



अखिल भारतीय आयुर्वेद संस्थान  
**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**  
(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)  
(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

**CODE OF CONDUCT**

Honesty, integrity and ethical conduct are the core values to be inhabited for a successful career. Self-regulation of the academic process is an important part of the education of a future professional.

**PART - I**

**STUDENT CODE OF CONDUCT**

**Scope and Purpose**

**Scope**

The Student Code of Conduct applies to all the students enrolled in any course or program at All India Institute of Ayurveda, Delhi whether on a part-time or full-time basis. It is the expectation of the Institute that all students will be good and respectful citizens. If conduct by students, in the judgment of the Institute, is deemed unbecoming in the interest of the Institute, the Institute reserves the right to conduct an administrative hearing or a hearing before the Student Conduct Board.

**Purpose**

The purposes of the Code of Conduct are to:

- (a) Establish standards of personal conduct.
- (b) Provide for the advancement of knowledge and the development of ethically sensitive and responsible persons.
- (c) Recognize that students are adults and, as such, their relationships with the Institute community should reflect this.
- (d) Ensure fair treatment of students without regard to their race, color, national origin, sex, age, handicap, sexual orientation, or political or religious beliefs.

**Limitations**





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The Director of the institute in consultation with HODs, DMS and officer from administration may modify the Code of Conduct at any time and for any reason.

**Student Bill of Rights**

1. All the students are expected to maintain mature attitudes and must bear the responsibility to act in accordance with local, Commonwealth, and Federal laws, as well as those of the Institute. No right specified here is meant to enable students to infringe upon the individual rights of another member of the community:
2. The right to be presumed innocent until determined to be in violation. (It should be noted, however, that certain circumstances may require the Institute to impose sanctions or restrictions pending a hearing or pending some other manner of adjudication or resolution of the matter).
3. Notification of allegations at least three days in advance of a FORMAL conduct hearing, unless waived by the student, or revoked by the Institute for the sake of expediency in serious matters involving the safety or well-being of the Institute community. In certain instances, additional infractions may be revealed as the hearing progresses. The student will, of course, be held accountable for such Conduct Code violations, even though said violations were not noted in the original notification.
4. The right to a hearing either by the Conduct board or administration.
5. The right to admit or deny all charges, to call witnesses, and to present evidence on their own behalf.
6. The right to seek an appeal.
7. The right to be given a written summary of disciplinary decisions.
8. The right to a degree of confidentiality in disciplinary matters, except for proper use, internally and externally, of information by the Institute. In addition, in some cases, when deemed necessary, the Institute reserves the right to notify parents/guardians.





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**Conduct Code Classifications**

1. *Campus Code of Conduct*

1.1 *The Institute Honor Code*

It is the expectation of the Institute that students will conduct themselves as honorable and respectful citizens, in accordance with the policies governing the Institute. Any and all forms of dishonesty, including, but not limited to plagiarism, cheating, furnishing false information, forgery and altering or misusing documents are unacceptable.

1.2 *Climate of Respect*

It is expected that students will conduct their affairs with the utmost respect towards those within and without the Institute in accordance with the Institute mission and creed. Any student who treats another unfairly, unkindly, disrespectfully or abusively will be subject to adjudication. All India Institute of Ayurveda required climate of mutual respect includes all forms of social media communication. Disrespectful, uncivil or threatening communication via Facebook, Twitter, email, blogs, whatsapp messages, text messages, direct phone call or other online media will prompt immediate disciplinary sanction.

1.3 *Academic Honor Code*

All students must comply with the Academic Honor Code at all times while they are enrolled at the Institute in order to create a fair academic environment for all. In disciplinary matters, students are expected to be honest and fully disclosing of the whole truth. Any attempt to deceive, withhold information, or obstruct the investigation or process of justice will be regarded as a violation of the Student Code of Conduct.

- Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- Classes are scheduled from 9.00 a.m. to 5.00 p.m. All the students are expected to be present in the class well -within time. Late coming will also result in loss of attendance for the corresponding hour.





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- Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- Teachers shall be greeted appropriately with "Good Morning Sir/Ma'm", शुभ प्रभात , नमस्कार, प्रणाम or "Good Afternoon Sir/Miss" and a " Thank you Sir/Ma'm" or , धन्यवाद when the teacher leaves the class room.
- No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
- Appearing in the tests or other scheduled examinations is mandatory for all the students.
- Students having lab sessions have to report to the lab directly in time.
- In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- All students shall leave the classes after 5 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. without permission do not spend much time in canteen.
- All leave applications (Regular & Medical) shall be submitted in time. for sanction by HOD
- Students shall come to the college in white aprons over the dress. The dress should be decent for the professional institute.

## **2. Library Code of Conduct**

The primary goal in the central departmental library and IT library is to help students succeed with information. Use of the Library is a privilege extended to the students to support learning and promote academic success. Through the Library, the college provides students with access to computers, books, periodicals, study space and other academic help. comfortable seating, and formal and informal learning spaces. Students are expected to follow college rules to maintain their good standing and continue to receive library privileges.





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**Guidelines for Responsible Use of Library**

- Students are expected to behave in a civil manner that does not interfere with other people using the facility. Excessive displays of affection, wrestling, and similar physical contact activities are considered a disturbance and dishonest.
- Students are encouraged to use the facility for individual.
- Talking in a normal voice that does not disturb others or quiet cell phone use is permitted in all parts of the library except the Quiet Reading Room.
- Playing musical instruments as well as music from smartphones, tablets, and similar devices without headphones is considered a disturbance.
- Students are expected to leave the furniture, equipment, and facilities well-arranged and in good condition for the next person's use.
- Food and drinks (except plain water) are not permitted in the library.
- Students are expected to follow directions or instructions of library and college staff.
- Do not enter areas of the library restricted to staff members without permission. Identify yourself to library staff with a valid College ID when asked.
- Follow the directions of Library staff. especially in emergency situations.
- Students borrowing materials are responsible for returning them on time and in the same condition as when borrowed.
- Students may not remove materials designated for "Library Use Only" from the facility. This includes computers, course reserves, and any other library property so designated.
- Students are responsible for paying any fines incurred for overdue, lost, or damaged materials charged to their library and institute accounts.
- Students are not permitted to share their I Cards / Library cards with anyone.
- Students are expected to obey copyright laws and applicable software licenses.
- There is no smoking in the library or outside on the terrace. This includes the smoking of e-cigarettes.
- Alcohol and drugs consumption in the library complex is strictly prohibited.





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- Any person, who physically assaults, harasses, or uses insulting or threatening language, will be reported to Security.

Students who violate these guidelines may lose their library privileges, have an academic HOLD placed on future registration, and be referred to Student Conduct Board. Students who take library material without permission or do not return borrowed material can be charged with a crime.

**Cooperation with College Officials**

All students, staff, faculty, and visitors in the Library are expected to cooperate with library and college employees at all times.

**Off-Campus Violations**

If students are involved in any off-campus activities that involve a violation of state or local law, or otherwise inappropriate non-criminal behavior, the Institute reserves that right to take disciplinary action against said students, particularly when such activities adversely affect or threaten the interests, reputation, operation, safety and/or well-being of the College community or its members.

**Major Violations**

**Alcohol and Drug**

Presence, possession or consumption of alcohol or Drugs (narcotics) by a student in campus and off campus is strictly prohibited.

**Fire and Safety**

- Illegal or unauthorized possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals or combustibles.
- Use of any item, even if legally possessed, in a matter that harms, threatens or causes fear to others.
- Possession of counterfeit, replica, or blank-firing firearms or realistic-looking toy firearms or swords.
- Smoking and smoking paraphernalia in any College building, including residence halls.
- Disabling, misusing, removing or tampering with fire alarm systems and other building safety equipment. Tampering with or discharge of fire extinguishers. Activating a false





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fire alarm. Tampering with or damage to smoke detectors, sprinklers, or stand pipes.  
Causing a fire or flood.

- Making or contributing to a bomb threat.

**Dishonesty, Forgery, or Theft**

- Removing food or other items from the dining facilities without authorization.
- Possessing, providing, producing and/or utilizing false identification material.  
Accepting payment for such material.
- Distribution, forgery or alteration of the student identification card, or any such document issued by the College,
- Dishonesty in connection with any College activity including cheating, forgery, plagiarism, or knowingly furnishing false information to a College official.
- Theft of property or services; knowing of possession of stolen property without notification of proper authorities.
- Theft of Institute and/or personal property.

**Additional Prohibited Conduct**

- Expression of any form which is degrading, demeaning, abusive or harassing toward others, particularly on the basis of race, color, cultural background, handicap, age, sexual orientation, or political or religious beliefs. This covers all forms of communication, including verbal, written, and electronic media, and all forms of interaction, including physical and verbal.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other institutional activities.
- Behavior or activity that threatens or endangers the health or safety of oneself or others, whether or not such activity occurs on Institute property.
- Disruptive or disorderly conduct.

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- Verbal abuse, and/or wilful damage to the reputation or psychological well-being of any person.
- Conduct unbecoming of a student, whether on or off the campus grounds.
- Damage or vandalism to Institution or personal property.
- Use of electronic devices to violate the privacy of the Institution community or its members.
- Failure to comply with the directives and sanctions of Institution officials acting in performance of their duties.
- Disrespect of the Institute official.
- Fighting, even when said fighting is mutually instigated.
- Violent behaviour, whether physical, verbal or threatened, directed toward property or persons.
- Assisting another person in the commission, or attempted commission, of a Code of Conduct violation.

**Other Violations**

- Violation of the Visitors and Sign-In Policy.
- Gambling
- Unauthorized possession or distribution of any mode of entrance to any institute facility.
- Unauthorized presence in or forcible entry into a college facility or College-related premises, including, but not limited to, College building roofs or fire escapes.
- Disposal of trash or refuse anywhere on the campus except in designated trash receptacles.
- Violations of the College Honor Code.
- Violations of the Climate of Respect.
- Violations of a "No Contact Order"
- Violation of any Trespass or Ban Order from any part of campus.





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**Sanctions and Disciplinary Actions**

**Criminal Charges**

When the Institute is aware that criminal charges have been brought against a student by federal, state or local authorities, the Institute reserves the right to take appropriate action against the student, including but not limited to, suspension or expulsion from the Institute, and/or from hostel residence, pending the outcome of judicial proceedings.

**Double Jeopardy**

The Institute reserves the right to adjudicate all matters in light of Institute standards. Institute disciplinary proceedings, carried out prior to, simultaneously with, or following the findings of a court of law, do not constitute double jeopardy. Institute officials may, at their sole discretion, adjudicate on an alleged violation of the Code of Conduct against a student also charged with a violation of law (i.e., both the alleged Code of Conduct violation and the alleged legal violation arise from the same factual situation), without regard to civil or criminal arrest and prosecution of the student in a court of law. The principle of double jeopardy does not apply to the Institute disciplinary proceedings.

**Considerations in Imposing Sanctions**

Discipline or sanctions, up to and including expulsion, may be taken in response to a Code of Conduct violation by a student. In determining appropriate discipline or sanctions, factors evaluated include, without limitation, the nature and severity of the violation, the degree to which the student has participated or been involved in the violation, their motive and intent in connection with the violation, and any record of past violations. These and other relevant factors of the specific situation will be considered.

***Sanctions or Disciplinary Alternatives***





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The following examples of sanctions or disciplinary actions may be imposed separately or in combination. This list of sanctions or disciplinary actions is not exhaustive. The Institute reserves the right to impose sanctions or disciplinary actions not listed below.

- No Action
- Official Reprimand
- Mediation
- Parental Notification
- Disciplinary Notice
- Revocation of Privileges
- Counselling
- Confiscation
- Restitution
- Probation (or any form thereof)
- Behavioural Contract
- No Contact Order
- Campus Ban
- Suspension
- Expulsion
- Revocation of Degree

**Notification of Results of Review**

After the preliminary review, the student(s) who are the subject(s) of the incident report will be notified in a timely fashion.

**Provisions for Immediate Suspension**

When a student is considered to be a threat to another person (including themselves) property, or the orderly functioning of the Institute, the student may be suspended immediately by the Chief of Student Conduct Board or the designee, at their sole discretion. from the hostel / residence provided by the institute, from the Institute, or both, without a hearing. This suspension will remain in effect until the Chief or their designee determines that





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the threat no longer exists. The Chief Student Conduct Board and/or their designee, at their sole discretion, may also impose sanctions or discipline short of suspension to address the particular situation.

### **STUDENT CONDUCT BOARD**

The role of the Conduct Board is to make specific findings as to whether the Code of Conduct has been violated and to recommend appropriate disciplinary sanctions. The Conduct Board exists to promote responsible and accountable behaviour among students. The Conduct Board is a panel of students, faculty and staff who come together to determine the facts surrounding a charge that a student has violated policy and arrive at a fair and informed resolution of the charge.

### **Membership**

The Board will be comprised of respective Deans, faculty members, and students appointed by Director of the institute. All issues, findings, or sanctions in a case will be decided by majority vote. The Chief or chairperson (Director of AIIA) will facilitate all hearings and he or she will only vote in the event of a tie vote of the other board members. Board members may serve on the Conduct Board for a term of three years.

### **Judicial information**

The following process will be followed to consider reports regarding alleged violations of the Code of Conduct. The goal of this process is to investigate the facts and circumstances of a report and, if appropriate, to impose sanctions or discipline warranted by those facts and circumstances.

The Student Conduct Board will be responsible for enforcing the Code of Conduct. The Board will resolve any questions regarding the interpretation or application of the Code of Conduct. The determination of the Chief (Director AIIA) and their designee concerning the interpretation or application of the Code of Conduct will be final.

### **Report**





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Any member of the institute community may file an incident report against any student by submitting in writing to the Student Conduct Board with the following information:

- The name(s) of the student(s) who is (are) the subject of the incident report.
- A clear explanation of the nature of the incident.
- The contact information of those filing the complaint.
- The contact information of witness(es).

### **Notification of Hearing**

If a Conduct Board hearing is to be held, the student who is the subject of the hearing will be provided with detailed additional information about the hearing process in a meeting. If a student fails to appear after proper notification, a hearing will be conducted and sanctions will be determined in his/her absence.

### **Board Recommendations**

At the conclusion of the hearing, the Board will decide by majority vote whether it believes that it is more likely than not that a violation of the Code of Conduct has occurred. If the Board decides that a violation has occurred, the Board will, by majority vote recommend specific sanctions or disciplinary actions thereof

### **Notification of the Board Recommendation**

The Conduct Board Chair and/or their designee will meet with the student who is the subject of the hearing to discuss the Board recommendation as soon as possible after the Board makes its recommendation. The meeting will be followed by a letter that confirms the Board recommendation and outlines the appeal procedures available to the student

### **Appeal Process**

Appeals of conduct board recommendations or administrative hearings are heard only if the student can clearly demonstrate that procedures described in the Student Code of Conduct have not been followed and/or if the student can introduce substantive new evidence. Any such request should be made in writing to the Chief of Student conduct Board within three business days of receiving notice of the Board recommendation. The Chief /or the designee will review the request and determine whether an appeal is granted and/or a new hearing

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held. The Chief Student Affairs Officer reserves the right to review sanctions and, if deemed appropriate, modify sanctions. In the event the sanctions are modified as a result of this review, additional hearings may be called. The institute reserves the right to suspend housing privileges while an appeal is being reviewed.

**Record Keeping**

All sanctions or disciplinary actions are recorded and maintained by the Student Conduct Board. Dismissal from the College and suspension from the College are the only sanctions that will be noted on a student's permanent record.

**Confidentiality**

The Institute respects the rights of individual members of the Institute community. Therefore, every effort will be made to protect the confidentiality of the Student Conduct Board process.





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UNDERTAKING BY THE CANDIDATE / STUDENT

1. I, ..... S/o. D/o Mr./Mrs./Ms.  
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard.
2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. and have carefully gone through it.
3. I hereby undertake that I will not indulge in any behaviour or act that may come under the definition of ragging.

I will not participate in or abet or propagate ragging in any form.

I will not hurt anyone physically or psychologically or cause any other harm.

I hereby agree that if found guilty of any aspect of ragging. I may be punished as per the provisions of the UGC Regulations mentioned above and /or as per the law of the land.

Signed this on

Signature of the Student Address

Name

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UNDERTAKING BY PARENTS

1. I, F/O, M/O ..... have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
2. I assure you that my son/ daughter / ward will not indulge in any act of ragging.
3. I hereby agree that if he /she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and / or as per the law of the land in force.
4. I have carefully read and fully understood the rule of Hostel. I agree to abide by them, failing which my son / daughter shall be liable to disciplinary action.

Signature of the Parent/Guardian

Name

Address.

Director





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**PART II**  
**CODE OF CONDUCT FOR HOD & TEACHERS**

**Responsibility and Accountability**

1. Teachers should handle the subjects assigned by the Head of the Department and should strictly follow the Departmental Academic Schedule.
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Mentor system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful, Value based education must be their motto.
5. Teachers should maintain decorum both inside and outside the Departmental classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

**Punctuality and Attendance**

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the Institute shall not be given during the working hours.
3. Teachers should sign the attendance register while reporting for duty.
4. Teachers are expected to be present in the college campus at least 10 minutes before the working time.
5. Teachers should remain in the campus till the end of the College hours

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**Leave**

1. Prior written permission is required from the Head of Department at least a day in advance while availing CL or any other authentic leave.
2. Not more than 25% of staff members in a Department will be allowed to go on authentic leave on a particular day.
3. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.

**Publication of Research Papers & Books and Participation in Research Projects, Seminars. Conferences etc.**

1. Faculty members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Faculty members are encouraged to take up Research projects.
3. Faculty members should also attend Faculty Development Programmes. Quality Improvement Programmes etc. to update their knowledge.
4. Faculty members are encouraged to undergo Practical Training in workshop and can take consultancy experience as part of workshop — Institute interaction.
5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by way of consideration during promotion.

**General Rules**

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management
2. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
3. Teachers should attend the College neatly dressed. Dress regulations should be followed as the occasion demands. Teachers should wear white aprons inside the Hospital premises.
4. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.

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5. Any instructions issued by the Director 7 Competent Authority by way of Circulars from time to time must be complied with.
6. No teacher shall send circulars/distribute handbills to the staff. organize meetings in the campus without permission from the Director.
7. Teachers must always wear their identity badges while inside the college premises.
8. Heads of Departments must prepare the Department's time table
9. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
10. Each Department Association must conduct the interdepartmental meetings.
11. Teachers are expected to attend Department academic association meetings. seminars etc and also college functions like Sports Day. Independence Day and Republic Day celebrations without fail.
12. Teachers are expected to Volunteer. to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
13. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Director's permission.
14. HODs are responsible for all the college properties belonging to their department. It is their responsibility' to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment, chemicals, electrical appliances, medical appliances etc.) must be reported to the Director in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy,
15. Organizers of Associations should plan well in advance their activities and submit the same to the Director with the Budget.



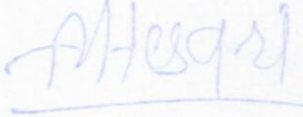


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**Disciplinary Action**

Violation or non-observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry as per rules.

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

  
**Director**





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**PART III**

**CODE OF CONDUCT FOR NON-TEACHING STAFF**

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
2. Non-Teaching staff should wear a decent dress
3. Non-Teaching staff must always wear their identity badge during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc. it shall be submitted to the HOD.
7. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages. as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the Institute account.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission before 5 p.m.
10. Non- Teaching staff is expected to maintain and improvise their skills constantly to provide better services to the institute.
11. It is expected from the non-teaching staff that they should understand their responsibility in the Institutional Progress.
12. The clerical staff is expected to complete the official work well in time and maintain, keep the records in organized manner and Furnish the asked information without undue delay.





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*Handwritten signature in blue ink*

**Director**