

AYUSH DOCTORS & PARA MEDICAL ASSOCIATION (ADPMA)

(A Society Registered under the Society Registration Act, 1860)

HEAD OFFICE: Aman Nagar, Behind Green Land School, Ludhiana-141008, Punjab (INDIA)

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INSTITUTIONAL CODE OF CONDUCT & DECLARATION FORM संस्थागत आचार संहिता एवं घोषणा पत्र

NOTE: Please fill out this application form in CAPITAL LETTERS only

For Institutional Members of ADPMA | ADPMA के संस्थागत सदस्यों हेतु

NOTE: Please fill out this form in **CAPITAL LETTERS** only.

Institutional Membership No.: _____

Date of Membership: ____ / ____ / ____

Date of Declaration: ____ / ____ / ____

Institution / Organization Name: _____

1. PURPOSE OF THE INSTITUTIONAL CODE OF CONDUCT

संस्थागत आचार संहिता का उद्देश्य

The Institutional Code of Conduct establishes the standards of integrity, professional responsibility, ethical conduct, lawful representation and responsible association expected from institutions holding membership with the **AYUSH Doctors & Para Medical Association (ADPMA)**.

The institution agrees to maintain appropriate standards in its professional, educational, healthcare, administrative and public-facing activities, as applicable to its nature and scope of work.

2. INSTITUTIONAL INTEGRITY

संस्थागत सत्यनिष्ठा एवं जिम्मेदारी

The institution undertakes that:

- ☐ All information provided to ADPMA shall be true, accurate and complete.
- ☐ The institution shall not knowingly submit false, forged, fabricated or misleading documents.
- ☐ The institution shall maintain transparency regarding its identity, ownership/management structure and applicable registration status.
- ☐ The institution shall not falsely claim any qualification, licence, registration, accreditation, affiliation or authorization.
- ☐ The institution shall conduct its activities with integrity, professionalism and accountability.
- ☐ The institution shall protect the dignity and reputation of the healthcare and professional community.

3. LEGAL / STATUTORY COMPLIANCE

वैधानिक एवं नियामकीय अनुपालन

The institution acknowledges and undertakes that:

- ☐ It shall maintain all registrations, licences, permissions, approvals and authorizations applicable to its activities.
- ☐ It shall comply with applicable Central, State and local laws, rules and regulations.
- ☐ It shall comply with requirements of the competent statutory / regulatory authorities applicable to its activities.
- ☐ It shall not undertake any regulated activity without the required authorization.
- ☐ It shall maintain the validity of applicable licences and registrations.
- ☐ It shall promptly inform ADPMA of any material change, suspension, cancellation or expiry of a registration/licence relevant to its membership.

Important: ADPMA Institutional Membership does not replace or substitute any statutory registration, licence, permission, approval, recognition or authorization required by law.

4. PROFESSIONAL & SERVICE STANDARDS

व्यावसायिक एवं सेवा मानक

Where applicable to the institution's activities, the institution undertakes that:

- ☐ Professional services shall be provided only by appropriately qualified / authorized persons as required by applicable law.
- ☐ The institution shall maintain appropriate professional standards in its activities.
- ☐ The institution shall not knowingly permit unauthorized persons to undertake regulated professional activities.
- ☐ The institution shall maintain appropriate records and documentation as required by applicable law.
- ☐ The institution shall respect the dignity, privacy and confidentiality of patients, clients, students and other persons associated with the institution.
- ☐ The institution shall maintain appropriate grievance and complaint-handling mechanisms where applicable.

5. PROFESSIONAL QUALIFICATION & STAFF REPRESENTATION

कर्मचारियों / प्रोफेशनल्स की योग्यता

The institution undertakes that:

- ☐ It shall represent the qualifications and designations of its doctors, professionals, technicians, trainers and staff accurately.
- ☐ It shall not knowingly allow a person to represent himself/herself as holding a qualification or registration that he/she does not possess.
- ☐ Where professional registration is legally required, the institution shall take reasonable steps to ensure that relevant personnel maintain applicable registration/authorization.
- ☐ The institution shall not use ADPMA membership to validate or replace any individual's statutory professional registration.

6. ADVERTISING & PUBLIC REPRESENTATION

विज्ञापन एवं सार्वजनिक प्रस्तुति

The institution shall exercise appropriate care in all:

- Advertisements
- Websites
- Social Media
- Brochures
- Prospectuses
- Signboards
- Visiting Cards
- Certificates
- Promotional Material
- Digital Communications

The institution undertakes that:

- ☐ It shall not make false, misleading, exaggerated or unsubstantiated claims.
- ☐ It shall not claim that ADPMA membership constitutes government approval.
- ☐ It shall not represent ADPMA membership as accreditation, affiliation, licensing or statutory recognition.
- ☐ It shall not use phrases such as **“Government Approved”, “Government Recognized”, “Government Certified”** or similar claims solely on the basis of ADPMA membership.
- ☐ It shall not make guaranteed claims regarding treatment outcomes, cures, employment, licensing or professional authorization.
- ☐ It shall ensure that public representations about the institution are accurate and appropriately supported.

7. USE OF ADPMA NAME & LOGO

ADPMA के नाम एवं लोगो का उपयोग

The institution undertakes that:

- ☐ ADPMA's name and logo shall be used only for legitimate and authorized association-related purposes.
- ☐ The institution shall not modify or misuse the ADPMA logo.
- ☐ The institution shall not create any document, certificate, advertisement or communication that may appear to be issued by ADPMA without authorization.
- ☐ The institution shall not represent itself as an **ADPMA-authorized, government-approved or statutory institution** merely because it holds Institutional Membership.

- ☐ The institution shall not use ADPMA membership documents to mislead students, patients, clients, professionals or the general public.
 - ☐ The institution shall discontinue any unauthorized use of ADPMA name/logo/material upon direction of the Association.
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8. INSTITUTIONAL CERTIFICATES & DOCUMENTS

प्रमाण-पत्र एवं दस्तावेजों का उपयोग

The institution agrees that:

- ☐ ADPMA membership certificates shall not be altered or reproduced in a misleading manner.
 - ☐ The institution shall not issue documents purporting to be ADPMA-issued documents without written authorization.
 - ☐ The institution shall not use its ADPMA membership certificate as evidence of statutory recognition, accreditation or licensing.
 - ☐ The institution shall not transfer or lend its Institutional Membership number to another institution.
 - ☐ Any change in the institution's legal identity, ownership, management or principal place of operation shall be reported to ADPMA where relevant to membership records.
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9. PATIENT / CLIENT / STUDENT RESPONSIBILITY

रोगी / ग्राहक / विद्यार्थी के प्रति जिम्मेदारी

Where applicable, the institution undertakes that it shall:

- ☐ Treat patients, clients and students with dignity and respect.
 - ☐ Maintain appropriate professional boundaries.
 - ☐ Protect confidential information in accordance with applicable law.
 - ☐ Avoid misleading representations regarding qualifications, services, courses, outcomes or professional status.
 - ☐ Provide appropriate information regarding the nature and limitations of services offered.
 - ☐ Maintain appropriate safety and professional practices applicable to its activities.
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10. EDUCATIONAL / TRAINING INSTITUTIONS

शैक्षणिक / प्रशिक्षण संस्थानों हेतु

Where the Institutional Member conducts education or training activities, it undertakes that:

- ☐ Course names and qualifications shall be represented accurately.
- ☐ Eligibility, duration, curriculum, examination and certification information shall not be misleading.
- ☐ ADPMA membership shall not be represented as government recognition or statutory educational approval.
- ☐ The institution shall clearly distinguish association membership from academic recognition, accreditation, affiliation or statutory approval.
- ☐ No employment or government-job guarantee shall be made solely on the basis of ADPMA membership.
- ☐ Promotional materials shall accurately describe the status and nature of the institution's programmes.

11. CONFLICT OF INTEREST

हितों का टकराव

The institution undertakes that:

- ☐ It shall disclose material conflicts of interest where appropriate.
- ☐ It shall not use ADPMA membership for unauthorized commercial or personal benefit.
- ☐ It shall not represent a private commercial activity as an official ADPMA activity without authorization.
- ☐ It shall not make commitments or representations on behalf of ADPMA without appropriate authority.

12. SOCIAL MEDIA & DIGITAL CONDUCT

सोशल मीडिया एवं डिजिटल आचरण

The institution undertakes that it shall not:

- ☐ Publish false or misleading information in the name of ADPMA.
- ☐ Present its own views as official ADPMA statements without authorization.
- ☐ Use ADPMA's logo or identity in unauthorized advertisements.
- ☐ Publish altered, fabricated or misleading ADPMA certificates or documents.

☐ Use digital platforms to make false claims about government recognition, statutory authorization or professional licensing based solely on ADPMA membership.

13. CONFIDENTIALITY & INFORMATION SECURITY

गोपनीयता एवं सूचना सुरक्षा

The institution undertakes to:

- ☐ Protect confidential information obtained through its association with ADPMA.
- ☐ Not misuse confidential information relating to ADPMA, its members, institutions or activities.
- ☐ Restrict access to membership documents and credentials to authorized personnel.
- ☐ Notify ADPMA where reasonably necessary if its membership credentials or official documents are lost, misused or compromised.

14. REPORTING MATERIAL CHANGES

महत्वपूर्ण परिवर्तनों की सूचना

The institution shall inform ADPMA, where relevant, of material changes concerning:

- ☐ Institutional Name
- ☐ Registered / Office Address
- ☐ Authorized Representative
- ☐ Legal Status
- ☐ Registration / Incorporation
- ☐ Applicable Licence / Authorization
- ☐ Principal / Head / Director
- ☐ Contact Details
- ☐ Other material information affecting institutional membership

Date of Change, if applicable: ____ / ____ / ____

Details:

15. COMPLAINTS & PROFESSIONAL CONDUCT

शिकायत एवं संस्थागत आचरण

The institution acknowledges that complaints concerning an Institutional Member may be considered by ADPMA in accordance with its applicable Constitution, Bye-Laws, Membership Rules and procedures.

The institution undertakes to:

- ☐ Cooperate with legitimate membership-related inquiries.
- ☐ Provide relevant information when reasonably requested.
- ☐ Respond to formal communications from ADPMA within the prescribed time, where applicable.
- ☐ Avoid obstruction, intimidation or interference with legitimate Association procedures.

Any action taken by ADPMA shall remain within the Association's applicable authority and membership framework and shall not replace the jurisdiction of any statutory, regulatory, judicial or governmental authority.

16. INSTITUTIONAL COMMITMENT

The institution confirms that it shall promote:

- ☐ Integrity
 - ☐ Professionalism
 - ☐ Ethical Conduct
 - ☐ Legal Compliance
 - ☐ Responsible Public Representation
 - ☐ Respect for Patients / Clients / Students
 - ☐ Respect for Professional Colleagues
 - ☐ Responsible Use of ADPMA Membership
 - ☐ Transparency in Institutional Information
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17. INSTITUTIONAL DECLARATION

संस्थागत घोषणा

We, the undersigned authorized representatives of the institution, hereby confirm that we have read and understood the **Institutional Code of Conduct & Declaration of the AYUSH Doctors & Para Medical Association (ADPMA)**.

We undertake that the institution shall comply with the applicable rules, regulations, membership terms and Code of Conduct of ADPMA.

We acknowledge that **ADPMA Institutional Membership is an association membership only** and does not by itself constitute or confer:

- Government recognition;
- Statutory registration;
- Accreditation;
- Educational affiliation;
- Professional licensing;
- Healthcare authorization;
- Qualification recognition; or
- Any independent legal authority to conduct a regulated activity.

The institution shall independently obtain and maintain all licences, registrations, permissions, approvals and authorizations required by the competent authorities for its activities.

We further undertake that the institution shall not use ADPMA membership, certificate, logo, name or membership number to create a false or misleading impression of government approval, statutory authorization, accreditation or licensing.

We understand that violation of applicable membership terms, rules or this Code of Conduct may result in appropriate action concerning Institutional Membership, subject to the applicable procedures and governing documents of ADPMA.

18. INSTITUTIONAL UNDERTAKING

We hereby confirm that:

- ☐ All information provided to ADPMA is true and accurate.
- ☐ Documents submitted to ADPMA are genuine and valid.
- ☐ The signatory below is duly authorized to make this declaration.

- ☐ The institution will comply with applicable ADPMA rules and Code of Conduct.
- ☐ The institution will comply with applicable laws and regulatory requirements.
- ☐ The institution will not misuse ADPMA's name, logo, certificate or membership number.
- ☐ The institution will not make false claims of government recognition or statutory authorization.
- ☐ The institution will notify ADPMA of material changes relevant to its membership.
- ☐ The institution accepts the applicable membership review and disciplinary procedures of ADPMA.

19. AUTHORIZED REPRESENTATIVE DETAILS

Name: _____

Designation: _____

Institution / Organization: _____

Mobile No.: _____

Email ID: _____

Membership No.: _____

Signature of the Applicant

20. SIGNATURE & OFFICIAL SEAL

Authorized Representative

Signature: _____

Name: _____

Designation: _____

Date: ____ / ____ / ____

Place: _____

OFFICIAL SEAL / STAMP

21. FOR ADPMA OFFICE USE ONLY

केवल ADPMA कार्यालय उपयोग हेतु

Code of Conduct Received On: ____ / ____ / ____

Institutional Membership Verified:

☐ Yes ☐ No

Documents Verified:

☐ Yes ☐ No ☐ Pending

Authorized Representative Verified:

☐ Yes ☐ No

Declaration Accepted:

☐ Yes ☐ No

Institutional Record Updated:

☐ Yes ☐ No

Verified By: _____

Designation: _____

Signature: _____

Date: ____ / ____ / ____

22. ACKNOWLEDGEMENT BY ADPMA

Received & Recorded By:

Name: _____

Designation: _____

Signature: _____

Date: ____ / ____ / ____

OFFICIAL SEAL

IMPORTANT LEGAL & PROFESSIONAL NOTICE

This Institutional Code of Conduct is an internal membership and professional conduct framework of ADPMA. It does not create, replace or override any statutory law, government regulation, professional council requirement, licence condition, registration requirement, court order or direction of a competent authority.

The Institutional Member remains solely responsible for ensuring that its activities, personnel, services, courses, facilities, registrations, licences and authorizations comply with all applicable legal and regulatory requirements.

ADPMA Institutional Membership shall not be represented as government recognition, statutory registration, accreditation, affiliation, professional licensing, educational recognition or authorization to conduct any regulated activity.

ADPMA reserves the right to amend its Code of Conduct, Membership Rules and related procedures from time to time in accordance with its governing documents and applicable law.

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