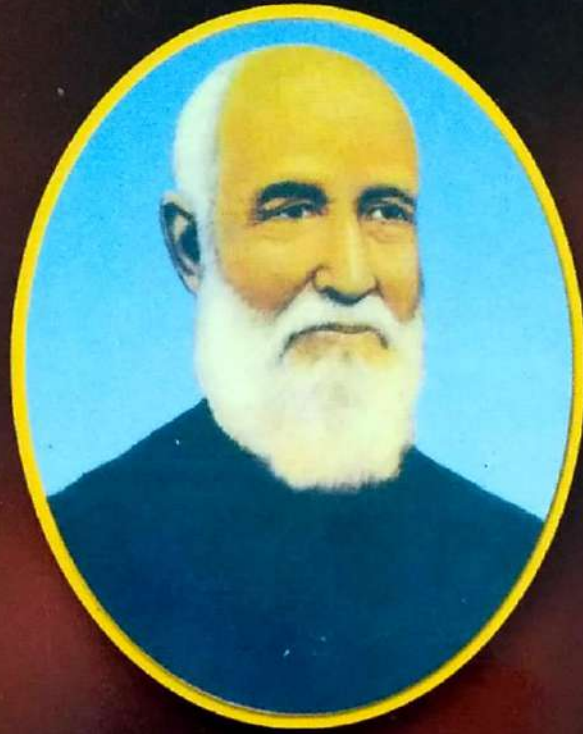


FR MULLER CHARITABLE INSTITUTIONS

Fr Muller Road, Kankanady, Mangalore - 575 002.



RULES & REGULATIONS OF SERVICE

(for Teaching Staff)

**OF FR MULLER INSTITUTE OF HEALTH SCIENCES
2008**

Comprising of:

**Fr Muller Medical College,
Fr Muller Homoeopathic Medical College,
Fr Muller S.O.N & C.O.N.,
Fr Muller College of Allied Health Sciences.**

FATHER MULLER CHARITABLE INSTITUTIONS

Father Muller Road, Kankanady, Mangalore - 575002.

REVISED RULES & REGULATIONS OF SERVICE

FOR TEACHING STAFF

OF FATHER MULLER INSTITUTE OF HEALTH SCIENCES

2008

CONTENTS

1. Scope and Applicability	3
2. Amendments and Modifications	4
3. Publication and Interpretation	4
4. Definitions	4
5. Classification of Employees	5
6. Employment	7
7. Retirement / Superannuation, Abandonment of Service, Termination on Conviction by Court, Resignation, Service Certificate and Exclusive Service	8
8. Hours of Work	10
9. Attendance	10
10. Standard of Conduct and Discipline	12
11. Payment of Wages	14
12. Provident Fund	14
13. Gratuity	14
14. Loans	15
15. Leave Facilities	15
16. Leave Rules	22
17. Leave Sanctioning Authority	24
18. Holidays	24
19. Medical Benefits and Rules	25
20. Misdemeanour	28
21. Misconduct	29
22. Punishment	32
23. Disciplinary Procedure	33
24. Grievance Procedure	35

10. STANDARD OF CONDUCT AND DISCIPLINE:

- a) All employees of the Institutions at all times have to maintain high standard of conduct and shall always behave in a sober manner, tempered with kindness, friendliness and understanding with all fellow employees. They are to refrain from gossiping, loud talking or any other behaviour that could be disturbing the patients or co-workers.
- b) Employees should always be neatly dressed in clean clothes while on duty. Employees, who have been provided with equipments and / or are required to wear uniforms according to the nature of their work, must wear them or use them only while on duty.
- c) All employees shall carry out their daily duties faithfully under the direction of their immediate superiors and shall obey the instructions and directions, whether written or oral, given to them from time to time. Insubordination and/or willful disobedience of orders of superiors shall be considered as serious misconduct.
- d) Employees shall observe the instructions put up on the notice boards or communicated to them from time to time by their Superiors or Departmental Heads. Such orders

shall be deemed to have been served on the employees for whom they are intended to and hence, every employee shall make himself familiar with the day to day communications displayed on the notice boards of the Institutions.

- e) Employees are required to accept any work, normally falling under the category of employment assigned to them by the Employer/Administrator/Asst. Administrators/Dean/Principal or the Departmental Head/Superior, besides the main routine work allotted to the particular post held by them, keeping in mind that the Institutions are service-oriented, established to serve the suffering humanity and needs the dedicated work of all employees to realize its goals. Such work within working hours will not entitle them for any extra remuneration.
- f) Every incident out of the ordinary or any emergency arising in the Institutions shall be immediately reported to their respective Superiors.
- g) All employees using instruments, equipments and other appliances shall replace them in their proper places, and every breakage and/or damage caused shall be reported immediately to their immediate superior in the Institutions.
- h) Every employee is expected to take sufficient care of the property, stock of medicines and materials, instruments, equipments etc. of the Institutions. Where damage or loss is caused to them by the negligence of/or misuse by the employee, he is liable to make good such loss or damage to the Institutions, besides being liable to be penalized, according to the nature of damage or loss.
- i) No article, except personal belongings, shall be brought in or taken out by an employee from the premises of the Institutions without the permission of the Employer. Any pilferage will be considered as misconduct.
- j) All employees are required to wear their identity card while on duty and produce them when called for.

FATHER MULLER COLLEGE OF NURSING

(A unit of Father Muller Charitable Institutions)

Father Muller Road, Kankanady, Mangalore - 575002

(Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka)

Recognized by the Indian Nursing Council

Accredited with 'A' grade by NAAC)



Academic Calender 2018-19

General Regulations

1. Every student is required to familiarize himself / herself with the rules laid down in the prospectus and also formulated and announced by the management from time to time.
2. Every student should possess the identity card issued by the college which should be produced whenever asked for, especially when dealing with the office and library.
3. Students should not absent themselves from classes, practicals, and examinations without the prior permission of the Principal. Such absence without permission may lead to disciplinary actions.
4. Fees shall be charged based on the expenses incurred on education and other facilities offered. Students are expected to meet the expenses. Fees are to be paid by the students within the time specified by the college failing which the student will not be permitted to continue in the class.
5. **Ragging is a major offence.** Those who indulge in ragging, even in a 'friendly' way, or encourage ragging, will face immediate dismissal from the College. No justification in this regard is acceptable.
6. Sexual harassment will not be tolerated. The college will promptly investigate such allegations and take appropriate action as each individual situation warrants.
7. Students are advised to maintain the cleanliness of classroom and environmental awareness by keeping the campus clean, green and plastic free.
8. Catholic students are advised to participate in all the Religious activities organized in the campus.
9. Students are not permitted to use mobile phones within the college building. Such items, if confiscated, will not be returned: Students are not permitted to play or listen to music using mobile phones or any other electronic devices in the college campus.

10. Every student must respect the members of the staff.
11. Grievances if any may be brought to the notice of grievance redressal cell.
12. Students should attend a minimum of 800/0 of the total instruction hours in each subject and 100% for practical hours. There is no provision for condonation of shortage of attendance. Students with less than the minimum required attendance will not be permitted to write the examination, Students are advised to check their attendance regularly with the class coordinator. No complaints/ requests will be entertained after the term closes.
13. A medical certificate should be furnished when a student is absent for a long time due to illness. There is no sick leave. 30 days of vacation will be given to students in different phase's.
14. **Dress Code**

Students are required to dress modestly while attending the college and should wear uniform on all the clinical postings. Boys may wear formal Pants, half or full sleeved shirt to the college and uniform to the clinical. .

,Long hair, tattoos, single earrings and T-shirts are not allowed.

Girls may wear salwar/churidar kameez with sufficiently long tops covering the seat.

Tight fittings/ short tops, T shirts and sleeveless dresses are not permitted.
14. The management reserves the right of making any addition to or omission from or alteration in the above rules and regulations including fee structure without prior notice.

Facilities Available

CLINICAL AND THEORY REQUIREMENT: Students are issued a copy of

1. Syllabus
2. Log Book

Master Rotation Plan and Clinical Rotation Plan are displayed on the class notice board

Under the guidance of HOD and Subject Coordinator, students are expected to complete the university requirements in the clinical area.

INTERNAL ASSESSMENT: The plan for internal assessment is made in advance and a copy of it is put up on the class notice board. During the academic year 3 sessional exams which includes model exam will be conducted, in which students are required to get pass marks to qualify for the university exam. Clinical and theory (written) assignments are also included for calculating the internal assessment.

CLINICAL FACILITIES: The entire hospital complex of Father Muller Institutions with all its specialties having bed-strength of 1250 is made available to the students.

Students are also given an opportunity to learn in the simulation lab.

CLINICAL POSTING: A master clinical rotation plan is prepared as per the university guidelines and requirements. Students are posted to the hospital/community based on the requirements of RGUHS. Students are expected to work / perform ward routines during the posting and as per the objectives in the hospital. All the students will be guided by their respective Subject Coordinators and other staff in the clinical area. Students are expected to complete the requirements of the university' log book' before the completion of clinical postings.

Clinical timings: 7.30 am - 12.30 pm (partial Block), 7.30 am - 3.30 pm (full block/according to shift). Students also may be posted for night duty as per the need.

LIBRARY: The Institution has a Central library / Knowledge Centre. Students may utilize the library facilities including e-library facilities subject to library rules. Wi-fi connections are available in the campus.

HOSTELS: Separate hostel facilities for ladies and gents are provided. A copy of rules and regulations of the hostel is provided at the time of admission to the hostel which are to be strictly followed. Failure to do so may result in dismissal from the hostel.

RELIGIOUS ACTIVITIES: All religions are respected. Being a christian minority institution, various religious activities are conducted in the Chapel of the Institution. Christian students are expected to make use of these facilities provided in the campus for their spiritual growth.

EXTRA CURRICULAR ACTIVITIES: A number of opportunities are provided to students in order to develop their skills and talents at various levels such as music, dance, indoor and outdoor games and sports. The student from each batch are divided into groups, named houses. The cultural events and sports competitions are held between the batches. Discipline should be maintained during the competition. Attendance is marked during such extra curricular activities.

LEAVE: During the academic year Students are not allowed to take leave. If leave is availed in case of emergency or unavoidable circumstances, compensation has to be done.

DISCIPLINE: Students are expected to report to the class and clinicals on time. College / Class Timings: 8.00 am - 4.30 pm with 1 hour lunch break from 12.~;'}- 1.30 pm.