



D Y PATIL
DEEMED TO BE
UNIVERSITY
— SCHOOL OF —
NURSING
NAVI MUMBAI



DY PATIL UNIVERSITY
SCHOOL OF NURSING

CODE OF CONDUCT

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PREFACE

Greetings from
D Y Patil School of Nursing...!!



Hallmarks of D Y Patil University School of Nursing education include acquisition of skills and evidence based knowledge while building character and independence. Essential components of this education are innovation, truthfulness, insight and respect.

The School of Nursing Honor Code is based on the shared core values stated in the School's Values Statement. Each member of the School of Nursing community, whether student, faculty or staff, holds himself or herself and others to the highest standards based on the values of excellence, respect, diversity, integrity, and accountability.

Students enrolled in the D Y Patil University School of Nursing are expected to conduct themselves in a manner that upholds the values of this institution of higher education. Each student is obligated to refrain from violating academic ethics and maintaining high standards of conduct. In addition, the School of Nursing upholds the professional Code of Ethics established in the Code of Ethics for Nurses by Indian Nursing Council.

Students have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

The School of Nursing Honor Code is grounded in the following principles:

- Act with honesty and integrity in the performance of all academic assignments, examinations and in all interactions with others
- Engage in providing requested input to improve faculty understanding of the learning needs of students
- Respect self, faculty, staff, fellow students and members of the health team
- Respect and protect the confidentiality of information Advocate for patients' best interest
- Respect the diversity of persons encountered in all interactions
- Respect property
- Respect policies, regulations and laws
- Abstain from the use of substances in the academic and clinical setting that impair judgment or performance

Education is a passion for learning; it is a team effort, and we know that we as a team - students, parents, teachers, and other supportive staff members working together can make every year a successful year for our students.

Principal

This Student Code of Conduct document indicates the standard procedures and practices of D Y Patil University School of Nursing for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the Institute's Endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, intellectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. Both students and parents should become familiar with this Student Code of Conduct, which is a document adopted by the institution and intended to promote college safety and an atmosphere for learning.

The Student Code of Conduct document is a general reference guide only and is designed to be in harmony with institutional policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. If any parent of a student has questions about any of the material in this document they may please contact the teacher, Institutional counselor, or the college administrator.

STATEMENT OF STUDENT RIGHTS

Students at DYPUSON have the right to learn in a mutually respectful and safe environment. Respect for self, peers, faculty and school is expected of all students. Students are responsible for their choices and actions and are expected to conduct themselves ethically, responsibly, and compassionately. Students are expected to act in a manner that reflects positively on DYPUSON while at school, school sponsored events, school trips or in the wider community. It is our aim to nurture well-balanced, mature individuals who are able to take responsibility for their own actions and who will grow to be valued members of the community.

Subject to respect for the rights of others, every student enjoys the assurance of the full exercise of their rights that aims to promote a positive working and social environment.

Statements, including, but not limited to the following septic rights:

1. Students have the right to learn and to be free to express their opinions, feelings and ideas.
2. Students have the right to be happy and to be treated with understanding and respect.
3. Students have the right to hear and be heard and the right to quiet times for learning and studying.
4. Students have the right to be safe and secure in school.
5. Students have the right to bring their belongings and materials to school and the right to utilize school materials.
6. The right to protest and to dissent in a peaceable manner and to join with others in other nonviolent form of common action.
7. The right to complain of injustice and to bring grievances to the appropriate offices of the college without fear of retaliation.
8. The right to attend functions and to utilize college facilities subject to prescribed rules.
9. The right to reasonable peaceful and quite environment in residential and academic facilities and to an atmosphere conducive to work study.
10. The right to privacy in one's assigned room, Subject to compliance with the college regulation and to the security of one's own property and property furnishing the common and public space at the college.

11. The right, when participating in any aspect of life of the college or traveling to the respected clinical posting areas, to be free from harassment for reasons of one's race, religion, national origin, ethnic identification, age, political affiliation and / or belief, sexual orientation, gender, identity, gender expression, economic status or physical or mental disability
12. We, the faculty of D Y Patil Deemed to Be University, School of Nursing, believe that each individual / student has the innate ability to overcome barriers in achieving optimal fulfillment of their potentials. We believe that this ability of self-efficacy can be nurtured in every person. We accept and affirm that every student has the right to psychological & counseling support when they need it. Students can avail this facility in case of severe anxiety, excessive stress inability to adapt to current situation from the Guidance and Counseling Cell of the School.

Teachers Rights and Responsibilities

All members of staff in the School have a professional obligation and commitment towards students. Teachers will:

1. Speak and act toward students and colleagues with respect and dignity and deal judiciously with them, always mindful of their rights and sensibilities.
2. Provide a caring, supportive and safe learning environment.
3. Respect the confidential nature of information concerning students and only give it to authorized persons.
4. Respect the privileged relationship with students and colleagues and refrain from exploiting those relationships for material, ideological or other advantage.
5. Corporal punishment of any kind is expressly forbidden, including the physical restraint of students, except in cases of ensuring student or Personal safety.

Consequences are delineated to allow students to reflect on their behavior and plan improvement which may involve the support of the Counselor, the parents and the teachers.

- Daily report/contract
- Temporary removal from class
- Conflict mediation/counseling
- Academic Behavioral Concern (ABC)
- Parent-Teacher Conference
- After School Detention
- Withholding certain privileges.
- Limiting access to internet if appropriate.

In order to encourage and facilitate a respectful supportive school environment where all students can learn in a conducive atmosphere we provide a structured Homeroom Advisory Programme through LMS with homeroom advisors and counselor support over the telephone. The 6 monthly progress reports with PTA facilitated understanding the environment at home and parent counseling. The Homeroom Advisory Programme seeks to:

- Reinforce student's sense of identity and cultural awareness.
- Develop inter-personal skills and respect for others.
- Foster student recognition and development of universal human values.
- Equip students with the skills to learn and acquire knowledge
- Help students develop personal health awareness
- Give students a support system to help them with personal concerns

The intention is that our homeroom programme, with counselor support, will lead to students conducting themselves according to our stipulated student code of conduct and displaying appropriate behavior at all times.

Faculty

- Abide by the rules and regulations of the College
- Respect the right and dignity of students in expressing their opinion
- Strive for holistic development of students and develop their personalities and at the same time motivate through personal counseling as and when needed.
- Perform the professional duties with integrity and devotion.
- Be punctual to the class, attending meetings, invigilation, college functions and national celebrations.
- Faculty members shall not be absent from the College without prior approval.
- Faculty to mentor their mentees and create a cordial relationship.
- Follow uniform dress code during important college functions.
- Wear identity cards at all times.
- Maintain dignity and decorum in dealing with superiors, colleagues and students.
- Abstain from using cell phones during class hours, examination duties and while attending meetings.
- Not to discriminate students on any grounds of caste, creed, religion, nationality, language etc.
- Not to demonstrate favoritism in assessment of students / attempt at victimization on any grounds.
- Not to disclose confidential information about management / students to anyone.
- Not to accept honorarium, fee or gift from students.
- To use the facilities/ amenities provided by the institution to discharge the duties and not for personal purpose.
- Strive to set an example to colleagues and students.
- Use social networking sites responsibly to ensure that neither personal/professional reputations nor the College's reputation is compromised by inappropriate postings.
- Maintain /preserve all needed documents meticulously.

Principal

- As the academic and administrative head, the principal should always be fair, honest, objective,
- Supportive, law abiding and should contribute for the growth of the institute.
- Prepare and execute the long term / short term plans towards the attainment of vision / mission of the college.
- Implement the policies approved by the Board of Trustees.
- Plan the budgetary provision and implement the same.
- Maintain the discipline and decorum of the institution.
- Formulate and oversee the coordination among various statutory committees and non- statutory bodies
- Exhibit highest integrity and outstanding leadership.
- Monitor the admissions, examinations and evaluation for smooth functioning of the system.
- Co-ordinate and motivate the faculty, administrative authorities and the supporting staff.
- She along with all the staff working under her is singularly and collectively responsible to the Board of trustees, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.
- Direct and monitor the administration of academic programs and general administration of the college .
- Strive for excellence / continuous improvement in education and academic services.
- Promote research culture and industry interaction.
- Empower staff and students to reach their maximum potential.

Non-teaching/Supporting staff

- Abide by the rules and regulations of the College.
- Maintain punctuality in reporting to the office.
- Discharge duties/ responsibilities meticulously and effectively.
- Wear the ID cards at all times
- Maintain honesty, integrity and equality in all activities.
- Exhibit respect/ care in dealing with faculty/ students/ parents/ public and all stakeholders.
- Maintain/preserve all needed documents meticulously.
- Supporting staff are expected to proceed in their daily duties in a professional manner.
- Not to be absent from the office without prior approval. Carry out the University/ UGC/ other academic bodies regarding work assigned by the principal.
- Non-teaching staff assigned to lab be responsible for cleanliness and maintenance of labs.

GENERAL INFORMATION

This document is for informational purposes and is not a contract. The School of Nursing reserves the right to change any provision or requirement at any time without notice in order to ensure compliance with accreditation standards. Changes in such vital areas as curriculum or requirements for graduation will not be made retroactively unless they are to the students' advantage and can be accommodated within the remaining time before graduation.

The D Y Patil University School of Nursing Student Code of Conduct documents designed as a student resource to retrieve its pertinent policies and procedures. The vast majority of the information is online; therefore, the actual web sites are listed for the official information on policies and procedures. Where information is not available elsewhere online, a brief description is provided. Additional information can be obtained from the School of Nursing. Students are responsible to know and adhere to all established policies and procedures of the D Y Patil University School of Nursing.

Rules & Regulations

The Rules and Regulations of the College are framed by the Management, Principal and faculty of the College to ensure a peaceful campus atmosphere.

A. Conduct and Discipline of students

1. It shall be the bounden duty of every student to abide by the rules and regulations of the college, and to conduct himself/herself with discipline and decorum in all places and under all circumstances.
2. Each student shall conduct herself/himself, within the campus of the Institute in a manner befitting a student of a prestigious Institute. Each student shall show due respect and courtesy to the teachers, administrators, Staff of the Institute, and to the visitors and residents of the Institute, and good behavior towards fellow students.
3. The students are advised to keep themselves aware of and follow the Institute rules. They are also advised to go through detailed Hostel rules and Prevention of Ragging rules given separately.
4. Ignorance of rules shall not be an excuse for violation
5. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the college premises and hospital, and present it for inspection on demand. Failure to do so would result in a fine of

- Rs.25 /-
6. Students shall do nothing inside the College that will in any way interfere with its orderly conduct and discipline.
 7. Every student shall care for the college property and shall do everything in his/her power to preserve cleanliness and tidiness of the furniture, building and the premises. Students shall not disfigure the walls, doors, windows, furniture etc. with bills, engraving etc. Students are not allowed to move the furniture (e.g. Chairs and tables) from the allotted classrooms. A fine of Rs.25 /- would be charged if the student is found sitting on a table/ chair handle or on any other furniture, not meant for sitting. Also, students will not dismantle any furniture from any classroom without the prior permission of the class coordinator.
 8. The loss or damage or disfigurement caused to the college articles will be made good by realizing double the loss or damages so incurred from the concerned students or through a collective fine covering all the students.
 9. Students shall be clean and decorous in dress, language and behavior.
 10. Students should not leave their books, valuables and other belongings in the classroom. Valuables should not be brought to the College.
 11. The College is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the College Office.
 12. Students shall observe all safety precautions. The institute is not responsible for any accident, of whatever nature, in the institute, hostel, workshop, playground and during any training or educational tour/trip
 13. Students who may be free during class-time shall not loiter on the Veranda or on the premises of the college. During such time they are to be in their Classroom/ Library/ Reading room.
 14. Students are expected to speak only in English in the College and clinical practicals. Students are expected to reach the respective clinical area on time in appropriate uniform and with complete pocket articles and college identity card. If they fail to do so they will be sent back home. Students are not permitted to leave the clinical area before completion of duty. They are not permitted to leave one clinical area and move to other without the prior permission of clinical representatives.
 15. Students must pay their fee/dues on or before the prescribed deadline failing which a fine will be charged @ Rs. 50/day. If a student leaves the course before completion, he/she will be required to pay the fee for the entire course.
 16. Students shall not invite or encourage outsiders to enter the campus. Parents and guardians may meet the Principal and any teacher with their prior permission.
 17. Indecent behavior towards the opposite sex will not be tolerated.
 18. The Institute has a coherent and a effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. A student found guilty by the committee will be suspended from classes and academic privileges. Any unfavorable encountered experience is to be reported to Anti Ragging committee as per Supreme Court order. If a student or a group of students or the entire students have any grievance of any kind what so ever, it is to be brought to the attention of the Grievance cell. This cell will comprise representatives of staff and student body. Anti-ragging squad will support the functioning of the Anti-ragging committee.
 19. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments,
E-mails or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case. In case of any such issues must be reported to the Sexual Harassment Redressal Committee of the School.
 20. Smoking, use of alcohol and drugs are strictly prohibited in the college

- premises.
21. In all matters not specified in the forgoing rules, students shall aim at conducting themselves respecting the rights of others so as to establish and maintain good tradition and reputation of the institution.
 22. It is the responsibility of the students to read the notice boards regularly for important announcements made by the College office/University from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
 23. Except in the meeting of the various College Associations, no student shall address any gathering in the college premises without the special permission of the Principal.
 24. For safety purposes, the College permits non-residential students to possess personal cellular mobiles; however, these devices must remain turned over and handed over to the office during instructional days, unless they are being used for approved instructional purposes. Students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, readers, or other electronic devices at College, unless prior permission has been obtained. Any noncompliance to the above rules the resources obtained would be handed over to Principal's desk for further action.
 25. Student Participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this code and appended policies.
 26. The entire campus, lecture hall, library and administrative office is under CCTV surveillance. CCTV is used to enhance security, safety and the quality of life of the campus community by integrating the best practices of “virtual policing” with state-of-the-art technology. The institution follows a three- tier security system and students are expected to ensure discipline and personal safety.

B. Attendance & Leave of Absence

1. Every student shall attend classes regularly and punctually and shall refrain from any action that may disturb the smooth working of the college.
2. When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers concerned.
3. Every student is required to maintain a minimum of 75% attendance
separately for lectures, tutorials and/or practical; 80% for clinical conducted for each term, failing which the terms will not be granted, and the student cannot appear for the term end and/or annual examination conducted by the college on behalf of the university or by the University. The responsibility of making sure that a student has earned the required percentage of attendance (100% for the year) rests entirely upon the student that will make the student eligible to receive the graduation degree.
4. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the college on behalf of the university or by the university
5. In case of absence on account of illness, the Class Coordinator/Clinical Supervisor /Principal should be informed by the parents personally. On resuming the college, the student should report to the Principal along with the leave forms signed by the parent/guardian and the fitness certificate. Frequent absenteeism and late attendance must be avoided. Student who is late / absent for over 3 days in a month will report through the Class Coordinator to the Principal next day in the morning prior to starting the usual academics activities.
6. Application for leave of absence for more than 2 days due to illness should be supported by medical certificates.
7. A student requiring leave for a day or a part of a day should apply for it to the Class Coordinator

- and get his/her counter signature. Prior permission should be taken for planned leaves like bank work etc. Students are not allowed to go outside the campus for their personal work in uniform.
8. Disciplinary action including removal from the rolls will be taken against those who repeatedly absent themselves on insufficient grounds
 9. Late arrival and early departure at or from a class are recorded as absence from the class/clinical. Students are not allowed to leave the Institute/Clinical area during working hours without the written permission of the Principal.
 10. If any student falls short of attendance, the same attendance will be sent to the university. The Principal of the College has the authority to withhold the university examination hall ticket of the student who is falling short of attendance.
 11. Compensatory or makeup duties will be allowed ONLY during summer vacation and such duties should be completed with prior permission of Class Coordinator. There will be no carry forward of duty in the next academic year. Students proceeding to their native place during vacation should book their journey ticket only after the vacation dates are declared through written notice and ensure their make-up duty dates are confirmed. Any premature booking of journey tickets will not be entertained, they will not be allowed to go and strict action will be taken against them.
 12. If a student is absent on the first and last working day of the college, strict disciplinary action will be taken. Full day attendance is mandatory on the first and last working day of the college. Parents/Guardians are advised not to encourage their wards to remain absent without sufficient reasons during the academic session. Medical leave will be granted strictly only as per the Institute's medical leave rules for the students.
 13. If a student does not complete assignments on time, they will absent themselves from academics and sit in the library and complete it. The lost academic hours will be added in their makeup duty hours.

C. Health and Safety:

1. Comply with all health and safety requirements and instructions given by College authorities and act in accordance with the safety norms.
2. Any major illness, pregnancy & medical leave to be reported to immediate supervisor and Principal.
3. Maintain the highest standards of professional ethics relevant to the profession or industry for which they are being trained

D. LIBRARY & LABORATORY FACILITY:

1. Use College Information and Technology (IT) resources and other learning or support facilities provided by PDHCON, including library and computer laboratory facilities, in a responsible and appropriate manner that does not prevent or impair other students from pursuing learning opportunities or using learning and teaching resources

C. Examination:

1. Students using unfair means at examinations will not be readmitted to the College. Actions will be initiated against such students as per the norms and procedure prescribed by the University of Mumbai or by the Maharashtra Board.
2. A fine of Rs 1000/- would be levied on students who delay in submitting their examination form or is absent on the day of signing of internal marks
3. Students are expected to be in the examination hall 15 minutes prior to the examination.
4. Students are not supposed to carry their books and mobile phones to the theory and practical

- Examination area.
5. There will be no retest conducted for any student for mid-term and pre-final examination.
 6. If a student fails in internal assessment, the same marks will be sent to the University.

**Matters not covered by the existing rules will rest at the absolute discretion of the Principal.*

**Any further rules and regulations framed by the Management and the Principal from time to time shall also be binding*

Kindly sign and return back the attached form indicating your acceptance.



Date:

To,
The Principal,
Dr.D.Y.Patil College of Nursing Nerul,Navi Mumbai

Respected Madam,

I have read and understood the rules and regulations of the college and I will abide by the same.

Name of the student: _____

Class: _____

Roll No. _____

Name of the Parent: _____

Mob No.: - _____

Sign of the student: - _____

Sign of the parent: _____

Date: - _____

Date:- _____



Nursing Professional Ethics Policy

Scope

This Policy applies to all School of Nursing students in the full-time, part-time, and professional programs.

Research Misconduct

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. The Policy applies to all School of Nursing faculty, trainees, students, and staff engaged in the proposing, performing, reviewing, or reporting of research, regardless of funding source. Allegations of research misconduct regarding a student should be referred to the Research Secretary for assessment, but may also be directed to the HOD of the responsible Specialty where the alleged research misconduct occurred.

Academic Misconduct

All issues of academic student misconduct are subject to the School of Nursing Academic Integrity Policy which is a part of Code of Conduct

Non-Academic Misconduct

All issues of non-academic student misconduct will be subject to the School of Nursing Non-Academic Integrity Policy which is a part of Code of Conduct

Professional Code of Ethics

Each student enrolled in the D Y Patil University School of Nursing is expected to uphold the professional code of ethics established for and by the nursing profession and as defined by the School. Ethics are foundational to the nursing profession. The nursing profession expresses its moral obligations, professional values and code of conduct through the ICN and INC Code of Ethics for Nurses (<http://hmis.ap.nic.in/APNMC/pdfs/ethics.pdf>). Each student should read the INC Code of Ethics and is accountable for its contents.

In its Code of Ethics for Nurses, the ICN states that “Nurses have four fundamental responsibilities: to promote health, to prevent illness, to restore health and to alleviate suffering. The need for nursing is universal. Inherent in nursing is a respect for human rights, including cultural rights, the right to life and choice, to dignity and to be treated with respect.

Nursing care is respectful of and unrestricted by considerations of age, colour, creed, culture, disability or illness, gender, sexual orientation, nationality, politics, race or social status. Nurses render health services to the individual, the family and the community and coordinate their services with those of related groups”.

Nursing students are expected not only to adhere to the morals and norms of the profession, but also to embrace them as part of what it means to be a Nurse. The Nurse recognizes that his/her first obligation is to the patient’s welfare and that all other needs and duties are secondary; the nursing student adheres to this same value. A code of ethics makes the professional goals, values, and professional obligations of a nursing student more explicit, assisting the student in professional ethical development.

A nursing student at D Y Patil University School of Nursing will strive to act in a professional, ethical manner in accordance with the Code of Ethics for Nurses and the DYPUSON values. Each student will:

1. Be responsible for his/her own learning and clinical practice and honour other students’ right

- to learn and be successful in academic and clinical environments.
2. Demonstrate respect in verbal and non-verbal behaviors to all others in all clinical and academic settings (e.g., interact with others without using threats of, or commission of, physical harm, verbal abuse, unwanted sexual advances or contact, or other unwarranted physical contact. Arrive to class and clinical sites on time; silence beepers and cell phones in class, etc.).
 3. Assess patient status carefully upon assuming responsibility for his/her care.
 4. Provide safe, skilled and competent care, seeking assistance when personal knowledge and/or skill are not adequate. Avoid use of any substances of illicit origin that would impair clinical ability or judgment.
 5. Provide the same standard of care to all patients and families regardless of race, age, sexual preference, disability, religion, economic status, employment status, or the nature of their health problems.
 6. Provide patient care without expectation of, or acceptance of, any remuneration over and above salary (if applicable) (e.g., do not accept gratuities or personal gifts of monetary value).
 7. Document in a thorough, accurate, genuine, and timely manner data that reflects findings from one's own personal assessment of patient, care, interventions, teaching, or the patient's and/or family's response to those activities.
 8. Act in a manner that contributes to the development and maintenance of an ethical and quality based educational and practice environment. Recognize that the primary responsibility in the clinical practice is to the patient and that respectful professional interactions are expected.
 9. Maintain patient confidentiality. Use patient data in all school assignments, presentations, research findings and in the clinical setting in a manner that is accurate, specific, and confidential. Acknowledge real data gaps, if any that may exist in written work. Identify patient in paper by initials, not by full name registered with the hospital.
 10. Refrain from unauthorized use or possession of school or clinical setting's equipment, patient's belongings, or items dispersed or intended for patient use (e.g., do not download university software onto a personal PC or mobile device; do not use a hospital computer terminal for personal use; do not take a patient's prescribed medication for personal use).
 11. Reporting Professional Ethics Violations
 12. Any member of the faculty, administration, staff or any student who has reason to suspect or believe a violation of this policy has occurred, is expected to notify the Ethics Committee Chair or Vice Principal for necessary intervention.

Faculty-Student Resolution of First-Time Offenses

1. If a student is suspected of professional misconduct, the faculty member responsible for the course in which the misconduct allegedly occurred must, if feasible, review the facts of the case in priority with the student.
2. If, after speaking with the student and any witnesses, the faculty member believes that professional misconduct has occurred, the faculty member must first contact the Ethics Committee Chair or Vice Principal to determine whether the offense is a first offense, or a second or subsequent offense.
3. For a first offense, after faculty consultation with the Ethics Committee Chair or Vice Principal, the faculty member may choose to resolve the case directly with the student.
4. If such an agreement is reached, the faculty member must promptly provide the student and the Ethics Committee Chair or Vice Principal, with a letter, stating the resolution with a summary of the evidence, the findings, and the sanctions agreed upon.

5. If, however, the faculty member cannot reach an agreement with the student, the faculty member must promptly notify the Ethics Committee Chair or Vice Principal in writing of all the pertinent details of the case. In such instances, the case will proceed to an Ethics Committee hearing as outlined below.

Ethics Committee Hearing

In the case of a first offense that is not resolved between the faculty member and the student or a second or subsequent offense, the Ethics Committee Chair or Vice Principal will convene a meeting of the Ethics Board in consultation with the chair of the Ethics Committee.

In advance of the Ethics Committee hearing, the student will receive written notification of the hearing date, time, and location.

Ethics Committee Selection and Ethics Panel Hearings (College Discipline Committee)

For each matter, an ethics hearing panel will be formed. The ethics hearing panel consists of the faculty chairperson of the Ethics committee, the faculty members on the Ethics Board, the Class Coordinator for the student's program and two student members.

Each student will have a hearing assistant while appearing before an ethics hearing panel of their choice or recommended by the Ethics Board who may meet with the respective parties to assist in preparation of evidence and questioning along with the student.

Students may request and if so, must furnish the ethics hearing chair with the names of the witnesses in sufficient time to request the presence of the witnesses. This can be limited to a reasonable number.

The team bringing forth the case must compile evidence and present their account of the violation during an Ethics hearing. All supporting materials for the hearing must be placed on file in the Office of the Ethics Committee Chair or Vice Principal.

The Ethics Board will Endeavour to convene within 10 working days of receiving the request for a hearing.

In general, hearings will proceed as follows:

1. Introductions
2. Opening from the reporter
3. Closing statement from the reporter, if applicable
4. Opening and Questioning statement from the student
5. Questioning of the witnesses, if any, by the panel
6. Closing statement from student

The reporter, student or witness is only present in the room with the Panel during the time that they are being enquired. At the conclusion the Ethics Hearing Panel will be held in private.

The student is considered innocent until the ethics hearing panel has made a conclusion through evidence that a violation has occurred. The goal of the Ethics Panel is to mutually decide the outcome. If this is not possible, a decision will be made by majority vote.

The Ethics Committee Chair or Vice Principal shall, as soon after the Hearing as practicable and reasonable, prepare minutes of the hearing including:

1. Date, place and time of the hearing,
2. The names of all persons present at the hearing,
3. A short statement of the charge against the student,
4. A summary of the findings of fact and conclusions made by the Ethics Board,
5. A statement of the decision of the Ethics Board,
6. The sanction(s) recommended by the Ethics Board, if applicable

The alleged violator and the initiating party will be informed in writing by the Ethics Committee Chair of the decision on whether a Policy was violated following the decision of the Ethics Hearing Panel.

Any student found not in violation of all charges of the Academic Integrity Policy will be permitted to make-up missed assignments or clinical time during the time of the hearing and appeal process.

After the hearing, the Ethics Committee Chair assists the chair in implementing the Ethics Board's decision. This will include notifying the student and appropriate faculty or School personnel.

Sanctions

If a student's is determined to be in violation of this Code of Conduct, the following factors may be considered in the sanctioning process:

- the specific academic misconduct at issue;
- the student's academic misconduct history; and
- Other appropriate factors.

This section lists some of the sanctions that may be imposed upon students for violations of this Code. The School of Nursing reserves the right, in its discretion, to impose more stringent or different sanctions than those listed below depending on the facts and circumstances of a particular case. Sanctions for academic misconduct under the Code are generally cumulative in nature.

The following is a probable list of proposed sanctions and what these sanctions possibly mean. The specific circumstances imposed under each sanction will depend on the specific facts and situations of each case.

1. **Formal Warning**

The student is notified in writing that his or her actions are in a violation of this Code, and may be subject to other actions.

2. **Academic**

These sanctions may include but are not limited to evaluation adjustments, including failure, on any work or course, or resubmission of a project. This may include or may not include permanent student record indication. If the sanctions include specifying on the student's transcript it will be noted on the student's official School of nursing transcript.

3. **Corrective or educational measures**

The student may be required to involve in other corrective or educational activities as proposed.

4. Probation (in consultation with the Registrar of the D Y Patil University) the student is informed that further violations of this code will result in the student being considered for immediate suspension or other appropriate disciplinary action. If at the end of the specified time period no further violations have occurred, the student is removed from probationary status.

5. Suspension (in consultation with the Hon'ble Registrar of the D Y Patil University)
The student is notified that the student is separated from the University for a specified period of time with respect to all activities and events. Including conferring of an academic degree. A student must receive written permission from the D Y Patil University prior to re-enrolment or re-application.

6. Expulsion (in consultation with the Registrar of the D Y Patil University)

Expulsion means the permanent deletion of the student's name from our University. Expulsion includes a forfeiture of all rights and degrees not actually conferred at the time of the expulsion, permanent note of the expulsion on the student's University records and academic transcript, withdrawal from all courses according to the policies, and the forfeiture of academic fees. Any student expelled from the university is forbidden from future re application to the university.

Retention, expulsion and suspension have serious long-term implications and will only be considered in extreme cases where documented classroom interventions have been unsuccessful and where regular communication with parents has failed to remedy academic or developmental concerns.

Appeals Process

The student may appeal a panel's sanction(s). A student must file any appeal within seven (7) days of the date of the notice of outcome on one or more of the following grounds:

- procedural error that could have materially affected the fortitude of responsibility or sanction(s);
- new information that was not available at the time of the hearing and that could reasonably have affected the fortitude of responsibility or sanction(s); and
- Excessiveness of the sanction(s).

Any appeal must be filed in writing with the Principal of the School of Nursing or designee for review only

The Principal of the School of Nursing or designee will simultaneously send the appeal determination, with the reasons therefore, to the

Hon'ble Registrar of the D Y Patil University as appropriate, and to the student. The decision of Hon'ble Registrar of the D Y Patil University is final. No further appeals are permitted.

Procedural Rights:

In connection with the resolution of alleged policy violations, a student shall:

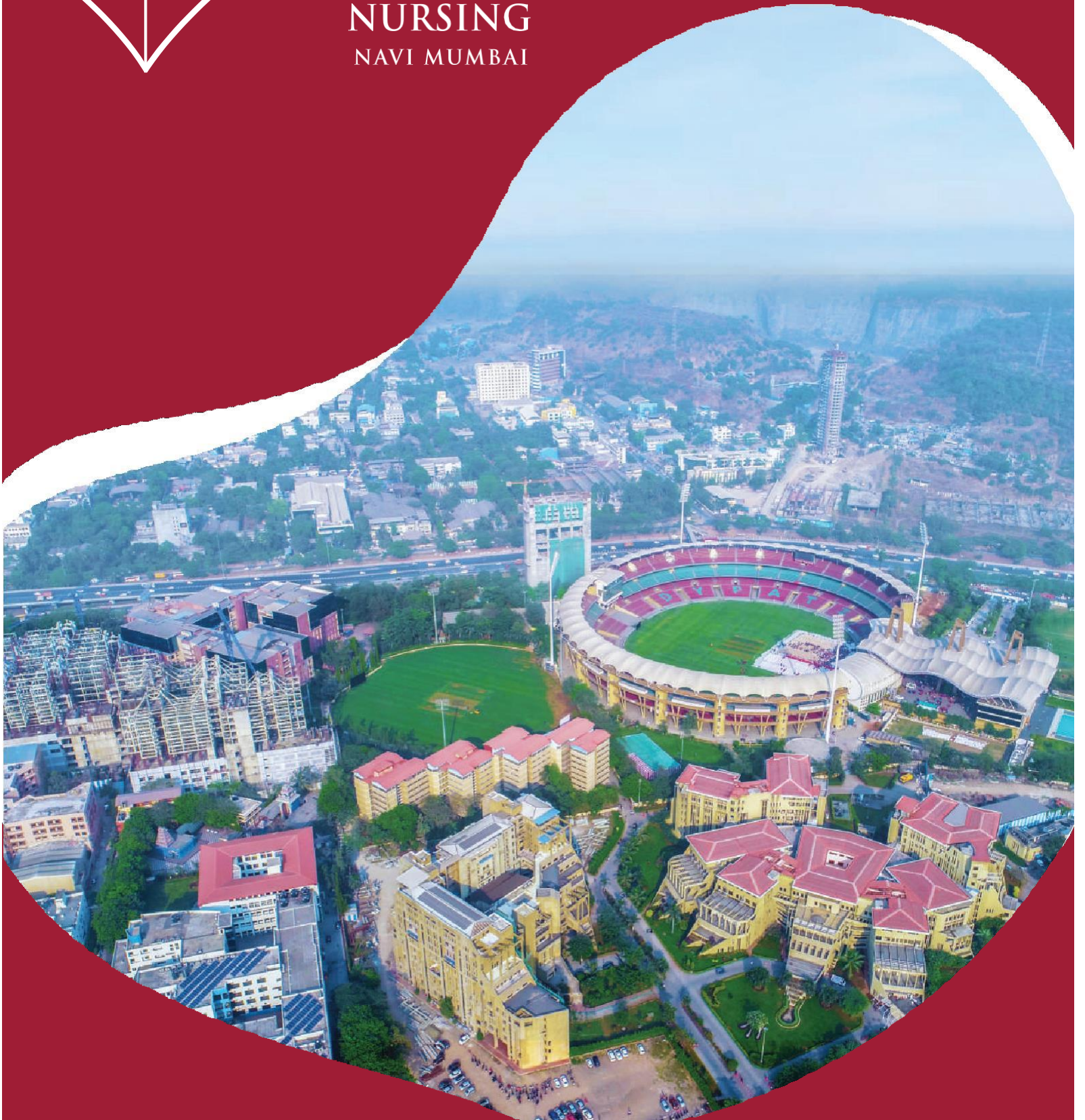
- be notified in writing of meeting or hearing;
- be notified in writing of the charges, and the date, time and location of the hearing,
- have the chance to review in advance of any meeting or hearing any information to be considered;
- be informed in writing of the outcome of any hearing, namely the findings, and any sanctions; and
- Be informed in writing of the outcome of any appeal.

A student may advance the potential conflict of any University personnel participating in the resolution process in writing to the Ethics Committee Chair or Vice Principal at least three days prior to the hearing date. A student may also drop out and not participate in the resolution process. The university will continue the process without the student's participation.

Communications under this Code will be conducted with students through their official university email address, and students must check their official University email on a regular basis.



D Y PATIL
DEEMED TO BE
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— SCHOOL OF —
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