



HOLY SPIRIT INSTITUTE OF NURSING EDUCATION

HANDBOOK ON

# CODE OF CONDUCT

Nurturing Thinkers,  
Shaping Nursing Leaders



# PREFACE



Holy Spirit Institute of Nursing Education and Holy Spirit Hospital welcome you. You deserve an enjoyable stay, outstanding learning, a disciplined lifestyle, a prosperous future, and ethically driven dedicated service.

Nursing is founded on the ethical value of being committed to promoting well-being through competent and compassionate care. When nursing students begin their educational programme at Holy Spirit Institute of Nursing Education, they should be committed to learning and accepting the profession's ethical standards of conduct. Throughout their education, they strive to learn how to promote, store, and support health, prevent illness, and alleviate suffering. Furthermore, they will reflect on their own values while learning about the values of the profession.

The guidelines below are designed as a code of conduct, which is a document adopted by the institution and intended to promote college safety and a learning environment. The guidelines will help everyone become more reflective and ethical practitioners.

These codes are useful because they define values, obligations, and limitations. This will help you think about and resolve ethical and professional questions and issues.

It is mandatory that everyone including parents, understands these documents and follows the code and guidelines. If you or your child have concerns about the information in this handbook, dear faculty, students and parents, please contact a Class teacher, Program coordinator, institutional counsellor, or Principal.

## MESSAGE FROM THE PRINCIPALS' DESK



### **Greetings and warm regards,**

Driven by the vision, we aim to develop and empower women nurse leaders with integrity, competence, and compassion to serve society and be at the forefront of healthcare while ensuring overall development. Keeping in mind that students are our first priority, we work to serve and do so with love. We support and mentor students as they gain confidence and credibility. We offer everyone challenges and unique educational opportunities.

In addition to providing excellent education in a supportive, positive environment and encouraging a culture of research and scientific inquiry, we strive to hold ourselves accountable for the advancement of the next generation of nurses by preparing them to provide respectful inter- and intra-professional healthcare.

Many SSpS Sisters have contributed to HSINE's success through their vision, hard work, and committed leadership. We are eternally grateful. Let us use our learning candle to turn a sick world into a healthy one. Let us grasp the code of conduct book and strive for moral, ethical, and humanistic ideals that will help us grow professionally.

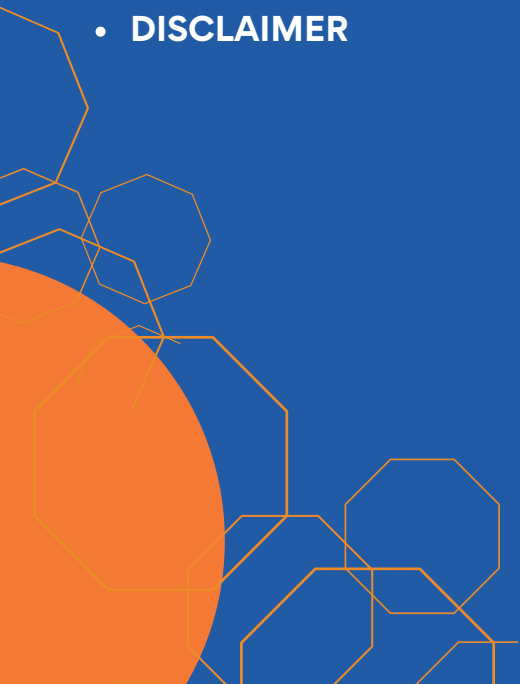
Thank you, and God bless you!

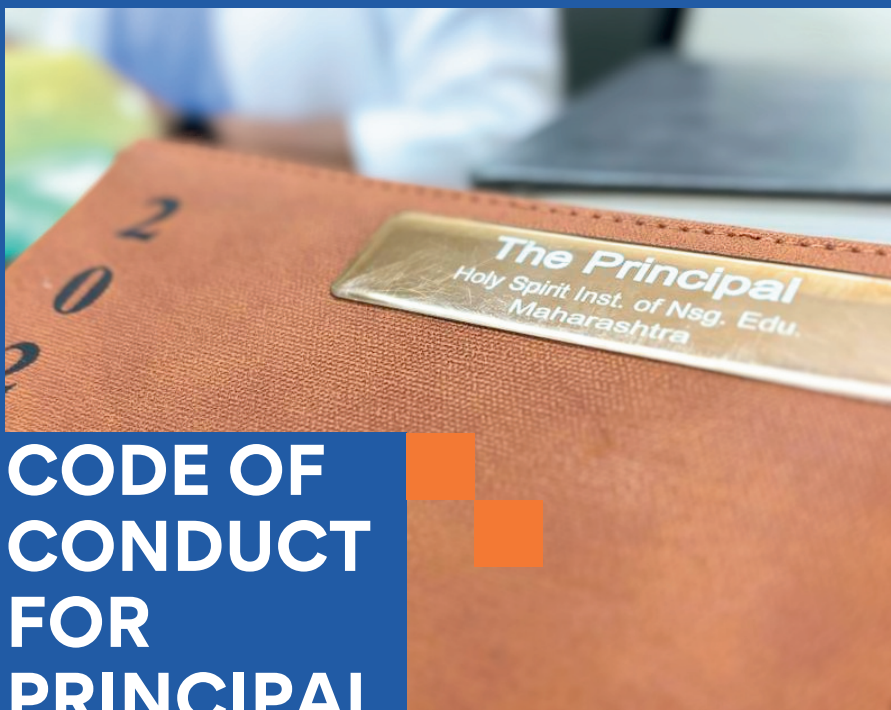
**DR. SR. LALITHA ROSALI**  
**PRINCIPAL**



# **TABLE OF CONTENT**

- **CODE OF CONDUCT FOR PRINCIPAL** **1**
- **CODE OF CONDUCT FOR TEACHING FACULTY** **3**
- **CODE OF CONDUCT FOR NON TEACHING STAFF** **17**
- **CODE OF CONDUCT FOR PARENTS/ GUARDIAN** **19**
- **CODE OF CONDUCT FOR STUDENTS** **23**
- **DISCLAIMER** **45**





# CODE OF CONDUCT FOR PRINCIPAL



# PRINCIPAL

## LEADERSHIP AND VISION:

- Provide visionary leadership that aligns with the mission and goals of the nursing college.
- Foster a culture of innovation, excellence, and continuous improvement.

## INTEGRITY AND ETHICS:

- Uphold the highest standards of integrity, honesty, and ethical conduct in all professional and administrative matters.
- Demonstrate transparency and accountability in decision-making processes.

## RESPECT AND PROFESSIONALISM:

- Treat all members of the college community with respect, fairness, and dignity.
- Cultivate a collegial and inclusive environment that values diversity and promotes mutual respect.

## COMPLIANCE AND GOVERNANCE:

- Uphold discipline within the institute.
- Ensure compliance with all relevant laws, regulations, and accreditation standards.
- Uphold the college's policies and procedures and ensure equitable enforcement.



### **ACADEMIC EXCELLENCE:**

- Maintain academic standards and rigour consistent with best practices in nursing education.
- Promote a culture of academic excellence, scholarly inquiry, and evidence-based practice.

### **STUDENT WELFARE:**

- Prioritise the well-being and academic success of students, providing support services and resources as needed.
- Foster a safe and supportive learning environment conducive to student growth and development.

### **FACULTY AND STAFF DEVELOPMENT:**

- Support professional development opportunities for faculty and staff to enhance teaching effectiveness and promote career advancement.
- Encourage a culture of collaboration, mentorship, and continuous learning among faculty and students.
- Hold meetings with both staff members and department heads, relevant authorities, bodies, or committees as necessary.
- Periodic reviews of the Code of Conduct should be conducted by the principal.





# CODE OF CONDUCT FOR TEACHING FACULTY





# TEACHING FACULTY

## PROFESSIONALISM:

- Maintain a high level of professionalism in all interactions within the college environment.
- Respect colleagues' expertise, opinions, and contributions, fostering a collaborative atmosphere.
- Keep abreast of current standards of practice.
- Report to work on time.
- Leave your work area when properly relieved and only with your supervisor's approval.

## INTEGRITY:

- Adhere strictly to ethical guidelines in teaching, research, and professional conduct.
- Uphold honesty and transparency in all academic and administrative matters in accordance with institution and university policies.

## RESPECT AND DIVERSITY:

- Treat all students, staff, and fellow faculty members with dignity and respect, regardless of background, race, gender, or other characteristics.
- Foster an inclusive, positive work environment that values diversity and promotes cultural sensitivity.



# TEACHING FACULTY

## CONFIDENTIALITY:

- Maintain confidentiality regarding sensitive student information and institutional matters.
- Respect the privacy of students and colleagues, and refrain from disclosing personal or sensitive information without consent.

## PROFESSIONAL DEVELOPMENT:

- Engage in continuous learning and professional development to stay updated with advancements in nursing education and practice.
- Support colleagues in their professional growth and encourage a culture of lifelong learning.

## ACADEMIC INTEGRITY:

- Uphold academic honesty and integrity, both in teaching and research activities.
- Educate students on the importance of academic integrity and discourage plagiarism and cheating.

## CONFLICT RESOLUTION:

- Address conflicts and disagreements professionally and constructively, seeking resolution through dialogue and mediation.
- Maintain open lines of communication and demonstrate a willingness to listen to differing perspectives.



# TEACHING FACULTY

## COMPLIANCE WITH POLICIES:

- Adhere to institutional policies and procedures governing academic conduct, teaching standards, and professional behaviour.
- Serve as role models for students and adhere to the highest standards of ethical conduct.

## PROFESSIONAL COURTESY:

- Demonstrate courtesy and professionalism in all communications, whether in-person, written, or electronic.
- Respond promptly to emails, messages, and requests from students, colleagues, and administrators.

## RESPONSIBILITY:

- Take responsibility for one's actions and decisions, both in the classroom and in administrative duties.
- Contribute actively to the welfare of the nursing college community and fulfil duties with diligence and dedication.



# CLASSROOM CONDUCT



**PUNCTUALITY:** Teachers should arrive on time for classes and ensure classes start and end promptly.



**RESPECT:** Treat all students with respect, encouraging an open and inclusive learning environment where diverse perspectives are valued.



**PREPAREDNESS:** Come to class prepared with lesson plans, materials, and resources necessary for effective teaching.



**ENGAGEMENT:** Actively engage students in the learning process, encouraging participation and discussion. Maintain professional boundaries in faculty-student relationships.

# CLASSROOM CONDUCT



**FAIRNESS:** Assess student performance objectively and fairly, providing constructive feedback for improvement.



**PROFESSIONALISM:** Maintain professional behaviour in all interactions with students, colleagues, and staff. Fulfil responsibilities as intellectual guides and counsellors.



**TECHNOLOGY USE:** Utilise technology responsibly for educational purposes, ensuring its integration enhances learning outcomes. Ensure classrooms are left clean, including the board and LCD if it's the last lecture of the day.



**CONFIDENTIALITY:** Respect the privacy of students and refrain from discussing sensitive information outside the appropriate channels.

## CONDUCT TOWARDS STUDENTS:



**SUPPORT:** Provide academic and emotional support to students, recognising their individual needs and challenges.



**ACCESSIBILITY:** Be accessible to students for guidance, mentorship, and assistance outside of class hours.



**ADVOCACY:** Advocate for students' rights and interests, addressing any concerns or issues they may encounter.



**FAIR TREATMENT:** Treat all students fairly and equitably, without bias or discrimination.



**EMPOWERMENT:** Empower students to take ownership of their learning and professional development.



**SAFETY:** Ensure the safety and well-being of students in both academic and clinical settings.



**PROFESSIONAL BOUNDARIES:** Maintain appropriate professional boundaries with students, refraining from engaging in behavior that could be perceived as inappropriate or unprofessional.

# SCHOLARLY INTEGRITY:

## RESEARCH AND PUBLICATION:



**INTEGRITY:** Conduct research with honesty, integrity, and transparency, adhering to ethical guidelines and standards.



**ATTRIBUTION:** Properly cite sources and give credit to the work of others, avoiding plagiarism and intellectual dishonesty.



**RIGOR:** Conduct research with rigor and precision, ensuring the validity and reliability of findings.



**COLLABORATION:** Collaborate ethically with colleagues and researchers, acknowledging contributions and respecting intellectual property rights.



**COMPLIANCE:** Adhere to institutional and professional standards for research conduct, including obtaining necessary approvals and permissions.



**PUBLICATION ETHICS:** Follow ethical guidelines for publication, including accurate reporting of research findings and disclosure of conflicts of interest.

## REGARDING PHYSICAL PROPERTY:

- **RESPECT:** Refrain from theft, vandalism, or misuse. Respect the physical property of the college, including classrooms, laboratories, equipment, hostels, and facilities.
- **CARE:** Handle college property with care and diligence, reporting any damages or issues promptly.
- **COMPLIANCE:** Adhere to the rules and regulations governing the use of college property, including safety protocols and maintenance procedures.
- **DRESS CODE:**
  - ▶ **Professionalism:** Dress in a manner that reflects professionalism as you wear the ID card with your name and photo visible
  - ▶ **Neatness and Cleanliness:** Maintain personal hygiene and cleanliness, presenting oneself in a neat manner.
    - Dress in formal, clean, and well-pressed attire such as saris and blouses or salwar suits.
    - Well-combed hair is tied or pinned. And while in the class or clinical, wear a white coat.
    - Keep fingernails short, and light makeup is acceptable.
    - Wear appropriate footwear.
- **Compliance:** Adhere to any dress code policies or guidelines established by the nursing college or institution.



## UNACCEPTABLE CONDUCT:

- **DISCRIMINATION:** Discrimination or harassment of any form, including but not limited to race, gender, religion, or sexual orientation, is unacceptable.
- **INAPPROPRIATE BEHAVIOUR:**
  - Engaging in behavior that is disruptive, offensive, or disrespectful to others is not tolerated.
  - Instead of speaking negatively about fellow faculty members in front of students, encourage students to address concerns directly with the faculty member or their superior.
  - Sharing excessive personal information with students.
  - Using official hours to promote personal, religious, political, or social agendas.
- **MISCONDUCT:** Any form of academic misconduct, including cheating, plagiarism, or fabrication of data, is strictly prohibited.
- **BREACH OF PROFESSIONALISM:**
  - Behaviours that compromise professional ethics, integrity, or trust are unacceptable.
  - Answering mobile phones during classes and meetings.
  - Bringing textbooks to lectures.
  - Sitting while lecturing.

## UNACCEPTABLE CONDUCT:

- **DISCRIMINATION:** Discrimination or harassment of any form, including but not limited to race, gender, religion, or sexual orientation, is unacceptable.
- **INAPPROPRIATE BEHAVIOUR:**
  - Engaging in behavior that is disruptive, offensive, or disrespectful to others is not tolerated.
  - Instead of speaking negatively about fellow faculty members in front of students, encourage students to address concerns directly with the faculty member or their superior.
  - Sharing excessive personal information with students.
  - Using official hours to promote personal, religious, political, or social agendas.
- **MISCONDUCT:** Any form of academic misconduct, including cheating, plagiarism, or fabrication of data, is strictly prohibited.
- **BREACH OF PROFESSIONALISM:**
  - Behaviours that compromise professional ethics, integrity, or trust are unacceptable.
  - Answering mobile phones during classes and meetings.
  - Bringing textbooks to lectures.
  - Sitting while lecturing.

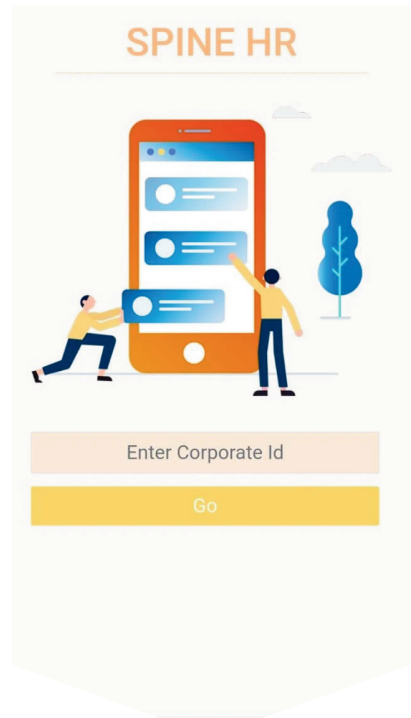
## UNACCEPTABLE CONDUCT:

- **VIOLATION OF POLICIES:** Failure to comply with institutional policies, rules, or regulations is considered unacceptable conduct.
- **INSUBORDINATION:** Disregard for authority or refusal to follow instructions from supervisors or administrators is not permitted.



## RULES FOR ALL TYPES OF LEAVE:

- Leave must be applied for in the prescribed format (SPINE), clearly indicating the type of leave.
- The leave form must be submitted to the principal with the previous day's signature.
- The leave calculation is based on the joining date of the institution.
- Management reserves the right to require any employee to work on holidays due to work exigencies, with compensatory holidays provided.



## RULES FOR ALL TYPES OF LEAVE:

### CASUAL LEAVE (CL) :

- Regular employees are entitled to 10 days of casual leave per year (one day per completed month).
- Casual leave cannot exceed 4 days at a time, and prior permission is required.
- It cannot be combined with other leave types or accumulated.

### SICK LEAVE (SL) :

- Regular employees are eligible for 11 days of sick leave per academic year.
- Sick leave applications must specify the nature of the illness.
- In case of sudden illness, the principal should be informed by phone.
- Sick leave exceeding 2 days requires a medical certificate.



## **RULES FOR ALL TYPES OF LEAVE:**

### **PRIVILEGE LEAVE (PL):**

- After 12 months of continuous service, employees become eligible for 21 days of annual leave, increasing to 30 days after a year.
- Advance application in the prescribed format is required, and leave can only be taken after obtaining permission.
- A written sanction of leave is mandatory before proceeding on leave.
- The charge must be handed over to an authorized person before leaving.
- Annual leave must be taken for a minimum of 4 continuous days at a time and can be taken only 3 times a year.
- Management reserves the right to grant leave and request the employee return to work in emergencies.
- Extension of leave is not permitted except in extraordinary cases, with prior permission required.
- Applications for leave extensions must be submitted in advance.



# CODE OF CONDUCT FOR NON TEACHING STAFF



## **PROFESSIONAL CONDUCT:**

- Strive for excellence in acquiring professional knowledge, skills, and attitudes.
- Maintain professional standards while fulfilling duties.
- Carry out roles and responsibilities ethically and fairly in line with institution and university policies.
- Foster a culture of civility and collegiality.
- Exhibit effective teamwork and positive body language.
- Treat colleagues, subordinates, and students with respect, civility, fairness, and consideration.
- Fulfil assigned responsibilities reliably, promptly, and responsively.
- Serve as a positive, ethical, and professional role model.
- Arrive at work punctually.
- Smoking, drinking are prohibited on campus.

## **CONDUCT TOWARDS STUDENTS:**

- Respect the individual differences of students.
- Avoid discrimination based on age, race, nationality, religion, disability, or gender.
- Refuse personal gifts from students related to faculty duties.



# CONDUCT FOR PHYSICAL PROPERTY

## PROPERLY UTILISE RESOURCES TO PREVENT THEFT, MISUSE, AND WASTE.

Ensure that college services such as telephone, internet, computers, and photocopying are used solely for college purposes.



## DRESS CODE:

- Always wear an ID card with your name and photo clearly visible.
- Dress in formal, clean, and well-pressed attire.
- Females may wear saris and blouses, salwar suits, or formal tops and trousers.
- Males should wear full pants with a formal shirt and trousers.
- Avoid short tops, revealing clothing, jeans, and casual attire.
- Maintain well-combed hair tied or pinned back (no free-flowing hair).
- Keep fingernails short, and light makeup is acceptable.
- Wear appropriate footwear.



# CODE OF CONDUCT FOR PARENTS/ GUARDIAN



# PARENTS/ GUARDIAN

## SUPPORTIVE ENGAGEMENT:

- Actively participate in your daughters' education by attending parent-teacher meetings, attending institutional events, and supporting their academic endeavours.
- Engage in open and constructive communication with teachers and school staff to address any concerns or challenges your child may face.

## RESPECT:

- Respect the authority and decisions of teachers, administrators, and school staff, understanding that they have your child's best interests at heart.
- Respect the diversity of the institute community, valuing differences in culture, background, and beliefs.

## COLLABORATION:

- Collaborate with teachers and school staff to support your daughter's learning and development, working together to address academic and behavioural issues.
- Provide relevant information about your child's needs, interests, and strengths to facilitate their educational journey.

# PARENTS/ GUARDIAN

## RESPONSIBILITY:

- Ensure your child attends college regularly and arrives on time, prioritising punctuality and regular attendance.
- Take responsibility for your daughters' behaviour and academic performance, instilling a sense of accountability and discipline.

## COMMUNICATION:

- Maintain open and respectful communication with teachers and school staff, promptly responding to messages and inquiries.
- Inform the school about any changes in your child's circumstances that may affect their academic or personal well-being.

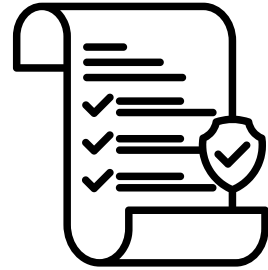
## SUPPORT:

- Respect the authority and decisions of teachers, administrators, and school staff, understanding that they have your child's best interests at heart.
- Respect the diversity of the institute community, valuing differences in culture, Provide emotional support and encouragement to your child, fostering a positive attitude towards learning and resilience in the face of challenges.
- Assist your child with homework and school projects as needed, encouraging independent learning and problem-solving skills.

## PARENTS/ GUARDIAN

### RESPECT INSTITUTIONAL POLICIES:

- Familiarise yourself with school policies and guidelines, adhering to rules regarding attendance, behaviour, dress code, and academic integrity.
- Support the enforcement of school rules and disciplinary measures, reinforcing the importance of respect and accountability.



### POSITIVE ROLE MODELLING:

- Serve as positive role models for your child, demonstrating honesty, integrity, and respect in your interactions with others.
- Encourage your child to value education, lifelong learning, and personal growth.



## PARENTS/ GUARDIAN

### CONFLICT RESOLUTION:

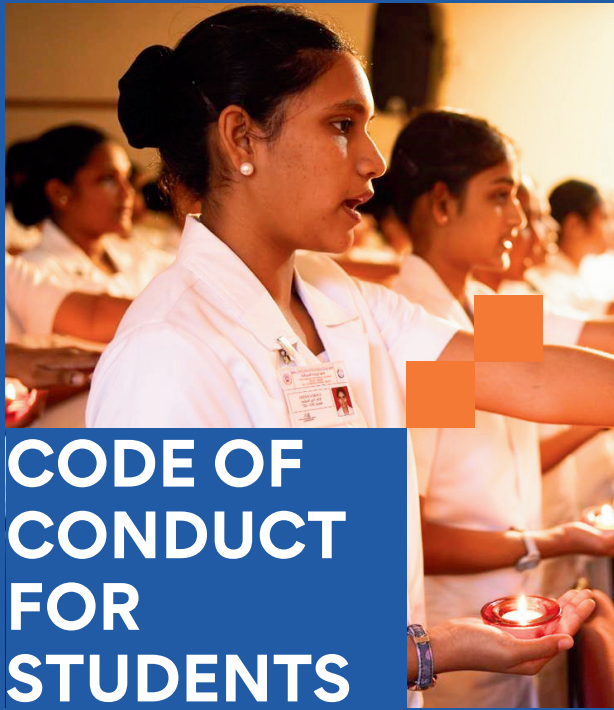
- Address conflicts or disagreements with school staff or other parents in a respectful and constructive manner, seeking resolution through dialogue and mediation.
- Avoid engaging in confrontational or disruptive behaviour that may undermine the school community's harmony and cohesion.



### VOLUNTEERING AND INVOLVEMENT:

- Volunteer your time and talents to support institute activities, events, and initiatives, contributing to the overall well-being and success of the school community.
- Stay informed about school policies, programmes, and opportunities for parental involvement, actively participating in school governance and decision-making processes.





# CODE OF CONDUCT FOR STUDENTS



## **PREAMBLE:**

---

Students have a societal responsibility to acquire the academic theory and clinical skills necessary for nursing care provision. The clinical environment poses distinct challenges and duties in tending to individuals across various healthcare settings.

The Code of Academic and Clinical Conduct is grounded in the recognition that practicing nursing as a student involves a commitment to honor the trust society has vested in us. The principles outlined in the Code offer direction to nursing students for fostering an ethical foundation in personal development, extending beyond academic and clinical realms to contribute to holistic personal growth.

## **SCOPE:**

---

- The Holy Spirit Institute of Nursing Education is dedicated to fostering a safe and supportive environment conducive to the personal and professional growth of its students.
- The Student Code of Conduct sets forth the expected standard of behaviour for all students enrolled at the institution.
- All students are required to adhere to the Code of Conduct, which outlines the guiding principles, responsibilities, and ethical standards governing student behaviour.



## **POLICY:**

The institution reaffirms its commitment to education, critical thinking, academic excellence, research, and scholarly culture. Students, as members of the learning community, are expected to: Respect the freedom of others to engage in their activities safely and without discrimination, while upholding principles of academic integrity. Utilise institution facilities, property, and services responsibly. The behavioural standards outlined in this code aim to foster an atmosphere of mutual respect between students and staff. Students are expected to adhere to these standards in their interactions with fellow students, teaching and non-teaching staff, and patients.

## **JURISDICTION::**

- The institution reaffirms its commitment to education, critical thinking, academic excellence, research, and scholarly culture. Students, as members of the learning community, are expected to:
- Respect the freedom of others to engage in their activities safely and without discrimination, while upholding principles of academic integrity.
- Utilise institution facilities, property, and services responsibly.
- The behavioural standards outlined in this code aim to foster an atmosphere of mutual respect between students and staff. Students are expected to adhere to these standards in their interactions with fellow students, teaching and non-teaching staff, and patients.

## STATEMENT OF STUDENT RIGHTS:

- Subject to respecting the rights of others, every student is entitled to exercise their rights fully. These rights include, but are not limited to, the following:
- The right to peaceful protest and dissent, as well as to participate in nonviolent forms of collective action.
- The right to lodge complaints about injustice and bring grievances to the appropriate authorities within the institution without fear of reprisal.
- The right to attend events and use college facilities in accordance with prescribed rules.
- The right to a peaceful and conducive environment for study and work in residential and academic facilities.
- The right to privacy in assigned rooms while adhering to college regulations and ensuring the security of personal property.
- The right to be free from harassment based on various personal characteristics while participating in college activities or travelling to clinical placements.



## STANDARDS FOR STUDENT CONDUCT:

All students are integral members of the college community and are responsible for upholding a safe, harmonious, and inclusive environment. Specifically, students are expected to:

- Abide by the Student Code of Conduct.
- Familiarise themselves with and adhere to college rules, policies, and procedures, as well as the requirements of their courses and programmes.
- Maintain up-to-date personal information and respond to relevant correspondence from the institution.
- Treat all students and staff with respect, courtesy, and sensitivity, while demonstrating impartiality, integrity, and honesty.
- Respect the privacy of others, cooperate collaboratively, and avoid behaviour that disrupts the freedom of others to pursue their studies or activities.



---

## **ACADEMIC CONDUCT:**

Ethical conduct, academic integrity, and honesty are fundamental values of the college and are expected of all students. In their academic pursuits, students should:

- Strive to meet the requirements of their units and courses to the best of their abilities.
- Make genuine efforts to progress successfully in their studies by meeting deadlines, attending classes, and engaging with learning activities.
- Uphold principles of academic integrity in their work and demonstrate professionalism during practical placements or work-integrated learning experiences.



## **ANCIENT SCRIPTURE:**

Students are encouraged to engage in daily prayers and recitations of the National Anthem and the Constitution Preamble during significant events, as well as readings from ancient scriptures such as the Bible, Bhagavad Gita, Quran, and other holy texts.

## **NURSING STUDENT RESPONSIBILITIES**

Nursing students are entrusted with acquiring the necessary theoretical knowledge and clinical skills crucial for administering nursing care. They face distinctive challenges and obligations within diverse healthcare environments while tending to individuals.



## **NURSING STUDENT CONDUCT GUIDELINES:**

The Nursing Student Code of Conduct is rooted in recognising that engaging in nursing as a student entail maintaining the confidence bestowed upon the nursing profession by society. This code furnishes direction for personal ethical maturation, extending beyond academic and clinical realms to foster comprehensive personal development.



## DRESS CODE AND GROOMING POLICY:

The institute enforces a dress code to ensure the safety of students and to maintain a professional image in nursing. Key aspects of the policy include:

- Clothing should be clean, tidy, and modest, falling below knee-length without crop tops.
- Attire should be decent and non-revealing.
- Wearing torn jeans is prohibited.
- Footwear must be clean and whole, with socks worn.
- The hair should be neatly tied.
- Nails should be short and neat, with no nail polish or mehendi permitted.
- Light lipstick and eyeliner are acceptable, while other makeup is prohibited.
- Small earrings and nose rings are permitted, but other jewellery is not.
- ID must be worn visibly at all times.
- Failure to comply with the dress code and grooming standards may result in disciplinary consequences.

# ETHICAL STANDARDS

In both clinical and academic contexts, nursing students are guided by ethical standards, including:

- Delivering patient-centred care.
- Preserving patient confidentiality and providing care honestly, accurately, and professionally.
- Ensuring the safety of patients, oneself, and others.
- Upholding moral integrity and ethical principles in personal conduct.
- Demonstrating respect for all individuals and acknowledging their human rights, values, culture, and spiritual beliefs.
- Seizing every opportunity to enhance learning and ensure the utmost quality of care.



# MISCONDUCT



The college maintains standards of conduct for students, including:

- Mandatory use of the English language on campus and during clinical activities.
- Prohibition of impolite behaviour or indecency towards staff.
- Reporting of any damage to college property, with the student being held accountable.
- Prohibition of defacing college premises.
- Strict prohibition of ragging in any form, with offenders facing appropriate disciplinary action.
- Respect for the privacy and authority of the principal and faculty's' cabins.
- Responsible for the custody of personal belongings.
- Consequences for repeated misconduct despite warnings.





### **ATTENDANCE:**

Regular class attendance is essential for successful academic achievement, with timely notification required for unavoidable absences. Unexplained absences may result in dismissal or other consequences determined by the faculty.

### **DUTY TIMINGS:**

Students must adhere to prescribed duty timings for college, clinical, office, and library hours.

- College hours: 8–4 p.m.
- Clinical hours: morning: 7.30 a.m.–12 p.m.; evening: 4.30 p.m.–9 p.m.
- Library timings: 8–5 p.m.
- Office timings: 8–4.30 pm

### **HEALTH & SAFETY:**

Students are expected to comply with health and safety requirements (concessional, insurance), report major illnesses or pregnancies, and uphold professional ethics relevant to their training.

### **LIBRARY AND LABORATORY FACILITY:**

Students are urged to use college resources responsibly, without impeding others' learning opportunities or access to facilities.

### **TRANSPORTATION:**

The college provides a bus facility for visits and in-and-outs daily.

### **ACADEMIC DISHONESTY:**

Academic dishonesty, including copying, cheating, conspiracy, fraud, bullying, forging, and cyberbullying, is strictly prohibited and subject to disciplinary action.

### **STUDENT EVALUATION:**

- Evaluation methods include written examinations, unit tests, assignments, presentations, projects, and clinical assessments.
- Attendance requirements and performance standards apply for eligibility to sit for final examinations

### **LEAVE OF ABSENCE:**

Long leaves during college days are not permitted, except in emergencies. Students must provide appropriate documentation for absences due to illness or emergencies.



## RULES & REGULATIONS OF THE HOSTEL

- Hostel residents must comply with rules regarding cleanliness, behaviour, and timing.
- Prohibited activities include smoking, alcohol consumption, ragging, and unauthorised entry into others' rooms.



## ELECTRONICS EQUIPMENT'S :

- As a safety measure, students are allowed to have personal cellular telephones on campus. However, these devices must be turned off and surrendered to the office during lectures unless specifically authorized for instructional purposes.
- Any other telecommunication devices, such as netbooks, laptops, tablets, or similar portable computers, must also be approved for possession by the student.
- Personal electronic devices, including MP3 players, video or audio recorders, DVD players, cameras, gaming devices, e-readers, or any similar electronic gadgets, are strictly prohibited on campus unless prior permission has been granted.
- Failure to adhere to the above regulations will result in the confiscation of the respective device(s), which will then be submitted to the principal's office for further action.
- Furthermore, students are strictly prohibited from sharing photos of the college or the affiliated hospital on social media platforms without prior permission.



### **INSPECTION:**

To prioritize student safety and maintain a drug-free environment, periodic inspections may be conducted without the need for a warrant.



### **WAKE-UP CALLS:**

- CCTV surveillance covers the entire campus, encompassing lecture halls, libraries, laboratories, hostels, and administrative offices. This technological measure is implemented to enhance security, safety, and the general well-being of the campus community, utilizing advanced technology and virtual policing methods.
- The institution follows a three-tier security system, with students being accountable for maintaining discipline and safeguarding their well-being.



---

**PROPERTY DAMAGE:**

To maintain the intended purpose of college facilities, any acts of littering, defacing, or damaging institutional property will not be tolerated. Students found responsible for such actions will be held accountable for the incurred damages and may face both criminal proceedings and disciplinary measures as outlined in the Student Code of Conduct.

**RAGGING:**

The Institute has established a comprehensive and efficient anti-ragging policy that aligns with the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [UGC Regulations] and MUHS Notifications.' If a student is found guilty by the committee, they will face suspension from classes and academic privileges. Any negative experiences encountered are to be promptly reported to the Anti-Ragging Committee by the Supreme Court order.

## **ANTI-RAGGING SQUAD:**

To provide support to students, a smaller unit known as the Anti-Ragging Squad has been formed, comprising members from various sectors of the campus community. This squad is tasked with monitoring instances of ragging within the community and conducting regular patrols.

Students need to be aware that the squad is consistently active and vigilant, possessing the authority to inspect areas where ragging may occur and conduct surprise checks in hostels and other identified locations on campus.

Additionally, the squad is empowered to investigate cases of ragging and offer recommendations to the Anti-Ragging Committee, operating under its guidance.





---

### **SEXUAL HARASSMENT:**

Students need to understand that sexual misconduct or harassment covers various behaviours, such as sexual assault, unwanted physical contact, or continuous unwelcome remarks, emails, or images of a derogatory or degrading sexual nature, which may qualify as harassment based on individual circumstances. Any such incidents should be reported to the Sexual Harassment Redressal Committee (internal complaint) of the institute.

### **STUDENT GRIEVANCE PROCEDURE:**

Students at the Institute who encounter incidents of sexual harassment, misconduct, or ragging as defined and described earlier can seek support from the Grievance Redressal Cell. Furthermore, students are urged to bring to the attention of the cell any infractions they become aware of. The Grievance Redressal Cell is committed to addressing various concerns, including ragging, physical or mental harassment, grievances regarding classroom instruction, administrative management, syllabus fulfilment, teaching approaches, hostels, and other related matters.



## COUNSELLING CELL:

### SEXUAL HARASSMENT:

As faculty members of the Holy Spirit Institute of Nursing Education, we hold the belief that each student possesses inherent capabilities to overcome obstacles and attain their fullest potential. We are convinced that this inherent sense of self-efficacy can be nurtured in every individual. We acknowledge and affirm that every student has the right to psychological and counselling support whenever required. Students may access these services in instances of severe anxiety, excessive stress, or difficulty adapting to their current circumstances. The services provided include:

- Every 2nd and 4th Tuesday of the month, guidance and counselling sessions are arranged.
- If not resolved, access to special counselling session consultations with clinical psychologists and psychiatrists.
- Assurance of confidentiality in records, with information shared strictly on a need-to-know basis.

## **COUNSELLING CELL:**

### **STUDENT PARTICIPATION IN GOVERNANCE:**

Encouraging and enhancing student participation is imperative, achieved by engaging students at every level. Thus, all institute-affiliated students, both current and prospective, are urged to adhere to this policy. They are encouraged to report any violations and contribute individually and collaboratively towards enhancing the quality and effectiveness of this code and associated policies.



## DISCIPLINARY ACTION:

In the event of a suspected breach of the code of conduct by a student, a committee will convene to propose appropriate disciplinary measures. This committee will investigate the alleged violation, meet with the student to determine the nature of the misconduct, and recommend one or more disciplinary actions accordingly.



## **DISCIPLINARY ACTION:**

### **CAUTION**

Stating that the delinquent student's behaviour was against the Code and that serious disciplinary action would be taken for any more misbehaviour.

### **LIMITATIONS**

Limit access to certain campus facilities for a predetermined amount of time.

### **SUSPENSION**

A student may be suspended for a predetermined amount of time, during which they will not be allowed to attend courses, events, or other programmes connected to their studies. Furthermore, the student will not be permitted to use any other institute. This action will bar the student from ever again entering the institutes grounds, taking part in any student-related events, living on campus, etc. as per as the discrete decision of the management


## APPEAL

If the student facing disciplinary action disagrees with any of the penalties, she has the option to appeal to the principal. The principal may choose one of the following courses of action:

- Accept the committee's recommendation and implement the suggested punishment.
- Adjust and impose any penalty outlined in this code that aligns with the severity of the proven misconduct.
- Return the case to the committee for further review. In all cases involving potential student misconduct, the principal's decision is final and binding.

Upon admission, students are required to provide an individual undertaking confirming their commitment to adhere to the rules and regulations of the college, or MUHS.

## DISCLAIMER

 Holy Spirit Institute of Nursing Education retains the authority to amend the regulations and policies outlined in this handbook as necessary.

Should revisions be necessary throughout the academic year, students will be duly informed of these changes and requested to confirm receipt and understanding by signing a verification document. Every effort is made to ensure the accuracy and relevance of the curriculum & decorum in HSINE.

Faculty, staff, and students are encouraged to voice any personal or institutional concerns. Please reach out to the respective Authority who will work in conjunction with management to address and resolve the matter efficiently.



# ABOUT US

The Holy Spirit Institute of Nursing Education (HSINE) is one of Holy Spirit Hospital's (HSH) academic hubs. The institute's initial objective was to address female unemployment and inspire young women to become motivated, disciplined, competent, skilled, and compassionate healthcare workers, specifically nurses. "Service in Love," our tagline, embodies our approach.

The 20 seeds planted grow to become 240 creative, brilliant, and amusing students each year, as well as more than 3000 students worldwide with good health, providing health for all. The institute's pillar is its dedicated and loyal teaching and non-teaching faculty.

At HSINE, educating is our passion, and caring for others is our calling. Our unique purpose is to instill the importance of life, time, ethics, health, and respect in our students through friendly, innovative teaching, scientific conferences, and educated encounters. We encourage overall development, hope, and high-quality education. We are committed to achieving excellence by aligning our efforts with accreditation bodies. The institute has made great progress and established a name for itself in Maharashtra's academic nursing field. Since 1997, the legacy has been inspiring young people through GNM, B.Sc. (N), P.B.B.Sc. (N), and other programs to begin with and be upfront in healthcare.



Dream Nursing.  
Desire **HSINE**.  
Delight to Serve.

