Atreya Ayurveda Pratisthana®
Spoorthi Ayurveda Medical College and
Dr S.V.Savadi Hospital, Gangavathi
ISO 9001:2015 Recognized Institution
(Recognized By Govt. of Karnataka & N.C.I.S.M. New Delhi)
(Affiliated to Rajiv Gandhi University of Health Sciences, Bangalore)

Ref: NAAC 7.1.9 **Date: 29-10-2026**

7.1.9. Code of conduct handbook exists for students, teachers and academic and administrative staff including the Dean / Principal/Officials and support staff.

1. The Code of conduct is displayed on the website ☑
2. There is a committee to monitor adherence to the code of conduct ☐
3. Institution organizes professional ethics programmes for students, teachers and the academic and administrative staff ☐
4. Annual awareness programmes on the code of conduct are organized ☐

CHAIRMAN 29/10/20

IQAC COORDINATOR 29/10/2026

IQAC CO-ORDINATOR
Spoorthi Ayurvedic Medical College
& Dr. S.V. Savadi Ayurveda Hospital
Gangavathi-583227.

PRINCIPAL

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Spoorthi Ayurvedic Medical College
Dr.S.V.Savadi Ayurvedic Hospital,
Vidyanagar, GANGAVATHI-583 227

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TEACHING FACULTY CODE OF CONDUCT HANDBOOK

Academic duties, professional ethics, teaching, assessment and research

Version 1.0 | 2026 | Institutional Draft

For review and formal approval by the competent authority before implementation.

Document Control

Institution	Spoorthi Ayurvedic Medical College
Document title	Teaching Faculty Code of Conduct Handbook
Applicable to	Professors, Associate Professors, Assistant Professors, tutors, demonstrators, clinical teaching faculty and other teaching personnel
Document owner	Institutional Administration / designated committee
Approval authority	Competent authority / Management, as applicable
Effective date	To be entered after approval
Review cycle	At least once every two years, or earlier if regulations change
Version	1.0 – Draft for institutional review

Important Note

This is a model institutional draft prepared for Spoorthi Ayurvedic Medical College; it is not represented as an already approved policy. Before issue, verify and align it with current NCISM and affiliating-university requirements, applicable laws, institutional service rules and approved procedures. Where a law or binding regulation is stricter, it prevails.

1. Purpose and Scope

This handbook defines professional standards for teaching faculty of Spoorthi Ayurvedic Medical College. It applies to classroom teaching, practicals, clinical supervision, examinations, research, student mentoring, accreditation activities and official institutional work.

2. Teaching and Academic Responsibilities

- Deliver assigned lectures, practicals, tutorials, seminars and clinical teaching in accordance with the approved curriculum, academic calendar and departmental plan.
- Prepare lesson plans, learning objectives, teaching materials, attendance records, assessments and reports accurately and on time.
- Maintain punctuality, professional attire and respectful communication; notify the authorised officer promptly of unavoidable absence.
- Use fair, transparent and consistent assessment methods; protect the confidentiality of question papers, marks and student records.
- Provide constructive feedback, mentoring and reasonable support for students who require academic or accessibility assistance.
- Participate in departmental meetings, examinations, curriculum review, continuing education, accreditation work and assigned institutional duties.

3. Professional Ethics and Student Relationships

- Treat students and colleagues fairly regardless of caste, religion, gender, language, region, disability or economic background.
- Do not humiliate, threaten, discriminate against, harass, exploit or retaliate against students or colleagues.
- Maintain appropriate professional boundaries in person and in digital communications.
- Do not solicit or accept improper payments, gifts or favours in exchange for marks, attendance, clinical access, recommendations or institutional decisions.

- Disclose conflicts of interest and recuse yourself from decisions where impartiality may be compromised.
- Do not use institutional authority for personal gain or to secure improper benefits for relatives, associates or private businesses.

4. Clinical Supervision and Patient Safety

- Supervise students in clinical settings according to their level of training and the risk of the activity.
- Ensure that clinical care and procedures are provided only by authorised personnel within their permitted scope of practice.
- Protect patient privacy, dignity, confidentiality and informed choice; obtain required consent for examination, procedures, teaching demonstrations and use of case material.
- Ensure accurate, timely and attributable clinical documentation; never fabricate, backdate or improperly alter records.
- Promote hand hygiene, infection prevention, safe prescribing, sterilisation, sharps safety and correct biomedical-waste segregation.
- Report adverse events, medication errors, exposure incidents, unsafe practice or equipment failure through the designated system.

5. Research and Scholarly Integrity

- Obtain required institutional, ethics and regulatory approvals before research involving human participants, identifiable data or biological materials.
- Obtain informed consent where required and protect participant safety, privacy and confidentiality.
- Do not fabricate, falsify, manipulate or plagiarise research data or publications.
- Use appropriate citations and fair authorship practices; do not add or omit authors improperly.
- Supervise student research responsibly and avoid coercing students into personal research or authorship arrangements.
- Disclose relevant funding, competing interests and limitations in scholarly work.

6. Records, Resources and Confidentiality

- Maintain accurate academic, attendance, examination, research and clinical-supervision records.
- Use college funds, equipment, medicines, laboratory supplies, library resources and digital systems responsibly.
- Access confidential information only for legitimate professional purposes and share it only with authorised persons.
- Report suspected fraud, data breaches, safety hazards or serious regulatory non-compliance through authorised channels.

7. Inclusion and Grievance Handling

Faculty must support an inclusive, safe learning environment and direct concerns about ragging, harassment, discrimination, student distress or patient safety to the appropriate institutional committee or authority. Complaints must be handled without retaliation and in accordance with applicable law and approved procedures. A person with a conflict of interest should not investigate a complaint.

8. Accountability and Review

Alleged breaches are assessed under applicable service rules, institutional policies and principles of natural justice. Depending on the findings, action may include guidance, written warning or formal disciplinary measures authorised by applicable rules. This handbook does not replace statutory requirements or service conditions.

Acknowledgement of Receipt

I acknowledge that I have received or been provided access to this Code of Conduct Handbook. I understand that I am expected to read and follow the provisions relevant to my role, seek clarification where needed, and comply with applicable laws, regulations and approved institutional policies. I understand that alleged violations may be addressed through applicable procedures.

Institutional Approval

Reviewed by	_____
Approved by (competent authority)	_____
Date and institutional seal	_____

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ACADEMIC ADMINISTRATION AND LEADERSHIP CODE OF CONDUCT HANDBOOK

Governance, administration, accountability and institutional leadership

Version 1.0 | 2026 | Institutional Draft

For review and formal approval by the competent authority before implementation.

Document Control

Institution	Spoorthi Ayurvedic Medical College
Document title	Academic Administration and Leadership Code of Conduct Handbook
Applicable to	Dean/Principal, Heads of Departments, academic coordinators, examination officials, office administrators, accounts, HR, admission and other administrative officials
Document owner	Institutional Administration / designated committee
Approval authority	Competent authority / Management, as applicable
Effective date	To be entered after approval
Review cycle	At least once every two years, or earlier if regulations change
Version	1.0 – Draft for institutional review

Important Note

This is a model institutional draft prepared for Spoorthi Ayurvedic Medical College; it is not represented as an already approved policy. Before issue, verify and align it with current NCISM and affiliating-university requirements, applicable laws, institutional service rules and approved procedures. Where a law or binding regulation is stricter, it prevails.

1. Purpose and Scope

This handbook establishes standards for ethical governance, academic administration, fair decision-making, record management and accountability at Spoorthi Ayurvedic Medical College. It applies to the Dean/Principal, Heads of Departments and all academic and administrative officials acting within delegated authority.

2. Leadership and Governance Standards

- Lead with integrity, fairness, transparency, accountability and respect for human dignity.
- Make decisions within delegated authority and applicable law, regulator, university and institutional requirements.
- Communicate responsibilities, deadlines, policies and decisions clearly to relevant personnel.
- Maintain a culture of academic integrity, patient safety, inclusion, professionalism and continuous improvement.
- Disclose conflicts of interest and avoid favouritism, nepotism, discrimination, retaliation and misuse of authority.
- Protect whistleblowers and people raising concerns in good faith from intimidation or retaliation.

3. Responsibilities of Dean/Principal and Institutional Leadership

- Oversee academic programmes, staffing, teaching schedules, clinical training, examinations, student welfare and institutional reporting.
- Monitor compliance with applicable NCISM, affiliating-university and other statutory requirements.
- Ensure required committees and systems function, including grievance redressal, anti-ragging, workplace sexual-harassment and patient grievance mechanisms, as applicable.
- Promote safe and accessible infrastructure, appropriate staffing, clinical supervision, laboratory and library resources, emergency preparedness and student support.
- Review teaching quality, clinical services, research ethics, attendance, examination processes, institutional records and corrective actions.

- Ensure serious patient-safety, legal, regulatory or security risks are escalated promptly to the competent authority.
- Document important decisions, assign responsibilities, monitor completion and maintain an appropriate audit trail.

4. Academic Administration

- Ensure admissions, eligibility, attendance, timetables, examinations, results, certificates and academic records are managed accurately and fairly.
- Protect examination confidentiality and prevent unauthorised access, leakage, alteration or disclosure of question papers and marks.
- Apply approved policies consistently and provide clear information to students and faculty.
- Maintain minutes of meetings, action-taken reports, academic calendars, committee records and required submissions.
- Address academic grievances through the designated process and within applicable timelines.

5. Finance, Procurement and Assets

- Follow approved financial controls, procurement procedures, budgetary limits and delegation-of-power rules.
- Maintain accurate bills, vouchers, stock registers, purchase records, asset registers and audit documentation.
- Do not solicit or accept bribes, kickbacks, unauthorised commissions or improper gifts.
- Declare interests in vendors, contractors, recruitment, procurement or other decisions and withdraw from conflicted decisions.
- Prevent misuse, unauthorised disposal, private appropriation or avoidable loss of institutional assets and funds.
- Cooperate with audits, inspections, accreditation visits and regulatory reviews.

6. Human Resources and Staff Management

- Handle recruitment, appraisal, leave, attendance, workload and disciplinary matters fairly and confidentially under applicable service rules.
- Ensure staff are informed of role expectations, reporting lines, safety procedures and relevant policies.
- Maintain personnel files and employment data securely and restrict access to authorised personnel.
- Address workplace concerns promptly, impartially and without retaliation; refer specialist matters to the appropriate committee or authority.

7. Records, Data Protection and Communication

- Maintain accurate, complete, secure and retrievable official records with authorised access and retention practices.
- Do not falsify, backdate, conceal or destroy records except under lawful and approved procedures.
- Protect student, employee, patient, financial, examination and research information.
- Use official email, systems, seals, letterheads and credentials only for authorised purposes.
- Report suspected fraud, cyber incidents, data breaches or serious compliance failures promptly.

8. Grievance Redressal and Disciplinary Fairness

- Receive and route complaints to the appropriate authority; do not investigate a matter where a conflict of interest exists.
- Preserve confidentiality to the extent possible while ensuring a fair inquiry and meeting legal reporting duties.
- Provide affected persons a fair opportunity to respond, consistent with applicable rules and safety requirements.
- Record findings and decisions with reasons and communicate outcomes to the extent permitted.
- Ensure any action is proportionate, authorised and consistent with natural justice; provide appeal/review routes where applicable.

9. Implementation and Review

The competent authority should ensure orientation for relevant officials, periodic review of this handbook and alignment with current regulations and service rules. Alleged breaches are handled through applicable procedures; this handbook does not itself create an automatic penalty or replace law.

Acknowledgement of Receipt

I acknowledge that I have received or been provided access to this Code of Conduct Handbook. I understand that I am expected to read and follow the provisions relevant to my role, seek clarification where needed, and comply with applicable laws, regulations and approved institutional policies. I understand that alleged violations may be addressed through applicable procedures.

Institutional Approval

Reviewed by	_____
Approved by (competent authority)	_____
Date and institutional seal	_____

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STUDENT CODE OF CONDUCT HANDBOOK

Rules, responsibilities and professional expectations for students

Version 1.0 | 2026 | Institutional Draft

For review and formal approval by the competent authority before implementation.

Document Control

Institution	Spoorthi Ayurvedic Medical College
Document title	Student Code of Conduct Handbook
Applicable to	All enrolled students, including students undertaking clinical postings, field visits, hostel residence and institutional activities
Document owner	Institutional Administration / designated committee
Approval authority	Competent authority / Management, as applicable
Effective date	To be entered after approval
Review cycle	At least once every two years, or earlier if regulations change
Version	1.0 – Draft for institutional review

Important Note

This is a model institutional draft prepared for Spoorthi Ayurvedic Medical College; it is not represented as an already approved policy. Before issue, verify and align it with current NCISM and affiliating-university requirements, applicable laws, institutional service rules and approved procedures. Where a law or binding regulation is stricter, it prevails.

1. Purpose and Scope

This handbook promotes responsible learning, respectful campus life, academic honesty, patient safety and professional development at Spoorthi Ayurvedic Medical College. It applies to all students on campus, in hostels, the teaching hospital, clinical postings, laboratories, community camps, field visits, online learning spaces and events conducted in the institution's name.

2. Core Expectations

- Act honestly, respectfully and responsibly; respect differences in language, culture, religion, region, gender, disability and socio-economic background.
- Follow applicable NCISM, university, examination, hostel and institutional rules.
- Be punctual, maintain professional conduct and cooperate with faculty, staff, peers and patients.
- Protect institutional property, public resources, the environment and confidential information.

3. Attendance and Academic Integrity

- Attend lectures, practicals, seminars, demonstrations, clinical postings and examinations regularly and punctually; satisfy attendance and eligibility requirements set by the applicable regulator and university.
- Complete assignments and assessments independently unless collaboration is expressly permitted.
- Do not plagiarise, cheat, impersonate another student, use proxy attendance, falsify records, forge certificates or tamper with marks and logbooks.
- Maintain accurate clinical records and logbooks and submit assignments within the prescribed deadlines.
- Apply for leave through the approved process and provide genuine supporting documents when required.

4. Behaviour and Campus Discipline

- Treat students, teachers, patients, attendants, visitors and all employees courteously.
- Ragging, bullying, intimidation, violence, discrimination, sexual harassment, stalking and online abuse are prohibited.
- Follow campus, hostel, library, laboratory, transport, dress and safety rules. Wear clean and appropriate attire for academic and clinical settings.
- Do not bring or use prohibited substances or weapons in breach of law or institutional rules.
- Use social media responsibly; do not publish patient-identifiable information, confidential documents, abusive content or false statements in the institution's name.
- Keep the campus clean; segregate waste and conserve water and energy. Do not damage buildings, equipment, books or other property.

5. Clinical and Patient-Care Conduct

- Always protect patient dignity, privacy, confidentiality and informed choice.
- Identify yourself as a student/trainee; do not claim qualifications or independently diagnose, prescribe or perform procedures beyond your authorised competence.
- Perform clinical tasks only under appropriate supervision and with required consent.
- Follow hand hygiene, infection prevention, sterilisation, sharps safety and biomedical-waste segregation procedures.
- Record clinical information accurately under supervision. Never fabricate, erase or alter records to hide an error.
- Report patient-safety concerns, clinical errors, needle-stick injuries, exposure incidents or unsafe practices immediately to the responsible supervisor.

6. Use of Facilities and Digital Resources

- Use library, laboratory, hospital, hostel, IT and other facilities for authorised purposes and return borrowed items on time.
- Keep passwords private and do not access another person's account or records.
- Do not photograph or record patients, clinical procedures, examinations or confidential meetings without authorisation and appropriate consent.
- Report loss, damage, hazards or suspected data breaches promptly.

7. Inclusion, Safety and Complaints

Students may raise concerns through their mentor, Head of Department, Dean/Principal, grievance redressal mechanism, anti-ragging mechanism, Internal Committee or another competent authority, depending on the issue. Urgent safety risks should be reported immediately. Retaliation against a person reporting a concern in good faith is prohibited. Complaints will be handled under applicable law and approved institutional procedures.

8. Disciplinary Process

Alleged violations are reviewed by the competent authority under applicable rules and principles of natural justice. Depending on the matter, outcomes may include counselling, written warning, restitution for proven damage, restrictions or disciplinary penalties permitted under approved regulations. Serious matters may be referred to statutory or law-enforcement authorities. No penalty is automatic under this handbook alone.

9. Student Responsibilities

- Read and follow institutional notices and approved policies.
- Participate in orientation, safety training and professional-development activities.
- Seek clarification when unsure about a rule or clinical responsibility.
- Represent the institution respectfully during community outreach, camps, conferences and external postings.

Acknowledgement of Receipt

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Institutional Approval

Reviewed by	
Approved by (competent authority)	
Date and institutional seal	

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SUPPORT STAFF CODE OF CONDUCT HANDBOOK

Workplace conduct, safety, confidentiality and service responsibilities

Version 1.0 | 2026 | Institutional Draft

For review and formal approval by the competent authority before implementation.

Document Control

Institution	Spoorthi Ayurvedic Medical College
Document title	Support Staff Code of Conduct Handbook
Applicable to	Office assistants, attendants, housekeeping, sanitation, security, drivers, maintenance, laboratory and hospital support personnel, and outsourced support staff
Document owner	Institutional Administration / designated committee
Approval authority	Competent authority / Management, as applicable
Effective date	To be entered after approval
Review cycle	At least once every two years, or earlier if regulations change
Version	1.0 – Draft for institutional review

Important Note

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1. Purpose and Scope

This handbook sets practical standards for support and technical personnel who help the college, hospital, laboratories, offices, hostels and campus function safely and efficiently. It applies to employees and outsourced personnel while on duty or representing the institution.

2. General Conduct and Service

- Perform assigned duties diligently, punctually, respectfully and in accordance with authorised instructions.
- Treat students, patients, attendants, faculty, colleagues and visitors courteously and without discrimination.
- Follow attendance, leave, duty-roster, uniform and reporting requirements applicable to the role.
- Do not demand or accept unauthorised payments, gifts or favours in exchange for services.
- Do not engage in threats, harassment, bullying, violence, intoxication on duty or misuse of institutional authority.
- Maintain professional boundaries and refer questions outside your role to the appropriate office or supervisor.

3. Cleanliness, Hygiene and Waste Management

- Maintain cleanliness and sanitation of assigned areas, including classrooms, offices, washrooms, hospital spaces, hostels and common areas.
- Segregate solid waste and biomedical waste according to the institutional procedure and applicable rules; never mix biomedical waste with general waste.
- Use appropriate gloves, masks, footwear and other personal protective equipment when required.
- Handle sharps, contaminated materials, chemicals and specimens only if trained and authorised to do so.
- Report spills, pest issues, blocked drains, unsafe storage, waste overflow or sanitation hazards promptly.
- Do not pour hazardous chemicals into drains or dispose of biomedical waste in ordinary bins.

4. Safety and Equipment

- Follow fire-safety, electrical-safety, infection-prevention, lifting, chemical-handling and emergency procedures relevant to the post.
- Use tools, cleaning agents, machines, vehicles, keys and equipment only when trained and authorised.
- Do not leave a safety-sensitive duty station unattended without permission and an appropriate handover.
- Report equipment defects, accidents, injuries, near misses, damaged electrical fittings or unsafe conditions promptly.
- Follow security and visitor-entry procedures; do not allow unauthorised access to restricted clinical, laboratory, records or storage areas.

5. Confidentiality and Institutional Property

- Protect patient, student, employee and institutional information encountered during work.
- Do not photograph, copy, disclose or discuss patient records, examination material or confidential documents without authorisation.
- Use supplies, equipment, vehicles, keys and other property only for authorised institutional work.
- Report loss, damage, suspected theft, data exposure or misuse of institutional property to the supervisor.
- Do not access computer systems or files unless required and authorised for assigned duties.

6. Patient and Visitor Interaction

- Speak politely and provide directions or assistance within the limits of your role.
- Respect patient privacy, dignity, cultural practices and accessibility needs.
- Do not provide clinical advice, handle medicines or perform clinical procedures unless properly authorised and qualified.
- Direct emergencies, complaints and requests for clinical advice to the responsible nurse, doctor, office or supervisor immediately.

7. Reporting and Accountability

Report hazards, misconduct, harassment, suspected theft, unsafe clinical practices and other serious concerns to the supervisor or designated institutional authority. Good-faith reporting must not lead to retaliation. Alleged breaches are assessed under applicable employment terms, service rules and fair procedures; action must be authorised and proportionate.

8. Responsibilities of Supervisors

- Explain duties, reporting lines, work schedules and safety procedures clearly.
- Provide or arrange role-appropriate training and required protective equipment.
- Monitor safety and quality of work fairly and document incidents or corrective instructions.
- Ensure concerns raised by staff are routed to the appropriate authority.

Acknowledgement of Receipt

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applicable laws, regulations and approved institutional policies. I understand that alleged violations may be addressed through applicable procedures.

Institutional Approval

Reviewed by	
Approved by (competent authority)	
Date and institutional seal	PRINCIPAL Spoorthi Ayurvedic Medical College & Dr.S.V.Savadi Ayurvedic Hospital, Vidyanagar, GANGAVATHI-583 227.