from students and parents regarding academic and quality-related processes and take necessary actions for improvement.
8. **Confidential Reports:** The H.O.D. shall prepare and submit confidential performance reports of faculty members to the Principal.

B. Code of Conduct for Teaching Faculties

The Code of Conduct for Teaching Faculties outlines the professional responsibilities, ethical standards, and expected behavior of educators within the institution.

1. **Respect for Student Perspectives:** Faculty members shall be open to listening and understanding students' viewpoints and provide additional support to disadvantaged or vulnerable students.
2. **Acceptance of Constructive Criticism:** Faculty shall accept constructive criticism positively and encourage a healthy environment for feedback and improvement.
3. **Impartial Treatment of Students:** Faculty shall treat all students equally without discrimination based on caste, creed, religion, gender, color, socioeconomic status, or any other factor.

4. **Role Model Behavior:** Faculty shall act as role models by demonstrating integrity, discipline, and dedication, and by encouraging curiosity and a love for learning.
5. **Promotion of Holistic Development:** Faculty shall foster not only academic excellence but also values such as patriotism, social responsibility, and community service.
6. **Maintenance of Professional Dignity:** Faculty shall uphold the dignity, honor, and integrity of the teaching profession at all times.
7. **Strengthening Subject Knowledge:** Faculty shall ensure that students understand the fundamental concepts of medical and nursing sciences and are well-prepared to face professional challenges.
8. **Commitment to Continuous Learning:** Faculty shall update their knowledge regularly and incorporate recent advancements into teaching practices.
9. **Encouragement of Research:** Faculty shall actively engage in research activities and provide opportunities for students to participate in research projects.
10. **Mentorship and Student Engagement:** Faculty shall guide and mentor students in academic, cultural, sports, seminars, workshops, and other extracurricular activities.
11. **Alignment with Institutional Objectives:** Faculty shall conduct themselves in accordance with institutional policies and work towards students' academic growth, mental well-being, and social development.
12. **Parent-Teacher Interaction:** Faculty shall actively participate in Parent-Teacher Meetings to discuss students' progress and address concerns.
13. **Adherence to Professional Ethics:** Faculty shall strictly follow professional ethical standards and pursue necessary training, certifications, and licenses as required.
14. **Scientific Integrity:** Faculty shall maintain honesty and integrity in research, publications, and academic writing.
15. **Patient Care and Professional Conduct:** Faculty involved in clinical practice shall provide high standards of patient care, respect peers' opinions, and maintain professional relationships.
16. **Respect for Colleagues and Staff:** Faculty shall respect professional colleagues and treat non-teaching staff with dignity and fairness.
17. **Avoidance of Conflict of Interest:** Faculty shall avoid conflicts between institutional responsibilities and private professional practices.
18. **Regularity and Punctuality:** Faculty shall maintain regular attendance, punctuality, and avoid unnecessary leave to ensure the smooth functioning of the institution.

C. Code of Conduct for Non-Teaching Staff

The Non-Teaching Staff shall adhere to the following rules and responsibilities:

1. **Restriction on Trade or Business:** Staff members shall not engage directly or indirectly in any trade, business, or remunerative work without prior written

permission from the Principal. Private tuition or any paid assignment requires official approval.

2. **Employment Applications:** All applications for external employment shall be submitted through the Principal. The management shall process such applications as per institutional rules and may impose necessary conditions.
3. **Permission for Honorary Work:** Staff members shall obtain written permission from the Principal before accepting any honorary assignment that may affect their official duties.
4. **Disclosure of Criminal Proceedings:** Any staff member involved in criminal proceedings shall immediately inform the institutional authorities.
5. **Political Neutrality:** Staff members shall not participate in political activities, associate with political parties, or promote political causes.
6. **Avoidance of Political Influence:** Staff shall not use political or external influence to secure personal service benefits.
7. **Prohibition of Anti-Social Activities:** Staff shall not engage in activities that are anti-secular, anti-national, promote communal disharmony, disturb public order, or involve defamation, contempt of court, or incitement to offense.
8. **Respect for Government Policies:** Staff shall refrain from publicly criticizing government policies in a manner that brings disrepute to the institution or authorities.

D. General Code of Conduct

All staff members of the institution shall follow the general guidelines mentioned below:

1. **Protection of Institutional Property:** Staff shall safeguard institutional assets and prevent theft, misuse, or damage to movable and immovable property.
2. **Compliance with Institutional Rules:** Staff shall strictly adhere to all institutional rules, regulations, and policies as amended from time to time.
3. **Commitment to Institutional Development:** Staff shall devote their time and effort toward the progress and development of the institution.
4. **Contribution to Vision and Mission:** Staff shall actively contribute to achieving the institution's vision, mission, and objectives.
5. **Punctuality and Regularity:** Staff shall maintain punctuality, sincerity, and regular attendance in performing their duties.
6. **Participation in Institutional Activities:** Staff shall attend all official meetings, functions, and programs as directed by the authorities.
7. **Prevention of Harassment and Discrimination:** Staff shall not engage in harassment or unlawful discrimination based on gender, age, religion, caste, marital status, disability, or any other protected category.
8. **Cooperation and Teamwork:** Staff shall work collaboratively with colleagues in academic and administrative activities.
9. **Maintenance of Confidentiality:** Staff shall maintain confidentiality of institutional matters and shall not disclose sensitive information without proper authorization.

10. Impartiality toward Students: Staff shall treat all students fairly and without bias.

11. Leave Entitlement: Staff shall avail casual leave, medical leave, earned leave, and vacation as per institutional rules and regulations.

E. Code of Conduct for Support Staff

Support Staff shall adhere to the following responsibilities and ethical standards:

- 1. Confidential Departmental Reports:** Confidential departmental reports shall be maintained in the personal file of the concerned employee. All staff members shall ensure strict confidentiality regarding such reports.
- 2. Acceptance of Additional Responsibilities:** Support staff shall willingly undertake additional duties assigned by the Principal/Dean from time to time.

Accountant – Responsibilities

- 1. Financial Record Maintenance:** Prepare, examine, and maintain accurate accounting records, financial statements, and reports.
- 2. Tax Compliance:** Ensure timely preparation and submission of accounts, tax returns, and compliance with statutory tax regulations.
- 3. Accounts Management:** Maintain proper classification of accounts and ensure accurate entry of financial transactions.
- 4. Financial Reporting:** Submit regular financial status reports to the Principal/Dean.
- 5. Verification of Financial Statements:** Ensure accuracy, completeness, and compliance of financial reports with institutional procedures.
- 6. Documentation for Committees:** Provide required financial documents and statements to various institutional committees.
- 7. Audit Facilitation:** Prepare and furnish necessary records and statements for annual financial audits.

Student Section – Responsibilities

- 1. Student Eligibility and Documentation:** Verify student eligibility and prepare necessary documents for submission to the University within the prescribed time.
- 2. Verification with University:** Ensure timely verification of student documents by the University.
- 3. Submission of Student Records:** Submit eligibility details, insurance information, and other required student records to the University.
- 4. Examination Form Processing:** Ensure timely submission of examination forms.
- 5. Caste Certificate/Validity Coordination:** Facilitate students in obtaining caste certificates and validity documents from concerned authorities.
- 6. Data for Reports:** Provide accurate student data for preparation of institutional and committee reports.

Lab Assistant – Responsibilities

1. Assist the Lab In-charge in conducting laboratory-related activities.
2. Maintain the laboratory attendance register.
3. Ensure laboratory setup is ready before practical sessions.
4. Maintain cleanliness and orderliness of the laboratory.
5. Coordinate with the Lab Attendant in performing laboratory duties.

Clerk – Responsibilities

1. Maintain and update service books of all staff members.
2. Maintain and safeguard official records and files at college and departmental levels.

Peon – Responsibilities

1. Report to duty at least 30 minutes before official working hours.
2. Maintain cleanliness in laboratories, classrooms, and staff rooms.
3. Perform duties assigned by the H.O.D. and other authorized staff.
4. Leave the office premises only with prior permission from higher authorities.

Professional Ethics Act

All support staff shall adhere to the following ethical principles:

1. Uphold the highest standards of honesty and integrity while working within or representing the institution.
2. Comply strictly with the institutional Code of Conduct.
3. Respect the privacy and dignity of students, staff, and stakeholders.
4. Treat students, parents, and colleagues with courtesy and sensitivity.
5. Respect the rights, dignity, and opinions of others.
6. Honor cultural, ethnic, and religious diversity within the institution.

CODE OF CONDUCT FOR STUDENTS -

All students shall follow the rules and regulations of the institution to maintain discipline, professionalism, and academic excellence.

1. Punctuality

Students shall be punctual for all theory classes, practical sessions, and clinical postings. They must be seated in the classroom at least **5 minutes before** the session begins.

2. Wearing of Apron

Students shall wear a clean and neat apron while attending practical and clinical sessions and as instructed on campus.

3. Mobile Phone Usage

Use of mobile phones is strictly prohibited in classrooms, laboratories, clinical areas, library, and office premises.

4. Leave Regulations

Students shall obtain prior permission from the concerned authority before availing leave.

5. Medical Leave

Students returning from medical leave must submit a valid medical certificate.

6. Prohibition of Substance Use

Smoking, consumption of alcohol, drugs, tobacco, or any intoxicating substances within the campus is strictly prohibited.

7. Prevention of Ragging and Harassment

Ragging, eve-teasing, bullying, or any form of harassment is strictly prohibited. Strict disciplinary and legal action will be taken against offenders.

8. Discipline and Conduct

Students shall not participate in mass absenteeism, agitation, violence, or any activity that disrupts institutional functioning.

9. Respect for Privacy

Students shall not enter areas designated for the opposite gender.

10. Authority of the Principal

The Principal reserves the right to take appropriate disciplinary action, including suspension or expulsion, in the interest of the institution.

11. Campus Cleanliness

Students shall cooperate in maintaining cleanliness and hygiene within the campus.

12. Protection of College Property

Any damage to institutional property will result in disciplinary action and recovery of damages.

13. Transport Facility

Students are encouraged to utilize college transport facilities for safety and punctuality.

14. Academic Responsibility

Students shall take all internal assessments, practical examinations, and university examinations seriously.

15. Course Completion

Students are expected to complete the full duration of the course. Discontinuation may involve financial obligations as per institutional rules.

16. Change of Address

Any change in residence of students/parents/guardians must be reported to the Principal immediately.

17. Identity Card

Students must carry and display their valid ID card while on campus.

18. Permission for Events

Prior permission from the Principal is mandatory for organizing tours, meetings, or fundraising activities.

19. Restriction on Roaming

Unnecessary roaming within the campus during working hours is not permitted.

A. Dress Code Policy

All students must maintain a professional appearance and modest dressing while on campus and during clinical postings. Wearing the prescribed uniform and ID card is compulsory.

General Instructions (Applicable to All Students)

1. College uniform must be purchased/provided through the college only.
2. ID card is compulsory on campus, in classrooms, and during clinical postings.
3. Bathroom slippers and casual footwear are not permitted.

4. Students must maintain personal hygiene and a neat appearance.
5. The college is not responsible for loss of valuables or jewellery worn on campus.

Dress Code for Boys

1. **Uniform & Attire:**
 - Prescribed college uniform must be worn properly.
 - Formal pants with neatly tucked-in shirt (half/full sleeve) as prescribed.
2. **Prohibited Dress:**
 - Jeans, T-shirts, and casual wear are not allowed.
3. **Footwear:**
 - Formal shoes are compulsory.
 - Slippers and sports shoes are not permitted.
4. **Personal Grooming:**
 - Hair must be short and neatly trimmed.
 - Long hair and beard are not allowed.
 - Clean shave or 0-trim must be maintained.
 - Nails should be short and clean.

Dress Code for Girls

1. **Uniform & Attire:**
 - Prescribed college uniform (Churidar with long top and dupatta).
 - Dupatta must be neatly pinned on both sides.
2. **Prohibited Dress:**
 - Short tops without dupatta, jeans, T-shirts, tight bottoms, leggings, or any improper attire are not allowed.
3. **Footwear:**
 - Formal and decent shoes are compulsory.
 - Bathroom slippers are not permitted.
4. **Personal Grooming:**
 - Hair must be neatly tied and clipped properly.
 - Loose hair is not allowed.
 - During clinical postings, long nails and nail polish are strictly prohibited.
 - Excess jewellery should not be worn.

B. Hostel Rules and Regulations

All hostel residents shall strictly follow the rules to maintain discipline, safety, hygiene, and harmony within the hostel premises.

1. Admission to Hostel

1. Hostel admission will be confirmed only after submission of the prescribed admission form and full payment of hostel fees for the academic year.

2. Required documents: Admission form, fee receipt, passport-size photographs, and parent/guardian details.
3. Rooms are subject to inspection by hostel authorities at any time.
4. Students are advised not to keep valuables, cash, or gold ornaments in the hostel. The management will not be responsible for any loss.

2. Daily Attendance and Timings

1. Attendance at specified times and prayer (if applicable) is mandatory.
2. Students must strictly adhere to hostel timings.
3. The hostel gate will be closed at the designated time.
4. Entry and exit must be recorded in the prescribed register.

3. Visitors

1. Visitors must register at the entrance.
2. Visitors are allowed only on Sundays and declared holidays.
3. Visitors are not permitted inside hostel rooms and must meet students in designated areas only.

4. Leave and Night Pass

1. Prior written permission from the Rector/Warden/Class Coordinator is mandatory for leaving the hostel.
2. Students must obtain a night pass during college hours (9:00 am – 4:00 pm).
3. Departure and return must be recorded in the leave register.
4. Outings and night passes on Sundays are discouraged; parents may be informed if necessary.
5. For genuine reasons, students may leave after 4:00 pm and must return before 6:00 pm.
6. Absence without permission will lead to suspension.
7. During long vacations (Summer/Diwali), parents must be physically present while taking students home.

5. Cleanliness and Maintenance

1. Students are responsible for maintaining cleanliness in their rooms.
2. Weekly inspections will be conducted by the Warden.
3. Shifting of furniture between rooms is strictly prohibited.
4. Any damage must be immediately reported.
5. Damage to hostel property will result in a fine imposed on room occupants.

6. Electrical Safety

1. Lights and fans must be switched off when leaving the room.

2. Use of heaters, iron boxes, TVs, electric rods, induction stoves, or similar appliances is strictly prohibited.
3. Authorities will not be responsible for accidents caused by unauthorized appliances.

7. Celebrations

1. Prior permission is required to celebrate festivals or birthdays.
2. Birthday celebrations are permitted only between 8:00 pm and 10:00 pm.
3. Celebrations must not disturb other residents.
4. The area must be cleaned after celebrations.

8. Code of Conduct in Hostel

1. Ragging, bullying, harassment, and eve-teasing are strictly prohibited.
2. Theft, immoral behavior, abusive language, and substance use are prohibited.
3. Silence must be maintained from 12:00 am to 6:00 am.
4. After 10:00 pm, music is allowed only with earphones.
5. Students must respect hostel authorities, seniors, and housekeeping staff.
6. The hostel is not responsible for disputes outside the premises.
7. Violation of rules may lead to suspension from the hostel.

9. Mess Rules

1. Students must take meals only in the hostel mess.
2. Bringing outside food (tiffins) is not allowed.
3. Cooking inside hostel rooms is strictly prohibited.

10. Health Regulations

1. Students must inform authorities about any pre-existing medical conditions.
2. Any illness during stay must be immediately reported to the Warden.

11. Leaving the Hostel Permanently

1. Prior permission from Hostel In-charge and Class Coordinator is mandatory.
2. A consent letter from parents and their presence is required.
3. Students must submit a signed application before taking belongings from the hostel.

C. Institutional Library Rules and Regulations

To maintain a disciplined academic environment, all users shall adhere to the following rules:

1. Students must carry and produce their Library Card while entering.

2. Strict silence and discipline must be maintained.
3. Mobile phones and audio devices are strictly prohibited.
4. Entry must be recorded in the library register.
5. Bags and personal belongings must be kept outside.
6. Any damaged or lost book must be reported immediately.
7. Borrowed books must not be marked or damaged.
8. Borrowing period is **7 days only**; late returns will attract fines.
9. UG students may borrow **2 books**, staff may borrow **3 books**.
10. Books can be issued only between **9:00 am – 1:00 pm & 2:00 pm – 4:30 pm**.
11. Library is closed on Sundays and public holidays.
12. Only registered students of the current term are eligible for services.
13. Books cannot be borrowed on behalf of others.
14. Reference books are for in-library use only.
15. Users must sanitize hands before handling books.

D. Anti-Ragging Rules and Regulations

The Institution strictly prohibits ragging in any form within the campus, hostel, clinical areas, transportation, or outside the campus premises. All students must adhere to the following rules:

1. Prohibition of Ragging

- Ragging in any form (physical, verbal, psychological, or online) is strictly banned.
- Students shall not directly or indirectly engage in, support, or promote ragging activities.

2. Cooperation with Anti-Ragging Committee

- Students shall cooperate fully with the Anti-Ragging Committee and Squad in preventing and addressing ragging incidents.
- Any inquiry conducted by the committee must be supported with truthful information.

3. Mandatory Reporting of Incidents

- Any student who witnesses or becomes aware of ragging must immediately report the incident to:
 - Anti-Ragging Committee Members
 - Principal
 - Hostel Warden / Class Coordinator
- Failure to report ragging incidents may also attract disciplinary action.

4. Anti-Ragging Undertaking

- All students and parents must submit an online Anti-Ragging Undertaking at the time of admission through the official portal:
www.antiragging.in
- Submission of the undertaking is mandatory for confirmation of admission.

Punishment for Ragging

Ragging is a serious offense and will invite strict disciplinary and legal action.

1. Exemplary Punishment

- Punishment for ragging shall be severe and exemplary to act as a strong deterrent against future incidents.

2. Filing of FIR

- In every proven case of ragging, the institution shall compulsorily file a First Information Report (F.I.R.) with the local police authorities.

3. Decision by Anti-Ragging Committee

- The Anti-Ragging Committee shall investigate the matter and recommend appropriate punishment based on the severity and nature of the offense.

4. Possible Disciplinary Actions

Depending on the seriousness of the offense, the following actions may be taken:

- a) Cancellation of Admission
- b) Suspension from classes
- c) Withholding/Withdrawal of scholarship, fellowship, or other benefits
- d) Debarment from examinations
- e) Expulsion from the institution
- f) Rustication from hostel
- g) Legal action as per Government norms

Note:

Ragging is a punishable offense under law. The institution follows **Zero Tolerance Policy** towards ragging.



B.L.D.E. Association's



COLLEGE OF NURSING, JAMKHANDI.



Miss Florence Nightingale

Pioneer of Modern Nursing

Born on: 12 th May, 1820

Died on: 13th Aug, 1910

B.L.D.E. Association's

COLLEGE OF NURSING, JAMKHANDI.

B.L.D.E.A's Campus, Girish Nagar, Jamkhandi – 587301, Karnataka, India

Tel: (08353) 200135

Mobile: 8237614097, 8618405788

Email: principal.conj@bldea.org

Website: www.bldeanursingjamkhandi.ac.in