



Godavari Foundation's

Dr. Ulhas Patil Homoeopathic Medical College and Hospital, Jalgaon Kh.

N.H. No. 6, Jalgaon-Bhusawal Road, Jalgaon (Kh.)-425 309, Jalgaon (M.S.)

Tel. No.: 0257 - 2366683/84 Fax No.: 0257 - 2366648

Email Id : duphmc hj@gmail.com Website : www.duphmc.ac.in

Code of Conduct and Visitor Instructions

Introduction

Welcome to Dr. Ulhas Patil Homoeopathic Medical College and Hospital, Jalgaon Kh.. We are committed to providing a safe, respectful, and welcoming environment for all our visitors, employees, and stakeholders. This Code of Conduct and Visitor Instructions outlines the expected behaviors, policies, and procedures to ensure that everyone enjoys a positive experience while on our premises.

General Conduct

1. **Respect and Dignity:** All individuals must be treated with respect and dignity, regardless of race, gender, age, religion, sexual orientation, or any other characteristic. Harassment, discrimination, and bullying are strictly prohibited.
2. **Compliance with Laws and Regulations:** Visitors must comply with all applicable federal, state, and local laws, as well as institutional policies and procedures.
3. **Honesty and Integrity:** Visitors are expected to act with honesty and integrity in all interactions and transactions.
4. **Safety and Security:** The safety and security of all individuals on our premises is a top priority. Visitors must follow all safety guidelines and report any suspicious activities to security personnel immediately.

Visitor Instructions

Admission and Identification

1. **Entry Requirements:** Visitors must check in at the designated entry points. Identification (such as a driver's license or passport) may be required for verification purposes.



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2. Visitor Badges: All visitors will be issued a visitor badge, which must be worn and visible at all times during their visit.

3. Escorted Access: Depending on the area being visited, some visitors may need to be escorted by a staff member at all times.

Behavior and Etiquette

1. Noise Levels: Please keep noise to a minimum, especially in designated quiet areas such as libraries, study rooms, and offices.

2. Cleanliness: Help us maintain a clean environment by disposing of trash in designated receptacles and cleaning up after yourself in common areas.

3. Respect for Property: Visitors must respect institutional property, including furniture, equipment, and facilities. Vandalism, theft, or damage to property will not be tolerated.

Use of Facilities

1. Restricted Areas: Some areas may be restricted to authorized personnel only. Please adhere to all posted signs and staff instructions regarding access.

2. Technology Use: Visitors are welcome to use public computers and Wi-Fi in designated areas. However, usage must comply with our technology use policies, which prohibit illegal activities, downloading inappropriate content, and accessing secure systems without authorization.

3. Photography and Filming: Photography and filming are generally allowed in public areas but may be restricted in certain locations or during specific events. Please seek permission from staff before taking photos or filming.

Health and Safety



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1. Emergency Procedures: Familiarize yourself with the locations of emergency exits, fire extinguishers, and first aid kits. In case of an emergency, follow the instructions of staff and emergency personnel.
2. Personal Belongings: Keep your personal belongings with you at all times. The institution is not responsible for lost or stolen items.
3. Health Protocols: Adhere to any health protocols in place, such as wearing masks, maintaining social distancing, and following hygiene practices, especially during health crises like pandemics.

Conduct for Specific Areas

Library

1. Silence: Maintain silence to ensure a conducive environment for study and research.
2. Borrowing Rules: Adhere to borrowing rules and return borrowed materials on time.
3. Food and Drink: Typically, food and drinks are not allowed in the library to prevent damage to materials.

Laboratories and Workshops

1. Safety Gear: Always wear appropriate safety gear, such as goggles, gloves, and lab coats.
2. Equipment Use: Only use equipment you have been trained on and authorized to use.
3. Cleanliness: Maintain a clean and organized workspace to prevent accidents and contamination.

Cafeteria

1. Queuing: Respect the queuing system and be patient with staff and other patrons.
2. Waste Disposal: Dispose of your waste in the appropriate bins and recycle where possible.



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3. Dietary Restrictions: If you have dietary restrictions or allergies, inform cafeteria staff to accommodate your needs.

Prohibited Conduct

1. Substance Abuse: The use, possession, or distribution of illegal drugs, alcohol, or other controlled substances is strictly prohibited.
2. Weapons: Weapons of any kind, including firearms, knives, and explosives, are not allowed on the premises.
3. Disruptive Behavior: Any behavior that disrupts the normal functioning of the institution, including protests, loud disruptions, and physical altercations, is prohibited.

Reporting and Consequences

1. Reporting Violations: If you witness or experience any violation of this Code of Conduct, please report it to security personnel or a staff member immediately.
2. Investigations: All reports will be taken seriously and investigated promptly and thoroughly. Confidentiality will be maintained to the extent possible.
3. Consequences: Violations of this Code of Conduct may result in consequences including, but not limited to, removal from the premises, banning from future visits, and legal action if necessary.

Conclusion

We appreciate your cooperation in adhering to these guidelines, which help us maintain a safe and welcoming environment for everyone. Your understanding and respect for these policies ensure that Dr. Ulhas Patil Homoeopathic Medical College and Hospital, Jalgaon Kh. remains a place of positive and productive interactions. Thank you for your attention and enjoy your visit.