



**DHANVANTARI HOMEOPATHIC MEDICAL  
COLLEGE AND HOSPITAL & RESEARCH CENTRE , NASHIK**

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

## **Code of Conduct for Students**

Date :- 06/03/2020

## NOTICE

This is strictly informed to all students that Mobile cell phones are not allowed at all in college campus, Library, OPD & IPD premises as well in canteen also.

If any one finds using mobile phone immediately seized and heavily charged.

Note :- Strictly Take note of It.

*J. A. K. S. S. S.*

Secretary



*J. A. K. S. S. S.*  
Principal

# Dhanvantari homoeopathic medical college & hospital,


Nashik

## Disciplinary Committee

(Academic Year January 2022 Onwards)



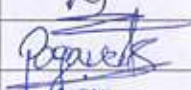
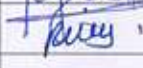
Sr. No.	Name of Lecturer	Work Allotted
1.	Dr. Rupali Shimpi	Committee Incharge & 4 <sup>th</sup> Year Class Teacher
2.	Dr. Manisha Marda	2 <sup>nd</sup> year class teacher
3.	Dr. Abhishek Pagare	3 <sup>rd</sup> year class teacher
4.	Dr. Poonam Hiray	1 <sup>st</sup> year class teacher
5.	Ketki Deshpande	Students thumb attendance, Monthly defaulter list

1. To keep track of chronic absentees and take in writing application and take necessary measures for 80% and above attendance record.
2. Biometrics should be check monthly and sign by both class teacher and in charge.
3. The biometrics has to be shown to MUHS, therefore keep records perfectly. Hardcopy to be signed and kept with Ketki Deshpande.
4. The class teacher should convey the notice to the respected class.
5. To distribute students for mentor mentees and keep record of the same each year separately.
6. On 5<sup>th</sup> date of every month attendance notice should be display on the notice board.
7. Both biometrics and daily attendance should be submitted to librarian on 10<sup>th</sup> date of every month.

  
26/03/22

In charge  
Dr. Rupali Shimpi

  
Principal

Sr. No	Name of teacher	sign
1.	Ketki Deshpande	
2.	Dr. Manisha Marda	
3.	Dr. Abhishek Sanjay Pagare	
4.	Dr. Poonam Hiray	



# Dhanvantari Homoeopathic Medical College & Hospital, Nashik

- From 1<sup>st</sup> April 2022 students who do not attend the lecture strict action will be taken by the college.
- On 5<sup>th</sup> date of every month defaulter list will be displayed on the notice board.
- Student defaulter list means, student who has less than 80% attendance.
- For lecture, practical, visit attendance is compulsory. Attendance will be displayed on the notice board.
- College ID card, uniform is compulsory for the students. (Jeans is not allowed)
- Apron is compulsory when you are in the college premises.
- Student should be wear neat and clean uniform & apron.
- Shoes are compulsory (Sandals, slippers are not allowed)
- For girls hair should be properly tied with hair band.
- The students who do not follow above instruction are liable for punishment.
- Student should attend lecture regularly in the given time schedule.



**DHANVANTARI HOMOEPATHIC MEDICAL COLLEGE AND  
HOSPITAL, NASHIK**

**RULES AND REGULATION FOR STUDENT**

**(General code of conduct)**

1 student are required to wear proper uniform (formal blue pant, blue shirt, tie, black shoes with long socks)

Boys – proper hair cut and shaping

Girls- tie hairs properly, no makeup is allowed

2 students should display their ID cards at all times.

3 Mobiles should be in switch off mode during lectures hours. They can use mobile permission during lecture hours.

4 attendance and punctuality.

- Attendance in college for each lecture is compulsory.
- Monthly 2 days leave a student can take with permission.
- Leaves more than 2 days are not allowed in a month.
- Number of lectures bunked in a week or month will be considered

5 attendance is very compulsory last day of college before vacation and 1<sup>st</sup> day after vacation.

6 each student should use good language and should have decent behavior , bad words, abusive language or wrong behavior is not allowed in college premises if so then student is suspended from college for particular period of time depending upon his crime.

7 laptops, computers are to be used within the campus for academic purpose only.

8 students must switch off fans and light when they leave class room or laboratories.

9 If your average attendance is bellowed 75% you will not allow to fill the exam form.

10 it is compulsory to bring journals for viva if not they have to take permission of principal to give viva.

11 strict action will be taken against students who will remain absent for class test, terminals or prelims.



*(Patharkar)*  
(Disciplinary Committee)  
Dr. Ruta A. Patharkar.

DATE - 27/7/2022

To,  
The Principal,  
Dhanvantari Homoeopathic Medical College,  
Nashik.

Sub : Undertaking for attending regular classes hence forth .

Respected Madam / Sir,

I Khan Muntaha Tarique ..... son/ daughter of Mr./Mrs. Khan .....  
Tarique Imtiyaz ..... Studying in ..... II<sup>nd</sup> year BHMS  
(Academic year 2022-2023) Appearing MUHS Exams Summer / Winter 2022-2023

I am hereby willingly filling the form and no one has forced me as my attendance is 38.46.. (% of attendance) in June..... ( month ) according to monthly attendance report. Reason for my low attendance is I was absent because of wedding purpose of cousin and delayed ticket.

(With attached proof).

I promise that I will cover up my attendance in the next coming session.

I am aware that I shall not be given UNIVERSITY EXAM FORM if I shall not have the minimum percentage ( i.e. above 70 % ) of attendance as per the university academic regulation .



M Khan  
.....  
Student Sign

Khan Muntaha  
Tarique

To,  
The principal of dhavantari  
homeopathic Medical clg nashik.

Subject :- permission for attend the  
Lecture.

Respected Mam,

I am Khan Muntaha Tarique  
From 2<sup>nd</sup> year BHMS. I was absent  
from 25<sup>th</sup> April to 20<sup>th</sup> June. I was  
absent because of wedding purpose  
and delayed of ticket. please Mam  
allow me to attend the lectures. I  
apologized for my mistake.

Your Faithfully,  
Khan Muntaha  
Tarique

Mother's Sign

Nazneen

DATE - 01/08/2022

To,  
The Principal,  
Dhanvantari Homoeopathic Medical College,  
Nashik.

Sub : Undertaking for attending regular classes hence forth .

Respected Madam / Sir,

I ..... Pinjari Sadaf Yunus son/ daughter of Mr./Mrs. Pinjari  
Yunus. Subhan. Studying in ..... IV ..... year BHMS  
(Academic year ..... 22-23) Appearing MUHS Exams Summer / Winter ..... Summer.

I am hereby willingly filling the form and no one has forced me as my attendance is 46.73% ( % of attendance) in June... ( month ) according to monthly attendance report. Reason for my low attendance is ..... Personal issues.....

(With attached proof).

I promise that I will cover up my attendance in the next coming session.

I am aware that I shall not be given UNIVERSITY EXAM FORM if I shall not have the minimum percentage ( i.e. above 70 % ) of attendance as per the university academic regulation .



*Sadaf*  
.....  
Student Sign



Sadaf .y. pinjari,

Satpur Colony,  
Satpur Nashik,

Date : 1/8/22

To,  
Principal. mam.  
DHMC Nashik.

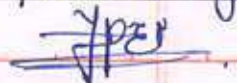
Sub :- regarding less attendance  
of my daughter in june month

Respected mam, my daughter named  
Sadaf .y. pinjari studying at 4<sup>th</sup> yr  
BHMS. was absent in month of june.  
because the reason being that her  
grand mother was expired on 7/5/22  
so she had to go for the  
ritual of 40<sup>th</sup> day (chhalum). That's  
why she was absent

I hope you will consider this  
and allow her to fill the examination  
form.

yours faithfully

Iymer Pinjari.



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

## **Code of Conduct for Teachers**



# KALPATARU SAMAJ SEVA MITRA MANDAL'S NASHIK

(Reg.No.: F - 3116)

Dhanvantari Campus, Kamatwade, Cidco, Nashik - 8 Fax : (0253) 2377103 ☎ (0253) 2377103 / 2393748  
Mob - 09822324769

## Rules & Regulations

1. Attending all meetings is compulsory.
2. NO delay is Permissible from your appointed time. (ONLY 3 times in a month is non punishable)
3. Daily Late upto 5 mins is allowable.
4. Only 3 days in a Month of being late is non-punishable, after which each late mark will imply 1 half day.
5. The salary for one full month will be as a deposit with the office. If the person resigns after 1 year of successful completion in office, with proper resignation procedures, this amount will be handed over to the person.
6. The above mentioned deposit amount (clause 5) will be deducted in maximum 3 equal installments of the salary amount.
7. 6 Casual Leaves & 6 Sick Leaves for all staff who has completed 1 yr are permissible. Prior sanctioning of this leave is compulsory.
8. One can not avail more than 01 casual leaves or sick leaves in a month.
9. You can avail all your balance casual leaves together, in the month of April, May & till 3<sup>rd</sup> week of June.
10. 3 Absentees without leave application (Emergency Leave) in a year is non-punishable. From 4<sup>th</sup> such behavior will result In subtraction of 2 working days salary, each (Absent day + one add day)
11. Leave should be availed atleast 3 days prior.
12. Leave will be sanctioned by Principal Sir for Teaching & Hospital Staff and Admin Officer for Non Teaching staff (in absence of Admin Officer leave will be sanctioned by Mrs. Rani Band Madam) only. A sanctioned Leave applications will bear the signatures of Principal Sir or Admin Officer. If any signature is missing, the leave application will stand invalid.
13. Leave will not be sanctioned on phone calls.
14. Leave may be cancelled in case any program or function clashes with your sanctioned leave.
15. Only One staff is allowed to apply for leave from respective department.
16. Extra working hours (if management has asked to do so) will not be payable. Those working hours will be compensated with your leaves or half days. (atleast 4 hours to be completed for a half day compensation & Full day working hours for a day's leave)
17. In case you are posted on duty out of college premises, you have to fill in the leave application with on duty remark.
18. Lunch timing to be very strictly followed (30 mins ONLY).
19. Wearing the I-card is compulsory in the college premises.
20. Respective files and their records have to be maintained & kept upto date every week.
21. In case a person wants to leave her/his job a prior intimation of 45 days academic Year is compulsory. Failing to do so the person's deposited salary will be forfeited.
22. Kids are not allowed in campus during working hours.
23. Only for urgent work purpose outside the campus, Only 15 to 30 mins time is permitted. For more time, staff will submit leave form, only two in a month is allowed.
24. A same day reporting is must for any allotted work.

25. Attending Outstation educational & curriculum activities will be compulsory as and when required.
26. Staff will not engage in any activities with students without prior notice and permission from management.
27. This rules shall be made effective from 03/02/2021.



*Smt. Sarojtai Dhumane-Patil*  
**Smt. Sarojtai Dhumane-Patil  
Founder Chairman**



Smt. Sarojtai Dhumane-Patil  
Founder Chairman

# KALPATARU SAMAJSEVA MITRA MANDAL, NASHIK

(Reg. No. F - 3116)

Dhanvantari Campus, Kamatwade, Cidco, Nashik - 422008 ☎ 0253-2377103, 2393748 Mobile: 9850742959

Ref.No.


Date: 01/12/2021

## सुचना

१. वेळोवेळी कामकाजा संबंधीत सभेत सहभाग आवश्यक .
२. ठरवुन दिलेल्या कामकामाच्या वेळेत उशिर ग्राह्य नाही .
३. दररोज ठरवुन दिलेल्या येण्याच्या वेळेत रोज फक्त ५ मिनिट उशिर सवलत म्हणुन मिळेल .
४. महिन्याभरात ५ मिनिट पेक्षा जास्त उशिर झाल्यास (१ तासापेक्षा कमी) अशा पहिल्या ३ दिवसांसाठी सवलत मिळेल, पण त्यानंतरच्या प्रत्येक उशिरासाठी १/२ दिवसांचा पगार कापण्यात येईल .
५. अनामत रक्कम म्हणुन महिन्याचा पुर्ण १ पगार संस्थेकडे ठेवण्यात येईल .  
समाधानकारक कामाची १ वर्षे पुर्ण झाल्यावर व आवश्यक ती नियमांची पूर्तता करून नोकरी सोडणा-यास त्याचे संस्थेकडे जमा असलेली अनामत रक्कम परत करण्यात येईल सदरहुची अनामत रक्कम ही विनव्याजी असेल .
६. मुद्दा क्र. ५ मध्ये उल्लेख केलेली अनामत रक्कम ही, जास्तीत जास्त ३ मासिक देय पगारातुन कापण्यात येईल .
७. ज्या कर्मचा-यांना १ वर्षे पुर्ण झाले आहे अशांना वर्षभरात ६ प्रासंगिक रजा व ६ आजारी रजा ग्राह्य राहतील .  
महिन्याभरात जास्तीत जास्त १ रजा कर्मचा-यांस घेता येईल . अशी रजा पुर्व परवानगीने (कमीत कमी २ ते ३ दिवस अगोदर) घेणे बंधनकारक राहिल .
८. एखादया कर्मचा-याची प्रासंगिक रजा शिल्लक राहिल्यास पुढच्या वर्षीच्या एप्रिल, मे अथवा जुन या महिन्यात अशा उर्वरित सर्व रजा, पुर्व संमतिने एकत्रित घेता येतील .  
अशा रजा या कालावधीच्या मर्यादे पुढे घेता येणार नाहीत अथवा त्याचा कुठलाही आर्थिक मोवदला दिला जाणार नाही .
९. फोनवर रजा दिल्या जाणार नाहीत .
१०. पुर्व संमत केलेल्या कर्मचा-यांच्या रजा व सुट्टया या काही व्यवस्थापकीय कामकाज असल्यास रद्दवादल करण्यात येतील .
११. एका वेळी एका विभागातील एका कर्मचा-यासच रजा देण्यात येईल .
१२. जादा कामकाजासाठी कुठल्याही प्रकारचा मोवदला दिला जाणार नाही .
१३. संस्थेच्या आवारा वाहेर जर कोणत्याही कर्मचा-यास संबंधीत विभागामार्फत काम देण्यात आले असेल तर तसे पत्र व्यवस्थापनास लेखी स्वरूपात देऊन व्यवस्थापनाची संमती घेणे बंधनकारक राहिल .
१४. कर्मचा-यास रजा घेणे असल्यास संबंधीत विभाग प्रमुख यांचेकडुन रजेचा अर्ज मंजुर करून घेणे बंधनकारक राहिल अन्यथा १ दिवसाचा अतिरीक्त पगार कापला जाईल .



- १५ . जेवणाची वेळ ही फक्त ३० मिनिट राहिल व सर्व कर्मचा-यांनी ती संस्थेच्या कामकाजात बाधा येणार नाही या विचाराने घ्यावी .
- १६ . ओळखपत्र परिधान करणे बंधनकारक राहिल व परिधान न केलेले आढळल्यास ½ दिवसांचा पगार कापण्यात येईल .
- १७ . प्रत्येक विभागाने आपआपल्या विभागाचे रोज चे काम रोज करणे अपेक्षित आहे व तसा अहवाल रोजच्या रोज विभाग प्रमुखांकडे देणे बंधनकारक राहिल .
- १८ . ज्या कर्मचा-यांस नोकरी सोडावयाची आहे त्याने कमीत कमी १ महिना आगाऊ लेखी सुचना देणे तसेच आपआपल्या अखत्यारीत असलेल्या कामाची पुर्तता करणे बंधनकारक असेल व तसे न केल्यास संस्थेकडे जमा असलेली अनामत रक्कम ही जप्त करण्यात येईल .
- १९ . कर्मचा-यांनी कामावर येतांना आपल्या मुलावाळांस आणणे ग्राह्य नाही .
- २० . कर्मचा-यांनी पुर्व परवानगी शिवाय विद्यार्थ्यांवरुबर कुठल्याही कामकाजात भाग घेणे ग्राह्य नाही .
- २१ . वरील सर्व नियम हे दिनांक ०१/१२/२०२१ पासुन अंमलात येतील व या पुर्वीचे सर्व नियम हे त्या तारखेपासुन रद्दवादल झाले असे समजण्यात येईल .
- २२ . वरील नियमांच्यतिरिक्त जर काही विषय समोर आल्यास त्याच्या, परिस्थितीनुसार निर्णय घेतला जाईल .
- २३ . वरील नियम रद्द करणे, बदल करणे वावतचा अधिकार व्यवस्थापन स्वतःकडे राखुन ठेवत आहे .

  
 श्रीमती सरोजताई धुमणे-पाटील,  
 संस्थापक अध्यक्षा

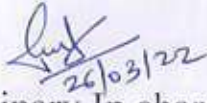


# Code of Conduct for Teachers

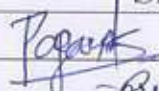
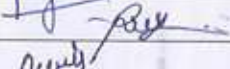
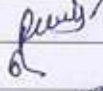


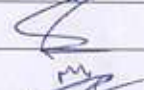



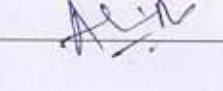
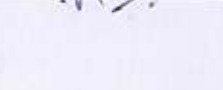
## Dhanvantari Homoeopathic Medical College & Hospital, Nashik

All the teachers are here by inform that to read the following points regarding the student's attendance and follow the same hence forth.

1. Teacher should personally take the attendance of the respective lecture.
2. Count total attendance of individual students at the end of month
3. Write the total attended lectures of particular student at end of row.
4. Write attendance in the form of numbers. E.g. Instead of writing P write 1, 2....
5. If the student is absent more than two lectures take an application from them and tell them to take a sign from class teacher. Then only allow them to sit in the lecture.
6. If the student have leave application with them with sign of class teacher then only allow the student to sit in the lecture.
7. After you enter in the classroom do not allow the student to come in the class.
8. Please strictly follow the above instruction as it can be directly observed by management if any flaws strict action will be taken.

  
26/03/22  
Disciplinary In charge  
Dr. Rupali M. Shimpi

  
Principal

Sr. No	Name	Sign
1.	Dr. Abhishek Sanjay Pogare	
2.	Dr. Manisha Arora (Part 1)	
3.	Dr. Poonam R. Hiray	
4.	Dr. Munde Jay	
5.	Dr. Mahesh Manohar	
6.	Dr. Harish Munde	
7.	Dr. N.K. Munde	
8.	Dr. Nageeb	
9.	Dr. Manisha Shinde	
10.	Dr. Harsha Arora	
11.	Dr. Mohan N. V. Anand	





Smt. Sarojtai R. Dhumane  
Founder Chairman

# KALPATARU SAMAJSEVA MITRA MANDAL, NASHIK

(Reg. No. F - 3116)

Dhanvantari Campus, Kamatwade, Cidco, Nashik - 422008 ☎ 0253-2377103, 2393748 Mobile: 9850742959

Ref.No.

Date: 09/03/2023

## शिक्षक व शिक्षकेत्तर कर्मचाऱ्यांच्या सेवेची सर्वसाधारण नियमावली (सुधारित)

दिनांक ०१/०३/२०२३ पासून पुढील आदेशापर्यंत लागू

- १) शिक्षक व शिक्षकेत्तर कर्मचाऱ्यांकडे सोपविलेल्या कामाच्या संदर्भात घेण्यात येणाऱ्या आढावा बैठकीत प्रत्येकाची उपस्थिती आवश्यक राहिल.
- २) प्रत्येकाने कर्तव्य व जबाबदाऱ्या प्रामाणिकपणे पार पाडणे आवश्यक राहिल. त्यासाठी दैनंदिन कामकाज विहित वेळेत पूर्ण होईल याची दक्षता प्रत्येकाने घेणे आवश्यक राहिल. कामातील दिरंगाई तसेच चुका व उणिवा राहणार नाहीत याची प्रत्येकाने दक्षता घ्यावी व निष्ठेने कामकाज पार पाडणे बंधनकारक राहिल.
- ३) दैनंदिन निर्धारित उपस्थितीच्या वेळेनंतर १० मिनिटांची सवलत (10 Minutes Grace Period) देण्यात येईल.
- ४) सवलतीच्या वेळेनंतरची उपस्थिती, उशीराची उपस्थिती (Late Attendance) म्हणून समजण्यात येईल.
- ५) महिन्यातील प्रत्येक एकूण ३ दिवसांच्या उशीरा उपस्थितीसाठी अर्धा दिवसाचे वेतन कपात करण्यात येईल. पुढील उशीराचे उपस्थितीचे दिवस ३ पेक्षा कमी येत असल्यास परिगणणेसाठी असे दिवस पुढील महिन्यात वर्ग करण्यात येतील.
- ६) संस्थेच्या सेवेत रुजू झालेनंतर एक महिन्याचे वेतन अनामत रक्कम म्हणून ठेवण्यात येईल. सदर रक्कम बिनव्याजी राहिल. तसेच अनामत रक्कम पहिल्या ३ महिन्यांच्या वेतनातून समान मासिक हप्त्यात वजा केली जाईल.
- ७) एक वर्षाची समाधानकारक सेवा केल्यानंतर, कर्मचाऱ्याने सेवेचा राजीनामा दिला अथवा नोकरी सोडल्यास, संबंधीत विभागाकडून आवश्यक असलेले ना-देय (No Dues) प्रमाणपत्र तसेच संबंधीताकडे असलेले संपूर्ण कामकाज पूर्ण करून व पदभार दुसऱ्या कर्मचाऱ्याकडे हस्तांतरीत केल्यानंतरच त्यास कार्यमुक्त करून अनामत रक्कम परत करण्यात येईल.





- ८) सेवेचा राजीनामा अथवा नोकरी सोडण्याचा कर्मचार्याचा इरादा असल्यास त्याने किमान एक महिना अगोदर लेखी पूर्व सूचना देणे बंधनकारक राहिल. विना पूर्व सूचना राजीनामा दिल्यास अथवा नोकरी सोडल्यास अनामत रक्कम परत केली जाणार नाही.
- ९) एक वर्षाची सेवा पूर्ण होण्याआधी कर्मचार्याने सेवा सोडल्यास अथवा राजीनामा दिल्यास अनामत रक्कम परत केली जाणार नाही शिवाय संस्थेची वित्तीय हानी / संस्थेला प्रशासकीय अडचण निर्माण झाल्यास अशा व्यक्ती विरुद्ध प्रसंगी कायदेशीर कारवाई केली जाईल.
- १०) एक वर्षाची सेवा पूर्ण केल्यानंतर, कर्मचारी वर्षभरात ६ (सहा) दिवस नैमित्तिक व ६ (सहा) दिवस वैद्यकीय रजा मिळण्यास पात्र राहिल. संपूर्ण महिन्यात नैमित्तिक अथवा वैद्यकीय यापैकी कोणतीही १ (एक) रजा घेता येईल. रजा पूर्व परवानगीने किमान २ (दोन) दिवस अगोदर मंजूर करून घेणे बंधनकारक राहिल.
- ११) कर्मचार्याची चालू वर्षात नैमित्तिक रजा शिल्लक राहिल्यास ती रजा पुढील वर्षाच्या एप्रिल, ए० किव्हा जून या महिन्यात पूर्व परवानगीने सलग घेता येतील. नैमित्तिक रजा ६ (सहा) दिवसापेक्षा जास्तसाठविता येणार नाही व अशा साठविलेल्या रजांच्या बदल्यात कोणताही आर्थिक मोबदला मिळण्यास कर्मचारी पात्र असणार नाही.
- १२) अपवादात्मक व आपत्कालीन परिस्थिती व्यतिरिक्त फोन वरून केलेली रजेची मागणी मान्य केली जाणार नाही.
- १३) रजेचा अर्ज विभाग प्रमुखांकडून मंजूर करून घेणे बंधनकारक राहिल. त्यांच्या परवानगीशिवाय परस्पर गैरहजर राहिलेल्या कर्मचार्याचे १ (एक) दिवसाचे अतिरिक्त वेतन कपात केले जाईल.
- १४) शासकीय सुट्यांच्या दिवशी संस्थेचे किव्हा व्यवस्थापणाचे तातडीचे / महत्वाचे / कालमर्यादित कामकाज उदभवल्यास अशा दिवशी सर्व कर्मचार्यांना कामावर उपस्थित राहणे बंधनकारक राहिल. तसेच पूर्व परवानगीने रजेवर असलेल्या कर्मचार्याची रजा रद्द करून त्याने देखील कामावर उपस्थित राहणे बंधनकारक राहिल.
- १५) कोणत्याही विभागातील एका वेळी फक्त एका कर्मचार्यास रजा मंजूर केली जाईल.
- १६) कार्यालयीन वेळेपूर्वी किव्हा कार्यालयीन वेळानंतर अधिक वेळ देऊन केलेल्या कामकाजाचा कोणताही अतिरिक्त मोबदला दिला जाणार नाही.
- १७) संस्थेच्या / महाविद्यालयाच्या व्यतिरिक्त अन्य अधिकृत संस्थेमार्फत (विद्यापीठ, शासकीय, निमशासकीय व इतर) नियुक्ती मिळाल्यास, अशा कामकाजासाठी त्या संबंधित संस्थेचे अधिकृत नियुक्ती पत्र / आदेश व्यवस्थापणाच्या निर्णानास आणून व्यवस्थापनाची संमती अथवा लेखी परवानगी घेणे बंधनकारक राहिल.
- १८) जेवणाची वेळ फक्त अर्धा तास (३० मिनिटे) राहिल. सर्व कर्मचार्यांनी सदर कलावधीचे पालन करणे बंधनकारक राहिल. तसेच कामात बाधा येणार नाही याची खबरदारी घेऊन जेवणाची वेळ मागे अथवा पुढे घेणे गरजेचे असल्यास त्यानुसार जेवणाची वेळ घेण्यात घ्यावी.



- १९) कार्यालयीन वेळेत ओळखपत्र परिधान करणे बंधनकारक राहिल.
- २०) प्रत्येक कर्मचार्याने त्याच्यावर सोपविलेली जबाबदारी प्रामाणिकपणे व निष्ठेने करणे अपेक्षित आहे. प्रत्येक कर्मचार्याने त्याचे दैनंदिन काम त्याच दिवशी पूर्ण करणे अपेक्षित आहे. त्यासाठी त्याने कामाचा अहवाल त्याच दिवशी विभाग प्रमुखांना सादर करणे बंधनकारक राहिल.
- २१) कर्तव्यात कसुर / दिरंगाई / बेजबाबदार वर्तन व तत्सम कारणास्तव अथवा संस्थेस प्रत्यक्ष अप्रत्यक्ष हानी पोहोचेल अशा प्रकारची कृती केल्याचे आढळून आल्यास त्याबाबतचा खुलासा / कारणे दाखवा नोटिस / जापण (मेमो) बजावण्यात येईल. व त्याचे स्पष्टीकरण / खुलासा मागविण्यात येईल व तो संबंधीत कर्मचार्याच्या सेवा पटात ठेवण्यात येईल.
- २२) वर कलम २१ मध्ये नमुद केल्यानुसार एकुण ३ (तीन) खुलासा / कारणे दाखवा नोटिस / जापण (मेमो) झाल्यास, व्यवस्थापन तीनही जापणांचा (मेमोंचा) एकत्रीत विचार करून कर्मचार्याच्या सेवेबाबत यथायोग्य निर्णय घेऊन तो संबंधीत कर्मचार्यास कळविण्यात येईल.
- २३) कार्यालयीन वेळेत कर्मचार्यास त्याचे अपत्यास सोबत ठेवता येणार नाही.
- २४) कार्यालयीन कामकाजासाठी विद्यार्थ्यांची मदत घेणे आवश्यक असल्यास, त्यासाठी विभाग प्रमुख / प्राचार्य / व्यवस्थापन यापैकी कोणत्याही आवश्यक प्राधिकाऱ्याची पूर्वपरवानगी घेणे बंधनकारक राहिल. तसेच कार्यालयीन गोपनीय माहिती व दस्ताऐवज गहाळ होणार नाही याची जबाबदारी संबंधीत कर्मचार्याची राहिल.
- २५) वरील पैकी कोणत्याही नियमात परिस्थितीनुसार बदल करणे, रद्द करणे व नवीन नियम समाविष्ट करणे गरजेचे असल्यास त्यानुसार यथावकाश बदल करण्याचे अधिकार व्यवस्थापनाने राखून ठेवले आहेत.
- २६) सदरहू सुधारित नियमावली सर्व शिक्षक व शिक्षकेत्तर कर्मचार्यांच्या निदर्शनास आणून देण्यात यावी:-
- २७) सदरहू नियमावली सेवेत नव्याने रुजू होणाऱ्या प्रत्येक कर्मचार्याच्या निदर्शनास आणून देण्यात यावी व त्याने सदरहू नियमावली वाचून समजून घेतली आहे म्हणून त्याची स्वाक्षरी घेण्यात यावी.



(श्रीमती, सरोजलाई रा. धुमणे)  
संस्थापक अध्यक्षा

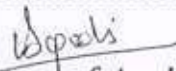
LEAVE APPLICATION FORM

Date : 02/05/2023.

To,  
The Principal,  
Dhanvantari College,  
Nashik - 422008

Respected Sir,

I Mr/Mrs... Dr. Snehal Sanjiv Kapadnis ..... working as ..... Lecturer ..... in  
the college, I want Permission for being leave from 2/05/2023 To 2/05/2023  
because... personal reason (half day leave).....

  
Signature of Applicant

OFFICIAL

Casual/Sick/Earned - Leave granted from 2.5.2023 To 2.5.2023

  
Signature

Principal / Dean

Dhanvantari College, Nashik

1/2 day.


LEAVE APPLICATION FORM

Date : 2/5/2023

To,  
The Principal,  
Dhanvantari College,  
Nashik - 422008

Respected Sir,

I Mr/Mrs... Dr. Poojam R. Hiray ..... working as ..... Lecturer ..... in  
the college, I want Permission for being leave from 3/5/2023 To 4/5/2023  
because... Niece Marriage.....

  
Signature of Applicant

OFFICIAL

Casual/Sick/Earned - Leave granted from 3/5/2023 To 4/5/2023

  
Signature

Principal / Dean

Dhanvantari College, Nashik



2 days.

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

## **Code of Conduct for Visitors**



## DHANVANTARI HOMEOPATHIC MEDICAL COLLEGE AND HOSPITAL & RESEARCH CENTRE , NASHIK

### CODE OF CONDUCT FOR VISITORS





# DHANVANTARI HOMEOPATHIC MEDICAL COLLEGE AND HOSPITAL & RESEARCH CENTRE , NASHIK





## DHANVANTARI HOMOEOPATHIC MEDICAL COLLEGE AND HOSPITAL & RESEARCH CENTRE, NASHIK

Date: 16/02/2023

### Notice

This is informed to all the teaching, non teaching staff of Dhanvantari homoeopathic medical college and hospital & research centre, Nashik that a meeting is arranged by the college administration to form a code of conduct for teaching and non teaching staff for academic year 2023 on date 21/02/2023.

It is compulsory for all the staff members to attend the meeting.

Following are the details of meeting:

Topic of Meeting:

- Professional ethics Programmes.
- Annual awareness programmes on code of conduct.

Venue: Dhanvantari homoeopathic Medical College and hospital & research centre, Nashik.  
Office

Time: 1:30 pm to 2:30 pm

  
Principal  
**PRINCIPAL**

Dhanvantari Homoeopathic Medical College  
and Hospital & Research Centre, Nashik



Smt. Sarojtai R. Dhumane  
Founder Chairman

Kalpataru Samajseva Mitra Mandal's  
**DHANVANTARI HOMOEOPATHIC MEDICAL COLLEGE  
AND HOSPITAL & RESEARCH CENTRE**

Recognised by – Govt. of Maharashtra & NCH, New Delhi  
Affiliated to – Maharashtra University of Health Sciences, Nashik  
Website: dhanvantarihms.org | mail: dhanvantaricollege@yahoo.com | Reg. No. F-3116

Address: Dhanvantari Campus, Kamatwade, Cidco, Nashik - 422008 ☎ 0253-2377103, 2393748

Date: 22/02/2023

## Report

Dhanvantari homoeopathic medical college and hospital & research center, Nashik, Conducted a meeting on date 21/02/2023. The meeting was held in the administrative office from 1:30 to 2:30 pm. The founder of the college, the principal, teaching staff and the administrative staff and non teaching staff were present for the meeting. The aim of the meeting was to discuss about the professional ethics, integrity, objectives and professional competence that every teacher should follow.

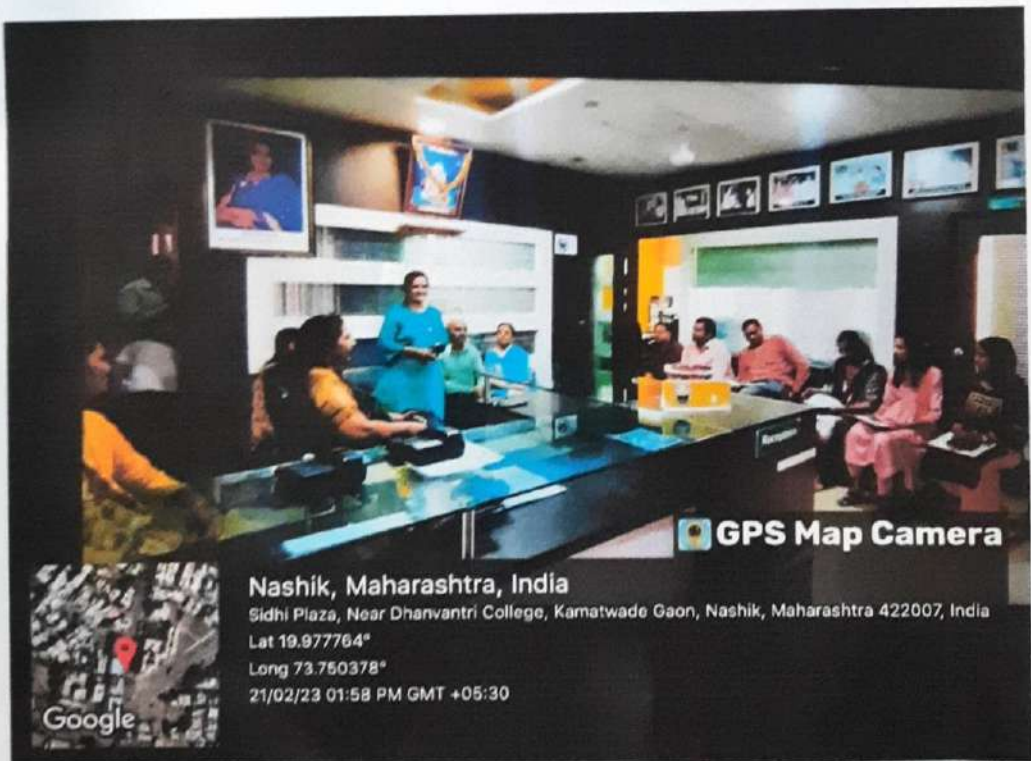
The meeting was started by the founder of the college Smt. Sarojtai Dhumane Patil and then was carried forward by the principal Dr.Sangeeta Patil. The meeting was regarding code of conduct formation for the academic year 2023. It claims about prioritizing students, teacher's dedication toward their duty, collaborating with colleagues, collaboration with the parents and the community, to maintain active membership of professional organization and strive to improve education and cooperate in carrying out these responsibilities, seek to make professional growth continuous through study and research.

Code of conduct for non teaching staff also discussed by administrative staff, to perform his/her duty efficiently as per institutional norms. It is the responsibility of all supporting staff to work together in order to ensure cordial relationship with teaching faculty, students and other staff members. Supporting staff should strive hard to improve their technical and non technical skills and should not involve in any unethical activities that cause hindrance to the harmony of the institution.

Code of conduct is discussed with all the staff members and given a transparency to it. It will be circulated on 1<sup>st</sup> march 2023.



Following are some glimpse of the meeting:





**Nashik, Maharashtra, India**  
 Sidhi Plaza, Near Dhanvantri College, Kamatwade Gaon, Nashik, Maharashtra 422007, India  
 Lat 19.97762°  
 Long 73.750225°  
 21/02/23 02:47 PM GMT +05:30



**GPS Map Camera**



**Nashik, Maharashtra, India**  
 Sidhi Plaza, Near Dhanvantri College, Kamatwade Gaon, Nashik, Maharashtra 422007, India  
 Lat 19.97762°  
 Long 73.750225°  
 21/02/23 02:48 PM GMT +05:30



**GPS Map Camera**

*M. M. Mande*

Prepared by

**Department of Pathology**  
 Dhanvantari Homoeopathic  
 Medical College & Hospital, Nashik

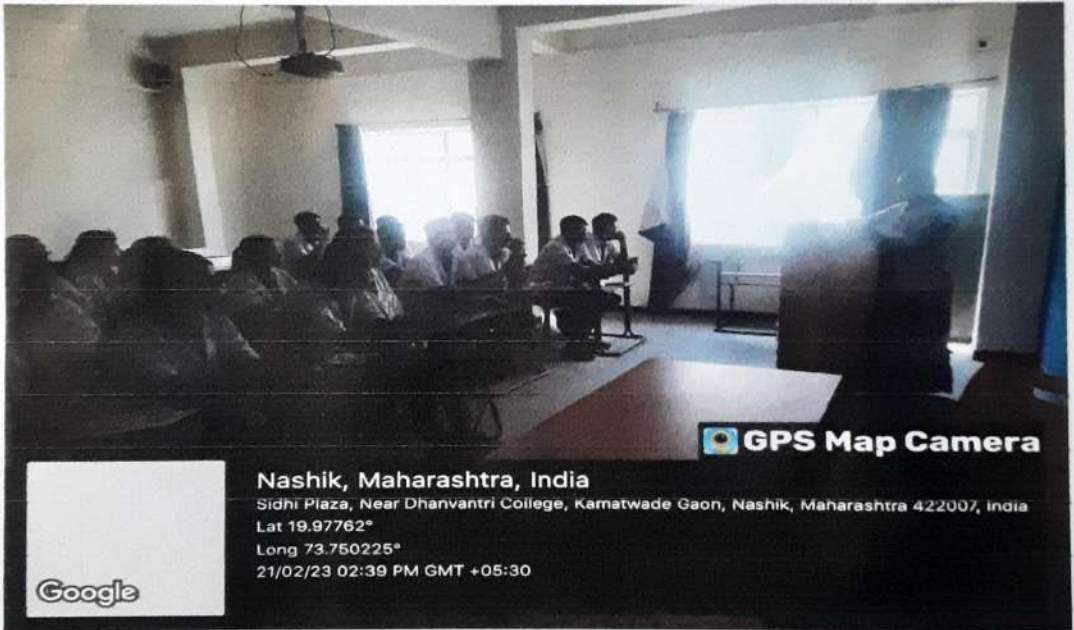


*[Signature]*

Approved by  
**PRINCIPAL**

Dhanvantari Homoeopathic Medical College  
 and Hospital & Research Centre, Nashik

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**Kssmm's**  
**DHANVANTARI HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL & RESEARCH CENTER**

Dhanvantari Campus, Opp. Abhiyanta Nagar, Kamatwade, Cidco, Nashik - 422008. Ph. (0253) 2377103

**STUDENT ATTENDANCE SHEET**

Academic Year: \_\_\_\_\_

BHMS - I / II / III / IV

Name of Lecturer : \_\_\_\_\_

Subject: \_\_\_\_\_

*professional ethics programm.*  
Theory / Practical / Clinical

Date: 21/02/23 Day: Tuesday Time: 1:30pm Capacity of Class: \_\_\_\_\_ Present \_\_\_\_\_ Absent: \_\_\_\_\_

Roll No.	Signature of Staff	Roll No.	Signature of Staff	Roll No.	Signature of Student
1	Dr. Anurag Kulkarni	18	H. Acharya Hemlata	35	
2	Dr. Vaidya M.	19	Dr. Parashuram	36	
3	Dr. Mateen Shaikh	20	Borade C.R.	37	
4	Dr. Anurag Kulkarni	21	Dr. Manisha Mandale	38	
5	Dr. Parashuram	22		39	
6	Dr. Anurag Kulkarni	23		40	
7	Jadhav R. A.	24		41	
8	Dr. Anurag Kulkarni	25		42	
9	Shreedha S. Shinde	26		43	
10	Dr. Anurag Kulkarni	27		44	
11	Dr. Anurag Kulkarni	28		45	
12	Dr. Anurag Kulkarni	29		46	
13	Dr. Anurag Kulkarni	30		47	
14	Dr. Anurag Kulkarni	31		48	
15	Dr. Anurag Kulkarni	32		49	
16	Dr. Anurag Kulkarni	33		50	
17	Dr. Anurag Kulkarni	34		51	

Name of Chapter : \_\_\_\_\_ Method of Teaching : \_\_\_\_\_

Topic Taken : 1) professional ethics programmes,  
2) Annual awareness programmes on code of conduct.

Assignment Given : \_\_\_\_\_

Signature of Lecturer : \_\_\_\_\_



*[Signature]*

Principal :

**PRINCIPAL**

Dhanvantari Homoeopathic Medical College  
and Hospital & Research Centre, Nashik



Kssmm's

# DHANVANTARI HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL & RESEARCH CENTER

Dhanvantari Campus, Opp. Abhiyanta Nagar, Kamatwade, Cidco, Nashik - 422008. Ph. (0253) 2377103

## STUDENT ATTENDANCE SHEET

Academic Year: \_\_\_\_\_ BHMS - I / II / III / IV

Name of Lecturer : \_\_\_\_\_ Subject: professional ethics programme Theory / Practical / Clinical

Date: 21/02/23 Day: Tuesday Time: 1:30 pm Capacity of Class: \_\_\_\_\_ Present \_\_\_\_\_ Absent: \_\_\_\_\_

Roll No.	Signature of Student	Roll No.	Signature of Student	Roll No.	Signature of Student
1	<u>Amit Abhir</u>	18	<u>Sunita K.</u>	35	
2	<u>Ahise vaishnavi</u>	19	<u>Nisha K.</u>	36	<u>Monika Shinde</u>
3	<u>Mantasha Anwar</u>	20	<u>Raj kshirsagar</u>	37	<u>Nandini Shiroat</u>
4	<u>Sanket Bhavar</u>	21		38	
5	<u>Supriya Bhorge</u>	22	<u>Laxmi K. Mishra</u>	39	<u>Haital</u>
6	<u>Aamir Changaonkar</u>	23	<u>denkamore</u>	40	
7		24	<u>mayuri more</u>	41	<u>Nikita Sonawane</u>
8	<u>Dhakar Lalit</u>	25	<u>Bhumika Nikumbh</u>	42	<u>Poojeer Sunu</u>
9		26		43	<u>Prathma Sany</u>
10	<u>Farooqui Saniya</u>	27		44	<u>main Tamboli</u>
11		28	<u>Dakshata Pawar</u>	45	<u>Ketaki Thoke</u>
12	<u>Kavin Gawali</u>	29	<u>Disha Pawar</u>	46	<u>Sakshi Thoret</u>
13		30	<u>Jayesh Pawar</u>	47	<u>Vemula Aishwarya</u>
14	<u>Nikita Jadhav</u>	31	<u>prachi pradhan</u>	48	<u>Sakshi Waghmare</u>
15	<u>Samadhan Jadhav</u>	32		49	
16	<u>Samiksha Jadhav</u>	33	<u>Jyoti Bah</u>	50	
17	<u>Admbhoji Kale</u>	34		51	

Name of Chapter : \_\_\_\_\_ Method of Teaching : \_\_\_\_\_

Topic Taken : 1) professional ethics programme.  
2) Annual awareness programme on code of conduct.  
 Assignment Given : \_\_\_\_\_

Signature of Lecturer : \_\_\_\_\_



Class Teacher : \_\_\_\_\_

[Signature]  
Principal :

**PRINCIPAL**

Dhanvantari Homoeopathic Medical College and Hospital & Research Center