

**The Code of Conduct for Office-Bearers, Skilled Persons/Experts and  
Employees of Medical Education Commission, 2021**

Approved by the Executive Committee:

2021/12/28

**Preamble:** Whereas, it is expedient to effectively implement the National Medical Education Act, 2019 and the National Medical Education Regulations, 2020 in the course of carrying out of functions to be carried out by the Office-bearers of the Commission including skilled persons/experts and employees involved in the functioning of the Commission in an independent, impartial, disciplined, credible and objective manner in accordance with the objective of the Commission;

Therefore, this Code of Conduct has been introduced pursuant to Section 23 of the Good Governance (Management and Operation) Act, 2007.

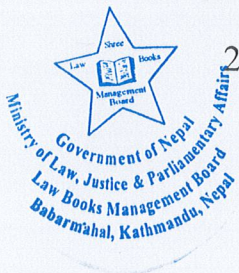
1. **Short title and Commencement:**

1.1 This Code of Conduct may be cited as “(the) Code of Conduct for Office-bearers, Skilled persons/Experts and Employees of Medical Education Commission, 2021.”

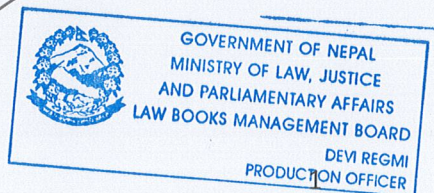
1.2 This Code of Conduct shall come into force at once after approval by the Executive Committee of the Medical Education Commission.

2. **Definitions:** Unless the subject or the context otherwise requires, in this Code of Conduct, -

2.1 "Commission" means the Medical Education Commission.



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- 2.2 "Office-bearers" means the office-bearers of the Executive Committee referred to in Section 8 of the Medical Education Act.
- 2.3 "Skilled person /expert" means a monitor who has been assigned to any work of the Commission and persons involved in the work including examinations. The term also includes the specialists to be appointed by the Commission.
- 2.4 "Employee" means an employee engaged in the Commission. The term also includes employees or persons of other bodies who have been assigned to any work of the Commission or to be assigned to conduct examinations or for other purposes
- 2.5 "Relationship" means the relationship of grandfather, grandmother, father, mother, husband, wife, son, daughter, adopted son, adopted daughter, elder brother, younger brother, elder sister, younger sister, sister-in-law, daughter-in-law, uncle, aunt, elder uncle, elder aunt, younger uncle, younger aunt, nephew, niece, brother-in-law, son-in-law, maternal uncle, maternal aunt, paternal aunt, uncle-in-law, brother-in-law, sister-in-law and children thereof.

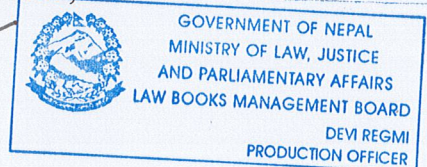
**3. Office-bearers and Employees to whom Code of Conduct applies:**

This Code of Conduct shall apply to the following office-bearers, skilled/experts and employees:-

- (a) Office-bearers of the Commission;
- (b) Skilled persons/Experts involved in the work of the Commission;



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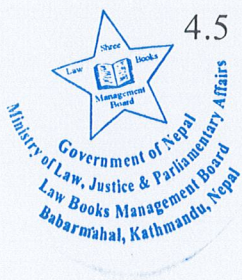




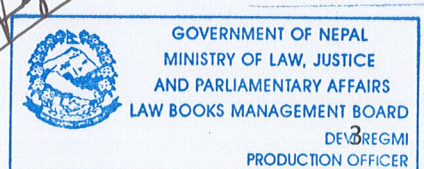
- (c) Employees working in the Commission;
- (d) Office-bearers authorized by the Commission;
- (f) Other employees assigned by the Commission in the work to be performed by the Commission.

**4. Code of Conduct to be followed by Office-bearers of the Commission:**

- 4.1 Office-bearers of the Commission shall make continuous efforts to enhance the institutional and functional independence and impartiality of the Commission.
- 4.2 Confidentiality of work related to the Commission shall be maintained in the matters which are required to be kept confidential. Office-bearers shall perform their duties without any kind of favor, partiality or prejudice, keeping the greater interest of the nation and the people and the dignity of the Commission high.
- 4.3 Office-bearers shall treat equally with respect without any discrimination on the basis of caste, creed, religion, language, gender, age, physical condition, political, economic or social status, geographical location, etc.
- 4.4 Office-bearers shall inform the Commission if there are any personal and institutional interests of him/her involved in matters related to the work to be performed by them.
- 4.5 Works or activities of the Commission shall not be posted on public media and social network without any decision.

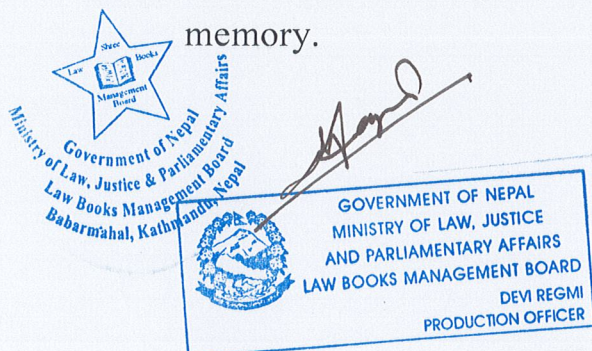


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- 4.6. If an office-bearer of the Commission has to be absent in the Commission, he/she shall inform so to the Vice-Chairman.
- 4.7. If any negative remarks and information about the Commission, its office-bearers and employees are received from anyone, it shall be reported to the concerned Office-bearers or employees.
- 4.8 Office-bearers of the Commission shall create an environment for their subordinates or employees to work independently in accordance with the law.
- 4.9 Office-bearers of the Commission shall not conduct financial transactions, accept donations, loans, material benefits, gifts or presents from the service recipient other than what is prescribed by law in respect of the work of the Commission.
- 4.10 Office-bearers of the Commission shall use the property or facilities of the Commission only for official purposes.
- 4.11 Office-bearers may participate in meetings, seminars, etc. organized by the professional organizations except political parties and their affiliated organizations without causing any hindrance in the work of the office.
- 4.12 Office-bearers shall, while leaving the service or retiring, have to handover documents, statistics and other electronic records in his/her possession including materials of institutional memory.





4.13 Office-bearers shall hold regular meetings of their subordinates at least once a month and discuss activities and programs of the Directorate.

**5. Code of Conduct to be followed by the Skilled Persons/ Experts:**

**5.1 Code of Conduct to be followed by the Skilled Persons/ Experts preparing question paper of the Integrated Entrance Examination to be conducted by the Commission:**

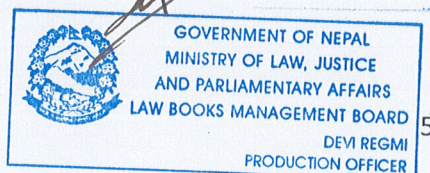
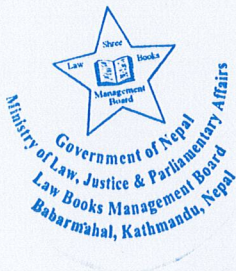
5.1.1 The question paper shall be prepared with confidentiality.

5.1.2 No one shall be informed directly or indirectly about the responsibility given to prepare question papers of any subject.

5.1.3 Comments, drafts made while preparing question paper or any related documents shall be destroyed in a confidential manner.

5.1.4 Copies of the prepared question paper shall not be kept with oneself or given to anyone else.

5.1.5. If the matter comes into notice that person related to one is a candidate in the examination of the same level/program which question paper he/she has been provided to prepare, he/she shall not be involved in the work of preparing the question paper and shall inform the Commission immediately.

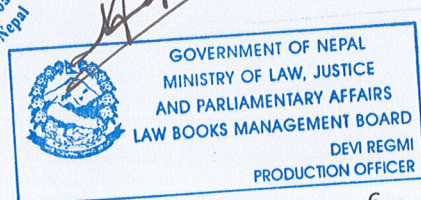
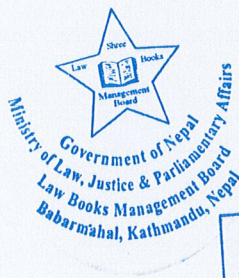




- 5.1.6 The expert preparing the question paper shall not be involved in conducting, coordinating and teaching the preparation class of the examination.
- 5.1.7 One shall not be involved in the preparation of question papers if there is conflict of interest.
- 5.1.8 The instructions prescribed by the Commission shall be followed while preparing the question paper.
- 5.1.9 If there is any information about the confidentiality or any other sensitive issue related to the question paper determined/prepared by the Commission, the Commission shall be notified as soon as possible.

**5.2 Code of Conduct to be followed by Skilled persons / Expert modifying question papers of integrated examination to be held by Commission:**

- 5.2.1 Question papers shall be modified confidentially. While entering into the question paper modification room, prohibited items or materials including electronic materials, equipment shall not be allowed.
- 5.2.2 The level or subject of the question paper provided to be modified shall not be disclosed directly or indirectly to anyone.
- 5.2.3 The note or draft prepared while modifying the question paper and related documents shall be destroyed.

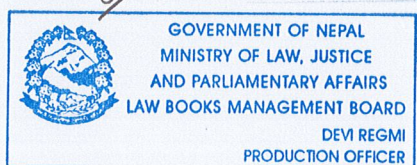
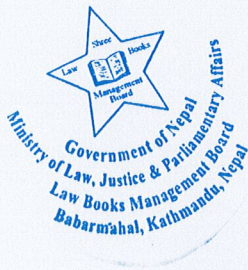




- 5.2.4 Copies of the modified question paper shall not be kept with oneself or given to anyone else.
- 5.2.5 The modifier shall be involved in the modification of the question paper only after making self-declaration that the person related to him/her is not a candidate.
- 5.2.6 The expert modifying the question paper shall not be involved in conducting, coordinating and teaching the preparation class of the examination.
- 5.2.7 One shall not be involved in the modification of the question paper if his/her (personal and institutional) interests are in conflict.
- 5.2.8 The instructions given by the Commission shall be followed while modifying the question paper.
- 5.2.9 If there is any information about the confidentiality or any other sensitive issue related to the question paper determined by the Commission, the Commission shall be notified as soon as possible.

**5.3 Code of Conduct to be followed by Skilled persons / Expert printing question papers and answer sheets and examining answer sheets:**

- 5.3.1 The works related to printing question papers and answer sheets and examination of answer sheets must be done in highly confidential manner.

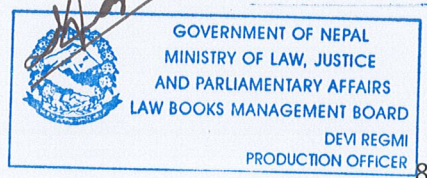




- 5.3.2 The level or subject of the question paper which has been given for printing and answer sheet which has been given for examination shall not be directly or indirectly disclosed to anyone.
- 5.3.3 Every possible measures shall be taken to make the answer sheets as error free as possible while printing and examination.
- 5.3.4 The answer sheet examiner shall recheck the marks obtained by the examinee and shall not disclose it anywhere.
- 5.3.5 If it comes into knowledge of the examiner during examination of answer sheets that a candidate happens to be in relationship with him or her, the answer sheets shall not be examined.
- 5.3.6 Office-bearers / experts to be involved in examining answer sheets shall not have been involved in conducting, coordinating and teaching the preparation class of the examination.
- 5.3.7 The directives prescribed for the examination of answer sheets prepared by the Commission shall be followed.

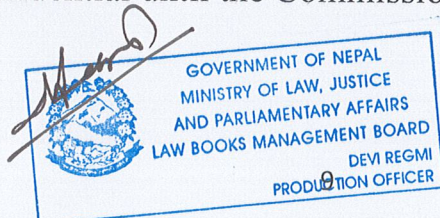
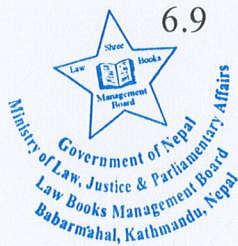
**6. Code of Conduct to be followed by Skilled persons/ Experts / Employees to be involved in monitoring:**

- 6.1 The bases prescribed for monitoring shall be studied and followed with sincerity.





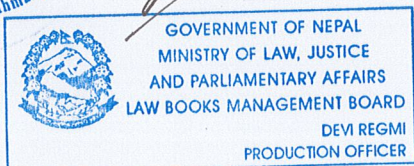
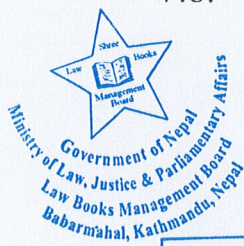
- 6.2. Responsibility given for monitoring shall not be disclosed directly or indirectly to anyone and one's confidentiality shall be maintained.
- 6.3 While carrying out the work prescribed by the Commission, it shall be carried out without being deviated from the responsibility and without being influenced by anyone's pressure, influence and request.
- 6.4 One shall not be involved in monitoring if his/her personal and institutional interests are in conflict.
- 6.5 Self-declaration form and directives of the Commission shall be followed.
- 6.6 Resources and hospitality of the monitoring body shall not be accepted. Nothing related to monitoring shall be made public having used media or social network.
- 6.7 No person other than the members of the monitoring team shall be informed about the matters of meeting regarding the work responsibilities including monitoring.
- 6.8. Monitoring works have to be completed by the expert group involved in monitoring under the coordination of the coordinator of the monitoring team. Except for the situation outside of one's control, the monitoring team shall have to arrive and leave together.
- 6.9 The report shall be submitted within the time limit set by the Commission and the contents of the report shall be kept confidential until the Commission makes the report public.





## 7. Code of Conduct to be followed by Employees of Commission:

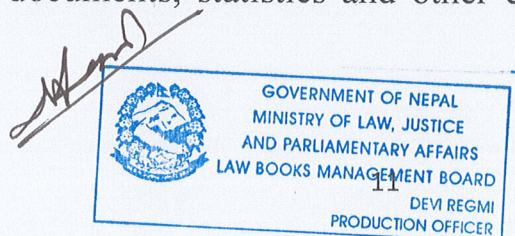
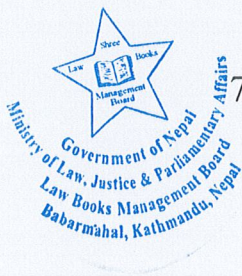
- 7.1. Employees shall maintain dignity of the office including adherence to the office hours.
- 7.2. Employees shall be present in the prescribed attire along with the identity card.
- 7.3. Employees and service recipients shall be treated equally with respect and without any discrimination on the ground of caste, creed, religion, language, gender, age, physical condition, political or social status, geographical origin and so on.
- 7.4. While performing one's responsibility of the office, one shall act impartially without being influenced by anyone's pressure, influence and request.
- 7.5. Resources and facilities of the office shall be used prudently and only the work related to the office shall be done during the office hours.
- 7.6. Employees shall not provide confidential information related to the work of the office to anyone by any means in an unauthorized manner.
- 7.7. If one has any personal interest in any matter related to the work of the office, he/she shall immediately inform about it to his/her superior in the office.
- 7.8. The official email shall be used for the work related to the office and the received email shall be responded immediately.





- 7.9 Employees shall take permission from the supervisor or head of the office while staying on leave or remaining absent in office work due to emergency reason.
- 7.10 Behavior towards service recipients shall be polite, courteous and dignified. Service delivery shall be swift, accurate and prompt. Task and problems that cannot be solved by one shall be submitted to the nearest colleague or supervisor.
- 7.11. If any negative remarks and information about the Commission, its Office-bearers and employees are received from anyone, it shall be reported to the higher Office-bearers.
- 7.12 Employees shall not conduct financial transactions, accept donations, loans, material benefits, gifts or presents from the service recipient other than what is prescribed by law in respect of the work of the Commission.
- 7.13 Employees shall remain neutral without taking membership of any political party or organization affiliated with such party.
- 7.14 In meeting one shall present his/her issues clearly and listen to the views of others carefully; discussion and interaction shall be taken as an opportunity to learn.
- 7.15 If one does not get opportunity to participate in meeting and to present his / her views, he / she may present his / her opinion with the head of the office but no unnecessary remark on that matter shall be allowed.

- 7.16 When an employee is transferred elsewhere or retires, the documents, statistics and other electronic records in his /her





possession along with the materials of institutional memory shall be handed over to the designated person.

7.17. The instructions given by the superiors' shall be followed.

**8. Code of Conduct to be followed by all persons concerned with work of the Commission:**

- 8.1 Information regarding work and proceedings of the Commission shall be made public only through the Information Officer.
- 8.2 Personal details submitted to the Commission shall be kept confidential except as requested by any authorized body in accordance with the law.
- 8.3. Public trust shall be enhanced while maintaining the dignity, significance, institutional and functional independence, impartiality and transparency of the Commission.
- 8.4 There shall be confidentiality in the internal affairs related to the work of the Commission.
- 8.5 In order to enhance the institutional reputation of the Commission, one shall always be vigilant and oriented towards the interests of service recipients.

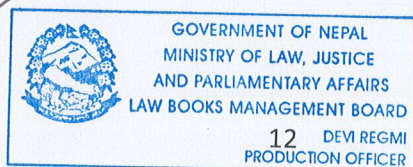
**9. Monitoring of Code of Conduct:**

**9.1 The following Office-bearers shall monitor the compliance of this Code of Conduct.**

9.1.1 In case of the Vice-Chairman of the Commission – by the Commission;



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9.1.2 In case of the Office-bearers of the Commission – by the Vice-Chairman of the Commission;

9.1.3 In case of the experts and skilled persons assigned for the work of the Commission – by the director;

9.1.4 In case of employees of the Commission – by the member secretary.

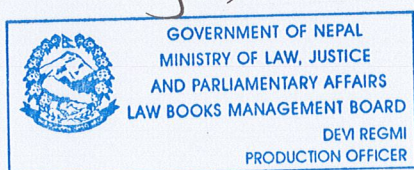
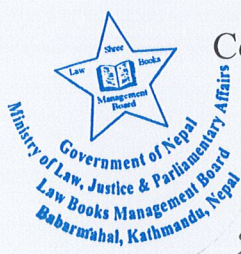
## 10. Miscellaneous

10.1 In case of any difficulty in compliance with this Code of Conduct, the employees shall consult with the Member Secretary, and the Office-bearers of the Commission shall consult with the Executive Committee and do as instructed.

10.2 It shall be the duty of all concerned to abide by this Code of Conduct. The concerned employee, expert or Office-bearer who does not abide by this Code of Conduct may be recommended for departmental action based on the degree and sensitivity of the violation.

10.3 Office-bearer/expert/skilled person/ employee who is required to abide by this Code of Conduct shall be given an opportunity to be heard before taking action.

10.4 This Code of Conduct may be modified by the Executive Committee as required.



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*July 08, 2022*