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CODE OF CONDUCT

Introduction

This code of conduct is prepared for the students and staff of this institution to maintain the integrity and discipline. This document is consisting of rules, duties and responsibilities for students and staff of this institution. It is expected that all students and staff should strictly follow the code of conduct mentioned in this document.

Code of conduct for students

All students must abide to the following rules and regulation.

- 1) Timing- Classes/clinical posting starts from 8:00 am to 5:00 pm from Monday to Friday, Lunch break will be from 12:00 noon to 1:00 pm. On Saturday college timing is from 8:00 am to 1:00 pm.
- 2) Dress code- All students are expected to be suitably dressed at all time suitable to the institution. On every Monday and Thursday students should wear institutional uniform and whenever and wherever instructed by the competent authority, i.e. light blue shirt and dark blue formal pant for boys and white salwar suit with light blue dupatta for girls.
- 3) Ragging- Students should be strictly adhere to the anti-ragging policy laid down by government and university.
- 4) It is mandatory that all students should behave with all institutional staff and patient with respect and dignity.
- 5) No smoking- all campus is a no smoking zone.

- 6) Care of infrastructure- In laboratory, instruction of the faculty in charge should be followed strictly to avoid any damage to the laboratory instruments and computers.
- 7) Every student should carry his/her identity card inside the campus, issued by institution.
- 8) Use of mobile phones during lecture is strictly prohibited.

Punishment for violation of rules and regulation-

- 1) Debarring from appearing university examination.
- 2) Detention from hostel & Institution.
- 3) Withholding result
- 4) Fine (as per decided by the competent authority)

Code of conduct for teaching staff

Following rules, regulation and mentioned in the appointment order should be strictly followed by the all teaching staff. These rules and regulation will be strictly observed by respective head of the department and head of the institution.

- 1) All teaching staff should be strictly adhere to the academic and administrative decision taken by head of the institution.
- 2) Dress code- All teaching staff are expected to be suitably dressed at all time suitable to the institution. On every Monday and Thursday staff should wear institutional uniform and whenever and wherever instructed by the competent authority, i.e. light blue shirt and dark blue formal pant for male and white salwar suit with light blue dupatta or light blue sari for female staff.

- 3) No teaching staff should discriminate to any student on ground of sex, religion and caste.
- 4) Teacher should not remain absent with proper leave sanction, except in emergency.
- 5) Teachers should refrain from any anti-social and anti-institutional activities.
- 6) Teacher shall perform all academic as well as administrative duties allotted to him/her.
- 7) Teacher should maintain punctuality and professional ethics while dealing with students and other staff.

Code of conduct for non-teaching staff-

- 1) Every staff members shall discharge his/her duties as per rules and regulation laid down by the institution.
- 2) Every staff members shall maintain the confidentiality with respect to student and staff records and other sensitive documents.
- 3) Every staff member should wear the uniform laid by the institution on specified days of a week.



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