

Amar Seva Sangam- Ayikudy

Rules and Regulations for Trainees, Interns, Volunteers

OBJECTIVE:

ASSA is a Public institution and is responsible and accountable to multiple stakeholders. As a community organisation dedicated to the cause of society, we firmly believe in the Safety, Health, Hygiene of all our Trainees/Interns/Volunteers. In this context we would appreciate if each Trainee/intern/volunteer adheres to the Rules and regulations that we have put in place.

Every person on the campus is responsible for his/her own safety and is expected to follow instructions related to use of equipment/devices/property/information and documents. The following are the rules and guidelines to our Trainees/Interns/Volunteers on our Campus.

1. Dress Code

The intern/Trainee must at all times project a professional image. [A Therapist](#) with Appropriate dress, Grooming and conduct enhances the Patient's confidence in the quality of their care.

The intern must abide by the following details during his internship program.

The dress code includes:

Ladies:

- a. Dress Pants/ Chudidar/Saree/Fully covered tops with loose pants with elastic waist bands
- b. A shirt (without writing or messages) with long or short sleeves and a collar.
- c. Wear shoes (with no heels for ladies)
- d. **Identification badge** bearing the Intern/Trainee name.
- e. A clean white lab coat should be worn.
- f. Neat hair style with hair tied up with hair band

Men:

- a. Formal Shirts and pants with full sleeves or slack sleeves
- b. Proper shoes
- c. White Lab coat
- c. Haircut, Hairy Style and Personal grooming need to be neat and Conservative.

It is unprofessional for intern/trainee/volunteers to wear or keep the following

- a. Tight/body fit or transparent clothing, too short sleeve/shoulderless, deep neck tops.
- b. T-shirts / tops
- c. Excessive jewelry that affects a client's, other professional's or your own safety.
- d. Perfume or scented lotions.
- e. Nails
- f. Free/loose hair
- g. Lungis/Dhoties

Prior to the Internship program, it is the responsibility of the intern to confirm in writing the appropriate dress code with the clinical coordinator / director of the facility. The student should arrive on the first day wearing the appropriate clothing and respect the dress code at all times during the Internship program.

If the supervisor feels that the intern's appearance does not meet the clinical site's dress code criteria the student will be required to change before continuing with the placement.

1. **Work Schedule**

- a. Monday to Saturday – 8.30 AM to 5 PM
- b. Sunday Holiday
- c. If the intern/Trainee takes leave he has to compensate that.

2. **NON-VEGETARIAN FOOD not allowed inside or any vicinities of the campus. Interns/Trainees/Volunteers are prohibited from ordering or bringing any non-vegetarian food inside the campus. If anyone wishes to eat non-vegetarian food, they may take permission, go, and eat in the hotels or restaurants.**
3. Monday to Saturday interns/Trainees/Volunteers are not allowed to go outside the campus.
4. Every Saturday Inter professional meeting will be conducted. Intern must attend and present their allotted cases.
5. Ensure that their behavior and conduct is professional at all times.
6. At any stage if the intern behaves unprofessionally or not following the rules of Amar Seva Sangam, his internship program will be terminated immediately and the same will be informed to the college authorities.
7. Intern must have necessary Physiotherapy accessories (eg. Goniometry, Knee hammer) with them.
8. **Students must bring a log book with them and they should enter minimum 4 cases from each unit after presenting the case to their respective mentors.**
9. Do not disclose any information about a patient/client to a third party without the supervisor/physiotherapist permission or prior knowledge.
10. Participate in peer review and other forms of practice evaluation.
11. **MOBILE PHONES are not allowed during duty hours (8.30 AM to 5 PM).**
12. Interns are advised to be in hostel before 9 pm and not allowed to stay outside.
13. Amar Seva Sangam is a green zone and interns are advised not to use plastic covers inside the campus.
14. **SMOKING/DRINKING AND SUBSTANCE USE (Like Panparag/Pakku/Tobacco leaves etc)/Drugs are strickly prohibited on campus and the vicinity of campus.**
15. **LITTERING/SPITING: The Interns/Trainees/Volunteers are expected to keep the surroundings, work space and the campus neat and clean. LITTERING/SPITING and dumping any waste around the campus is not acceptable.**
16. **UN-WARRANTED MOVEMENT, MINGLING OF BOYS AND GIRLS TOGETHER around the campus is not allowed. Boys and Girls speaking loudling and making noise and disturbing the campus environment is not permitted.**
17. Interns/Trainees/Volunteers are advised to avoid dark and less lighted areas, thick bushes and shrubs, lawns during late evenings to early morning as there could be harm from reptiles and other insects.
18. Students must follow all the Covid precautionary measures prescribed by WHO .
19. All Interns/volunteers/Trainees are advised to wear mask both for their own safety and the safety of the patients/inmates.