



J.S AYURVED MAHAVIDYALAYA &
P.D PATEL AYURVED HOSPITAL
NADIAD

**EMPLOYEES
SERVICE
AND
CONDUCT
RULES**



J.S AYURVED MAHAVIDYALAYA & P.D PATEL AYURVED HOSPITAL NADIAD

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EMPLOYEES SERVICE AND CONDUCT RULES

1.0 Preamble

J. S. Ayurveda Mahavidyalaya and P.D. Patel Ayurveda Hospital, Nadiad was established on 30th June 1938 under clause 27 of sub clause (5), BSAM Affiliation with Gujarat Ayurved University, Jamnagar by conferring Grant in aids collage; section 13A under IMCC Act 1970, BAMS and section 13C/A under IMCC Act 1970, Ministry of AYUSH, Government of India, by conferring one of the leading Institute by focusing on Teaching and Learning, Research, Consultancy, Extension activities and Health care. The Institute not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the goal. Over the period of time the Institution has established such systems, Procedures and rules for an effective administration. All the procedures and rules relating to the staff have been compiled into a book, titled “**Employees Service and Conduct Rules**” for the benefit of the employees.

2.0 Definitions

“**Institute**” means the J. S. Ayurveda Mahavidyalaya and P.D. Patel Ayurveda Hospital, Nadiad.

“**CCIM**” Means Central Council of Indian Medicine, New Delhi, India

“**University**” Means Affiliation with Gujarat Ayurved University, Jamnagar.

“**Management**” means the management of Mahagujarat Medical Society Constituted as per Memorandum of Association (MOA).



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“Chairman” Means the Chairman of Mahagujarat Medical Society.

“Secretary” means the Secretary of Mahagujarat Medical Society.

“Principal” means the Principal of J. S. Ayurveda Mahavidyalaya and P.D. Patel Ayurveda Hospital, Nadiad.

“Staff” means all employees belonging to Teaching, Non-Teaching including administration and Non-technical/Technical and Hospital category of the Institute excluding those who are engaged on part-time, temporary and / or on daily basis.

“Cadre” means a service or a part of a service sanctioned as a separate unit.

“Cadre strength” means the authorized strength of a cadre.

“Year” means calendar year / Academic year.

“Vacation” means any recess in an academic year which is a minimum of 15 days.

“Vacation Staff” means staff who are permitted to avail vacation as declared in the service rules. All others are non-vacation staff.

“Duty” means a staff member performing the duties of the post for which he/she is appointed and other assignments and circumstances more specifically indicated in clause 6.1 of the service rules.

“Leave” means permission to remain absent from duty granted by a Competent Authority effect from time to time.

“Pay” means the basic pay in the pay scales approved by management from time to time on the basis of government pay scale.

“Competent authority” means any member declared/nominated by the management for specific purposes.



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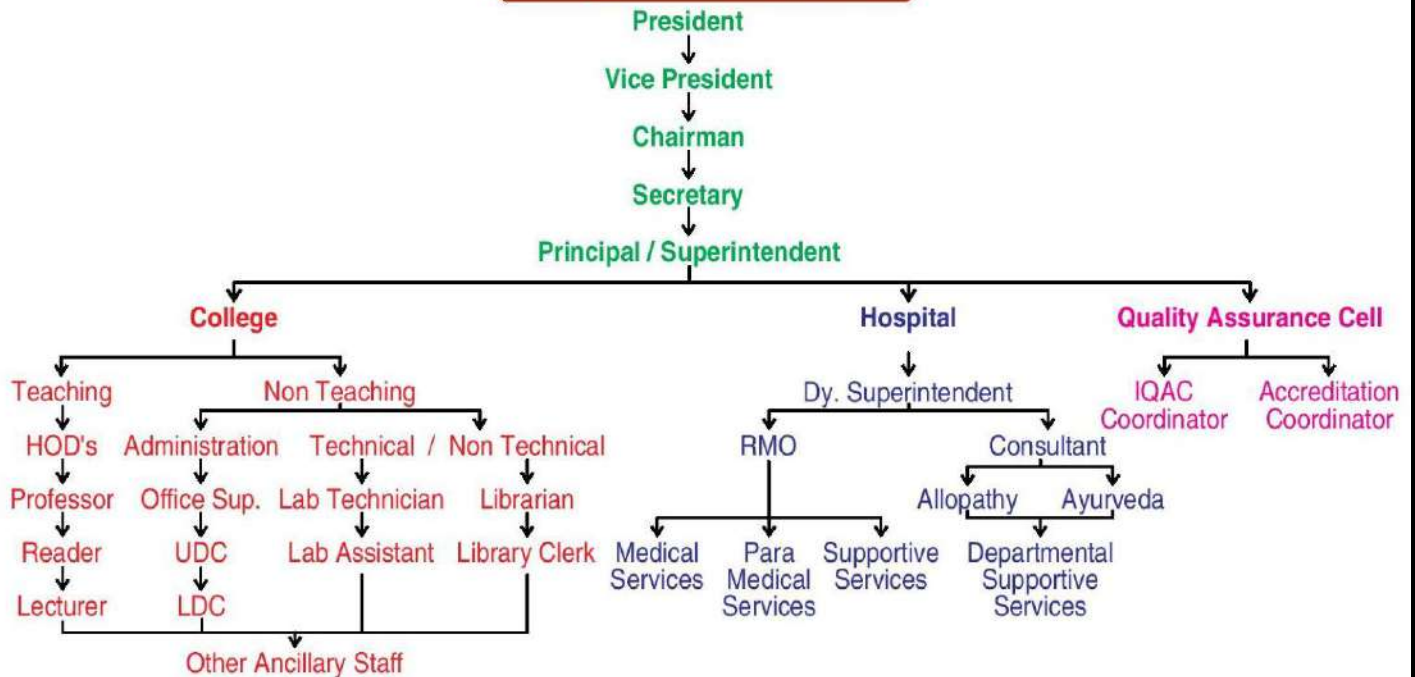
3. Organization Chart



Mahagujarat Medical Society Managed
J. S. AYURVEDA MAHAVIDYALAYA
P. D. PATEL AYURVEDA HOSPITAL

College Road, Nadiad.

Organization Chart





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3.1 Cadre Strength

3.1.1 Teaching Staff

The strength of Teaching Staff in each Department is fixed taking into account the norms of CCIM and University guidelines, programmes offered and the strength of students in the institute.

3.1.2 Non- Teaching Staff

The strength of Non - Teaching Staff is as sanctioned taking into account the norms of CCIM and University guidelines and extra staff is appointed by the competent authority, taking into account the administrative workload of the institute.

3.1.3 Hospital Staff

The strength of Hospital Staff is as sanctioned taking into account the norms of CCIM and University guidelines and extra staff is appointed by the competent authority, taking into account the workload of the hospital.

4.0 CONDITION OF PRESCRIBED QUALIFICATIONS FOR DIRECT RECRUITMENT OF STAFF

4.1 The Principal

Required Qualifications

The qualifications and experience for the direct recruitment of the Principal shall be as per Minimum Standard Requirement (MSR) of CCIM and Statute 193 of Gujarat Ayurved University.



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4.2 Teaching Staff

Required Qualifications

The qualifications and experience for the direct recruitment of the Teaching Staff shall be as per Minimum Standard Requirement (MSR) of CCIM and Statute 193 of Gujarat Ayurved University.

4.3 Non Teaching Staff

Required Qualifications

The qualifications and experience for the direct recruitment of Non Teaching Staff shall be as per the norms of Mahagujarat Medical Society.

4.4 Hospital Staff

Required Qualifications

The qualifications and experience for the direct recruitment of Hospital Staff i.e. Superintendent, Deputy Superintendent, Consultants, Residential Medical Officer (RMO), Residential Surgical Officer (RSO) and Medical Officer (MO), shall be as per the Minimum Standard Requirement (MSR) of CCIM and rest of hospital staff as per the norm of Mahagujarat Medical Society.

5.0 PROBATION, PLACEMENT AND SENIORITY

5.1 Probation

- i) The appointment of any staff in the institute shall be on probation for a period of one year. The services will be continued for another year only and if competent authority is found to be unsatisfactory.



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- ii) This Rule shall not apply to the appointments made to the Class- I, II and III posts on contractual basis.

5.2 Placement of staff

- i) A staff member selected for appointment is ordinarily attached to the Department to which he/she was selected.
- ii) However the Management/competent authority have the right to redeploy the staff member in any other department in the interest of the CCIM and University and depending upon the need and exigency.

5.3 Seniority

- i) The relative seniority of all direct recruits in the post of same cadre and pay scale shall be determined by the order of merit in which they are selected for such appointment on the recommendations of Staff Selection Committee, persons appointed as a result of an earlier selection being senior to those appointed as a result of subsequent selection.
- ii) When more than one posts of the same category are advertised, then the seniority shall be decided on order of merit and not on the basis of joining the post. But, if a person joins the post after the period specified in the appointment order, then he / she shall lose his / her seniority.
- iii) For individuals recruited on contract appointment or on temporary basis for short duration, no seniority shall be fixed.
- iv) Notwithstanding the above mentioned policy of seniority, the Management shall promote a junior to the next cadre, based on his/her performance and merit.



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6.0 DUTY, PAY, ALLOWANCES AND INCREMENT

6.1 Duty

A staff member is considered to be on duty for the purpose of service benefits:

- (1) When a member is discharging the duties of the post to which he/she is appointed.
- (2) When the member may be enjoying holidays declared by the institute or vacation permitted or availing any leave sanctioned by the authority concerned.
 - i) When the member is attending conferences, seminars, workshops, refresher courses, orientation courses etc duly permitted by the competent authority.
 - ii) Any other work assigned to the staff member by the competent authority in the interest of the institute.

6.2 Pay Scales

- i) All regularly appointed teaching faculty are governed by the pay scales (pay band) approved by the management from time to time on the basis of government scale of pay. The scale of pay of faculty members is given below:

(a) Details of scale of pay of Teaching Staff

Sl. No.	Designation	Scale of Pay (Rs)
1	Lecturer	15600 - 39100 + 6000
2	Reader	37400 - 67000 + 9000
3	Professor	37400 - 67000 + 10000
4	Senior Professor	Negotiable

(b) Details of scale of pay of other category staff



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- i) The pay scale of regularly appointed other category staff is as per minimum wages Act of Government of Gujarat
- ii) The employee appointed on contractual basis will be paid as per the contract.

6.3 Allowances

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed by the management from time to time for all regular employees.

6.4 Sanction of Increment

6.4.1 For Teaching Staff

For Teaching Staff increments will be sanctioned based on confidential report on the all round performance of staff members prescribed in Annexure 1.

6.4.2 For Non-Teaching (Administration, Technical/Non -Technical) and Hospital Staff

For Non - Teaching and Hospital Staff increments will be sanctioned based on confidential report prescribed in Annexure 2.

6.4.3 Grouping of Staff for sanction of increment

- i) The annual increment for Teaching Staff will be sanctioned once in a year on 1st July of the year.
- ii) The annual increment for Non - Teaching Staff will be sanctioned once in a year on 1st April of the year.
- iii) Those who join duty in the middle of an academic year will get their first increment after one year service from the date of their joining. Subsequent increment will be sanctioned on 1st July preceding their date of joining duty.



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iv) In the event of either postponement / withdrawal of increment for a staff member on disciplinary grounds or otherwise, his/her case will be decided depending on the time duration of such postponement.

7.0 PERFORMANCE APPRAISAL SYSTEM, PROMOTION & SEVERANCE

7.1 PERFORMANCE APPRAISAL SYSTEM

Annual Review

The Management reviews the performance of Teaching Staff every year and based on this, annual increment, promotion, etc will be given to the Staff. The following are the important provisions.

- i) Every Staff should submit his/her annual performance report in the appraisal format prescribed by the institute. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.
- ii) It is incumbent on the part of HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.
- iii) A review committee formed by the Institute shall review the performance of every faculty member and recommend annual increment, promotion, if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the Management would take appropriate action include termination of his/her service.

7.2. Promotion for Teaching Staff

For Teaching Staff, Promotion will be given as per statutes 193 of GAU.



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7.3. Promotion of Non-Teaching (Administration and Technical/Non Technical) and Hospital Staff

Promotion of Non Teaching and Hospital Staff category subject to the condition that they should put in certain number of years of service as given below at each level and have satisfactory performance as evaluated by an appropriate review committee.

7.4. RETIREMENT AND SEVERANCE

7.4.1. Retirement / Superannuation

- i) The age of superannuation of teachers shall be as per the MSR of CCIM amended time to time.

7.4.2. Resignation:

- i) If a staff member (Teaching or Non-Teaching) intends to resign from this institute, he / she shall give either 1 month notice in advance or pay one month salary to the institute in lieu thereof.

7.4.3. Termination of service:

The service of any employee shall be terminated by one month notice either side in lieu of the notice.

8.0. LEAVE RULES

8.1. Casual Leave (CL)

All staff members are eligible for 12 days of casual leave per Academic year.

8.2. Medical Leave



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All staff members (teaching and non-teaching) who complete two years of service are eligible for Medical leave in the case of illness requiring hospitalization.

8.3. Maternity Leave

Maternity leave shall be granted for a maximum period of 60 days. Such sanction is restricted to two confinements only.

8.4. Extra Ordinary Leave on Loss of Pay

A staff member may be granted Extra-ordinary leave on loss of pay (EOL) or with pay to the extent required depending upon the circumstances.

8.5. Study Leave

A faculty member may be granted a maximum of 24 months of study leave without salary for pursuing higher studies, with a duly executed bond to serve the University on return for 3 years. Otherwise he/she shall resign from current position to proceed for higher studies without a bond.¹

8.6. Vacation

The vacation staff members are permitted to avail a total of 25 days of vacation by rotation in a year. During summer vacation, a staff member can avail 15 days with prior permission. During Diwali vacation 10 days can be availed. This is further subject to the condition prescribed at the time of declaration of vacation (summer and Diwali).

Non Vacation Staff

The following members of staff are not eligible for vacation. They are declared as non-vacation staff:

- a. Principal and the administrative staff attached to him.



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b. Hospital Superintendent and the administrative staff and paramedical staff attached to him.

c. Pharmacy Director and the administrative staff and workers attached to him.

The above three categories of staff are permitted to avail a maximum of 15 days recess in a year with prior permission.

9.0 SOCIAL SECURITY BENEFITS

9.1 Employee Provident Fund Scheme

All the members of staff (Teaching & Non-Teaching) other than those who joined in this Institute after completing the age of 58 years are enrolled under the EPF scheme from the teacher appointed before 2009. The deduction of EPF contribution from the employees is as per the Provident Fund Act, 1952 as amended from time to time.

9.2 Interest Free Festival Advance

Members of Non-Teaching staff who have completed two years of service and those who apply for festival advances are sanctioned interest free advance of Rs.10000/- one of the following for the festivals viz Ramzan, Bakri Id, Deepavali, Pongal & Christmas every year and it is recoverable in ten equal installments from the salary of the staff member.

10.0 A HANDBOOK ON CODE OF CONDUCT

The Principal of any Higher Educational Institute (HEI) has a dual role to play in academic together with administration towards quality enrichment. He/She has prime responsibilities as a guide,



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supporter, encourager, administrator, adjudicator, inspirer and many more. Significant codes and conducts applicable to Principal of J.S. Ayurveda Mahavidyalaya are mentioned in **Annexure 3**.

Consequent to becoming a Self Finance Institute (SFI) in 2007, the management has taken efforts to introduce Government of Gujarat scales of pay, proper working conditions, social security scheme, etc. Though this is a SFI and an affiliated to Gujarat Ayurved University, Jamnagar, and the contribution of faculty members is more in research and extension activities apart from regular academic and teaching activities. Unless otherwise specified, the code of professional ethics for teachers specified in UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenances of standards in higher education 2016 to be published in the gazette of India Letter No. 3-1/2009 on dated 30th June, 2010 (amended from time to time) shall apply which are given in **Annexure 4 & 5**.

The contribution of Non – Teaching category of staff to the efficient functioning of the Institute cannot be negligible. While the management of the Institute has taken efforts to improve service conditions of the technical employees, they are expected to contribute their best for the achievement of the mission and goals of the Institute. With this in view, detailed guidelines prescribing duties and responsibilities of administrative and technical staff were made. The duties and responsibilities of Non teaching and other ancillary staff are given in **Annexure 6**.

12.0. MISCELLANEOUS CONDITIONS

- (i)** All staff members of the Institute are required to be present in the Institute timings during working hours on all working days and days specifically notified.
- (ii)** A staff member shall devote his/her whole duty time to the service of the Institute.
- (iii)** All members of staff are governed by the general duties and responsibilities prescribed for each category of staff detailed in the service rules.



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- (iv)** In case of any misinterpretation / wrong interpretation of any of the rules and conditions specified in the service rules, the Chairman/Secretary MMS is the final authority to decide.

13.0 DISCIPLINARY ACTION

- a)** All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/negligence of duty and action involving moral turpitude.
- b)** All disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee to defend him/her.
- c)** While pursuing disciplinary action, the competent authority of the Institute is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member is established beyond reasonable doubts.
 - i)** Withholding of increments
 - ii)** Recovery of salary, whole or a portion towards the loss caused to the Institute.
 - iii)** Suspension issued pending enquiry.
 - iv)** Dismissal from service.



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ANNEXURE - 1

PERFORMANCE EVALUATION FORM

[For Class I & II (Teaching Staff)]

Class I & II (Teaching Staff)	Report Year :
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1	Name of Officer:	PPP	
2	Qualification:	PPP	
3	Designation:	PPP	
4	Date of Birth:	PPP	
5	Place of Birth:	PPP	
6	Date of Appointment:	PPP	
7	Period of Absence on Leave during this:	PPP	
8	Training received this year:	PPP	



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ANNEXURE - 2

PERFORMANCE EVALUATION FORM

For Class III Staff

GD|GMv

H[|PV[:;|PVFI|]J|]|"N DCFI|JnF,I4 G0L VFN

JU"v#GF SD"RFZLGL V\UT OF.,	JQF"v Z_! v Z_Z
-----------------------------	-----------------

EFUv!

!	GFD	PPP	
Z	HgD TFZLB	PPP	
#	CF,GF 5UFZWMZ6DF\ RF,] 1GD6}\SGL TFZLB	PPP	
\$	SFIDL S[C\UFDL	PPP	
5	JQF" NZdIFG S. XFBFVMDF\ SFD SI]" VG[S[8,L JBT	PPP	
&	ZHF4 TF,LD 1JU[Z SFZ6M;Z OZH 5ZGL U[ZCFHZLGL D]NT	PPP	
EFFUvZ VC[JF, ,BGfZ VIWSFZL äFZF D]<IF\SG			
!	H[SFD[ZFbIF CMI T[GM 5 SFZo 0FIZL AFZGLXL GM\W6L VG[JUL"SZ64 ZMS0F VG[IC;FA SFD4 8F.5L\U4 5] OJF\RG JU[Z[PPP	
Z	IGIT SZ[,F ZHL:8ZM VG[RF8"; JU[Z[GL IMuI HF/J6L NFPTP 1JEFUGL 0FIZL 1GI\+6 RF8: AFZGLX ZHL:8Z4 ;}RL4 SF5,L OF., ZHL:8Z 4 JU[Z[PPP	
#	8F.5 SFDDF\ RMS;F. VG[h05	PPP	
\$	A]lwW4 pnDXL,TF VG[SFI"IGQ9F	PPP	
5	GM\W VG[D];FDF\ :5Q8TF VG[;DH5}J"S 5MTFGF IJRFZM ZH] SZJFGL X1ST 1JQF[VIE5 FI T[G[S[; V\U[GL SFDULZL SZJFGL YTL CMITM	PPP	
&	IX:T5F,G J]i	PPP	
*	CFHZLGL 1GIDTTF	PPP	
(;FYL SD"RFZLVM ;FY[GF ;\A\W	PPP	
)	;[JFG[,UTL AFATM BF; SZLG[AN,L q 1GD6}\SGL AFATDF\ T[D6] ZFHSLI VYJF VgI JU q NAF6 ,FJJF 5 tG SZ[, K[m HM CF TM 1JUTMP	PPP	
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TFZLB0	VC[JF, ,BGfZ VIWSFZLGL ;CL PPPPPPPPPPPPPPPPPPPPPPPPP
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For Class IV Staff

JU"v8 GF SD"RFZLGL V\UT OF.,

JQF"v

!	કર્મચારીનું નામ અને હોદ્દો	PPP	
Z	જન્મતારીખ	PPP	
#	સરકારી નોકરીમાં જોડાયાની તારીખ	PPP	
\$	નોકરીમાં દાખલ થયા ત્યારની શૈક્ષણિકલાયકાત	PPP	
5	નોકરીમાં દાખલ થયા બાદ મેળવેલ શૈક્ષણિક લાયકાત	PPP	
5	એસ.એસ.સી. કે તેનાથી ઉચ્ચકક્ષાની સરકાર માન્ય પરીક્ષા પાસ કર્યાના પ્રમાણપત્રો	PPP	
9	મળેલ પ્રશંસાપત્ર કે પ્રશંસનીય કાર્ય કર્યાની નોંધ	PPP	
૮	ગેરવર્તણૂક બાબતની કોઈ યાદી કે શિક્ષા કરવામાં આવેલ હોય તો તેવો હુકમ	PPP	
૯	વર્તણૂક	PPP	
૧૦	શિસ્ત	PPP	
૧૧	આજ્ઞાંકિતતા	PPP	
૧૨	પ્રમાણિકતા	PPP	
૧૩	ચારિત્ર	PPP	

Note: The reporting authority should indicate the performance in a five point scale viz

- (a) Poor
- (b) Satisfactory
- (c) Good
- (d) Very good
- (e) Excellent



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ANNEXURE - 3

Code of Conduct for the Principal

1. The principal has influential decision taking capacity in terms of approving of policies relating to academic and administration which lead to the achievements of the institutional strategic vision and mission.
2. The Principal should act as bridge between the staff and the management for any coordination or direction issued by the management.
3. The Principal should actively involve in the exercises of financial matters within the budgetary provisions of the institute.
4. The Principal should build and sustain a balanced gender-free atmosphere for the staff so that all the staff has equal opportunities for overall growth.
5. The Principal should have effective and transparent mechanism to deal with any kind of grievances of staff and students.
6. The principal should be conscious about to prevent any incidences of sexual harassment of any woman in the institute and constitute a committee as per the guidelines of The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 who oversee such kinds of incidences with well planned redressal mechanism.
7. The Principal should also form various committees to maintain and promote academic activities and periodically review the functioning of the committee.
8. The Principal should encourage the faculty members for research oriented activities by publishing scientific papers and books, taking up research project and attending seminar, conference etc for updating of their knowledge.
9. The Principal should believe in discipline and hard work and stay as an oasis of serenity amidst staff and students which is required for academic accomplishments.



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10. The Principal should encourage the students for academic achievements along with in Co- curricular as well as extra-curricular activities.

ANNEXURE - 4

Code of Conduct for the Head of Departments

1. The Head of Departments (HoDs) should be responsible for the decorum and implementation of departmental policies prior approved by the Principal.
2. The Head of Departments (HoDs) should allocate the teaching workload as per the guidelines given by Gujarat Ayurved University as amended time to time and the additional workload as per the necessities of the department among faculty.
3. The Head of the Department should arrange the weekly meetings of the staff to review the curricular, Co- curricular, extracurricular and administration activities of the department.
4. The Head of Departments (HoDs) should attend the college council meeting and present department monthly report before the Principal.
5. The Head of Departments (HoDs) should encourage the faculty to organize departmental seminar & discussion and adopt different teaching tools for easy understanding of subject to the students.
6. The Head of Departments (HoDs) should also encourage the faculty to attend seminar/workshops/conferences/CME/training programme for updating their knowledge and publish book or chapter contribution from national/ international publishing house and research papers in peer reviewed journals.
7. The Head of Departments (HoDs) should inculcate the faculty to maintain the departmental records/files time to time and make available the same as and when required by the admin office.



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8. The Head of Departments (HoDs) should accomplish all the necessary requirements of his/her department as per the Minimum Standard Requirements (MSR) of CCIM and Gujarat Ayurveda University.
9. The Head of Departments (HoDs) should write up the confidential report of his/her departmental faculty and submit to the Principal as per the institutional policy.

ANNEXURE - 5

Code of Conduct of the Teaching Faculty

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meeting ,seminar conferences etc. towards the contribution of knowledge;



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- (v) Maintain active membership of professional organization and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the students in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics ;
- (iii) Recognize the difference aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;



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- (viii) Make themselves available to their students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teacher and render assistance for professional betterment
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interests ;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;



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- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand ;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before of change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

Teachers should:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and non-teaching staff.

VI. Teachers and guardians

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, sent reports of their performance to the guardians whenever necessary and meet the guardians in the meetings convened for the for mutual exchange of ideas and for the benefits of the institution.



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VII. Teachers and society

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the Educational programmes which are being provided;
- (ii) Work to improve education in the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



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ANNEXURE - 6

Code of Conduct for Non teaching and other ancillary Staff

- The Non teaching and other ancillary staff should adhere to the College policies and perform their assigned duties with sincerity and dignity.
- They should arrive and depart on their reporting time but in certain circumstances they should come on notified time and not leave the institute without prior permission of college authority.
- They should inform prior about their leave to the competent authority. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- They should neither undertake any other job nor have association in any business within the stipulated office hours.
- They should maintain the confidentiality of official records, the matters related to staff and students.
- They should maintain the dignity and respect towards teaching and other ancillary staff for healthy working environment.
- They should also be cooperative, friendly, polite and helpful towards students, parents and stakeholders.
- They should actively accountable for the maintenance of records, files, equipments and furniture.
- Smoking or alcohol drinking should be strictly prohibited for the staff during office hours.



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ANNEXURE - 7

Code of Conduct for the students

- Student should aware that as per the Gujarat Ayurved University rules, it is essential to have minimum 75% attendance in lectures of each subject and 85% attendance in practical's / clinics in each subject, in each of the term, to become eligible for the university examinations. So I will sincerely remain punctual and regular to fulfill these requirements
- Student should aware that as per the University rules in force, authorities of the Institute/University, can withhold my candidature in the University Examinations, on the grounds of their negligence and poor performance or their intentional absence from the local periodical examinations. Therefore Student will be sincere for the local examinations
- Student should participate sincerely in all the educational activities like seminars, workshops, training programmes, study tours, NSS activities and other similar activities conducted by the institute by time to time.
- Student should not avail of any vacations or holidays other than those declared by the institute. Student will restrain from all types of mass absenteeism and will not observe any unofficial (so called) midterm vacation practices.
- Student behavior with all the teachers, staff and colleagues should be cordial, humble and dignified. Their dress and etiquette will always be of modest. Student should aware that any type of arrogance, misconduct or breach of law can result in rustication from the institute.
- Student should know and realize very well that, during my studies and stay at the institute, student will be responsible for their attendance, performance at local examinations and their general conduct. Student irresponsible behavior can lead to punitive actions.



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- Student should strive to enhance the prestige and honor of the institute by studying sincerely.
- Student should not use mobile phone in any way in the college campus.
- Student should know that it is compulsory to get passing marks in terminal examinations to appear in the University examination.
- Student should know that it is compulsory to do internship in attached hospital of institute. Transfer to another college is not allowing.
- In any condition Student should not discontinue their Graduate study and will complete whole the 4.5 years study with 1 year internship. If student will have to discontinue their study, student will pay fee of the remaining course.