

MRMCW/Policy/JAN-2018/02

MALLA REDDY MEDICAL COLLEGE FOR WOMEN

CODE OF CONDUCT POLICY –MRMCW
(MRMCW/POLICY/2018-19/CCP/08)

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1	CODE OF CONDUCT FOR STUDENTS
2	CODE OF CONDUCT FOR TEACHING STAFF
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CODE OF CONDUCT FOR STUDENTS

A. STUDENT'S RESPONSIBILITIES OF LEARNING:

➤ **The student shall:**

1. Appreciate the Institutional goals and objectives and contribute to the realization of the same by participating in relevant Institutional activities.
2. Have a clear knowledge of the programs, rules and regulations of the Institution.
3. Follow the time schedules, rules and regulations of the Institution
4. Undertake regular and intense study of learning materials.
5. Make optimum use of the learning resources and other support services available in the Institution.
6. Prepare for continuous internal assessment and term-end examinations.
7. Give feedback for system improvement.
8. Have faith and ability to pursue lifelong learning.

9. Live as worthy alumni of the Institution.

B. BEHAVIOUR IN THE CAMPUS

1. Rules for conduct by students of Malla Reddy Medical College for Women, Hyderabad pertain to the subject of maintenance of discipline and good conduct by students.
2. These rules have been framed with the aim of guiding students and their parents/guardians or visitors on what they can expect from MRM CW and what MRM CW expects from them in return, by way of ensuring a healthy and clean environment for studies as well as personality development of the students.
3. Discipline, punctuality and commitment to let's are the basic requirements to become a good medical graduate. The students should be regular and punctual for the teaching programs

C. BEHAVIOUR WITH OTHER STUDENTS

1. Malla Reddy Medical College for Women recommends student to have good behaviors and conduct with junior students and other students.
2. Shall restrict from all activities deemed under the preview of ragging which is a criminal offence.
3. There shall be no discrimination based on face, colors, caste, creed, religion, nationality or sex.
4. The students found to be involved in ragging will immediately be suspended and may also be handed over to police.
5. If the charges of ragging are proved, the student shall be discharged from the college. Fee deposited with the college will also be forfeited.
6. In the event of any ragging, student must complain immediately to the authorities. Telephone numbers of Dean, Vice-Principal, senior teachers will be put up on notice board for information of all.

7. All the students and parents have to an undertaking that they are aware that 'Ragging is an offence' and in case any student indulges in such activity, he/she will be punished as per rules

D. DRESS CODE

1. Students shall strictly follow the dress code while attending classes and while clinical postin

E. ATTENDANCE

1. The minimum required attendance for students is 75%. Students who do not have the required minimum attendance are not eligible to appear the University Examination.

Kindly note that absence/leave on Medical grounds does not have any concession. Submission of Medical Certificate does not entitle the student to seek any condonation of shortage of attendance.

2. It is compulsory for repeaters and detained students to attend closes in the failed subject/subjects and put in a minimum of 75% attendance as applicable.

3. Keeping in view the interest of parents and students, the College informs them about the attendance from time to time. However, the students can neither claim it as a right to be informed nor seek exemption for being unaware of shortage of attendance and their consequences.

F. CODE OF CONDUCT FOR FIRST YEAR STUDENTS

(SPECIAL NOTE)

1. The admission process to First year students of all institutes extends from one week to one month or more. The students may join the course during that period on different dates but before the last date. In such a situation the attendance is calculated for the date of commencement of term (as notified by the College) and not from the date of the students actually joining the course. The students whose admissions are delayed due to various reasons should note this point and attend the classes regularly to make up the deficiency, due to late admission.

G.DISCIPLINE IN CLINICS

1. The patients coming to the hospital are offering themselves for treatment, thereby giving an opportunity for young doctors to learn. Students are not doing any favor by treating these patients. Hence a sincere and humane approach is necessary.
2. The students should learn the local language for better communication and management of patients
3. The students must treat the patients under the supervision of the teaching staff and shall obtain approval at each step. Record of clinical work done has to be maintained and duly certified for submission at the time of Examination.
4. The students are advised to treat their patients with respect, sympathy and care. They further advised to complete their work in time and thus maintain the patient's appointment without any postponement.

H.CODE OF CONDUCT FOR EXAMINATION

1. Appearing for formative and summative examination is mandatory. If any candidate remains absent for any examination no marks will be given for the same.
2. Make a note of correct timings and days of the examinations and attend accordingly
3. Reach the examination hall 30minutes before the schedule time
4. Bring the admission tickets to the examination hall every day.
5. Read the instructions given in the admission tickets and act accordingly.
6. Should not wear aprons in the examination hall.
7. Shall follow all the rules and regulations of the University for appearing examination.

I. STUDENT-TO-STAFF RELATIONSHIP

1. Students must respect all the staff members at all the times. They must refrain from socializing with staff members, whether inside or outside the campus

2. Students are not permitted to visit residential quarters of staff members unless it is for unavoidable and urgent work or when the staff member concerned has invited them.
3. Staff members are not expected to visit students in their hostel room even if invited by the students.
4. All Institutional get together of staff members and students will require prior approval of the authorities.

J. BEHAVIOR INSIDE THE CAMPUS & HOSTELS

1. Shall abstain themselves from the use/possession of alcohol, tobacco, drugs or any other intoxicants in the campus and hostel.
2. Campus is smoking free
3. Shall not cluster in corridor or crowding in front of the offices or campus roads.
4. Unauthorized entry of outsiders in to the campus as well as in the hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders in the institute or hostels.
5. Shall obtain prior permission from authorities to exhibit any type of banners, flags, boards etc. inside the campus, hostels, gate, building or compound wall.
6. Shall help in maintaining the clean campus.

K. HOSTEL ACCOMMODATION

1. Accommodation in the boys/girls hostels is allotted to students not as a matter of right but as per the policies framed by and at the discretion of the Management. A student can be expelled from the hostel by giving a notice of 48 hrs. Without assigning any reason for the expulsion. Hostel fees of students expelled on grounds of indiscipline will be forfeited.
2. The policy for allotment of rooms will be decided by the Management, and may be changed to cater to unforeseen cases/circumstances. Allotment of rooms made by the authorized staff member will be strictly adhered in. Changes shall not be made on their own.

3. No talent is permitted to stay in a hostel room without having paid the hostel fee in full and obtaining an allotment order from the Warden.
4. No student is allowed to share his/her room with anyone who is not an authorized occupant of the room, as allotted by Warden.
5. Parents/relatives of bonafide boarders are not permitted to stay in the hostels without prior approval from Warden.
6. Shall follow institutional rules and directions from hotel authorities for ensuring the safety and well-being of students in the hostel.
7. Shall exhibit highest order of self-esteem and self-respect and prohibit themselves from indulging in anti-institutional, anti-national anti-social communal, immoral or political expressions within the hostel.

L.CARE OF HOSTEL ASSETS/PROPERTY

1. Room Inventory - All furniture and fixtures in the rooms allotted to students must be cared properly
2. Interchanges of Furniture/fixtures - Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another.
3. Economy in consumption of water and Electricity - All students are expected to exercise care and restraint in the use of water and electricity. Lights/fans not in use must be switched off whenever a student leaves his/her room. Amount of money saved through economy in use of electricity can be utilized for the improvement of facilities in the hostels and the campus.

M.POSSESSION AND USE OF MOBILE PHONES

1. Students shall not use mobile phones in classrooms, hospital OPD/IPD, Operation Theatre library, examination hall etc.

N.MEDICAL ATTENTION

1. Arrangements have been made for medical attention in O.P.D. The students requiring the medical help can approach the Medical officer in charge

O.CODE OF CONDUCT FOR LODGING COMPLAINT
(PROCEDURE)

1. Any student who wishes to submit any suggestion/complaint against the working of any system/facility in hostel/campus or against any employee/persons working with Institution must do so in writing to the Deus
2. The students having individual problems can approach to their respective mentor or to the Dean directly.
3. Common problems shall be represented to the Dean in writing through the respective Class Representatives (CR) only
4. Student staying in hostel will address their grievances to their respective Rector.
5. Students not staying in hostel will address their grievances to their Principal

P.CENTRAL LIBRARY TIMINGS

1. The Library will remain open from 09:00 am to 12:00 midnight on all working days including Sundays. On holidays-from 9.00 am to 5.00 pm.
2. On National holidays library shall remain closed.
3. Students/Interns are discouraged from use of library during college hours. During clinical hours they are required to produce permission note from the concerned departments to be permitted to use library.

Q.CONDUCT IN LUBRARY

1. Students and Interns desirous of utilizing the library must enter their name, time of entry, class and signature in the Attendance Register before entering into library.
2. They shall also write the time of leaving the library and put their signature in the register.
2. Books are to be handled carefully. Underlining or highlighting in the books is not permitted.
3. Silence is to be strictly maintained. No group discussions, chatting or sleeping is permitted within the library.

4. Eatables/beverages are not permitted in the library.
5. Instructions of the librarian/assistants will have to be adhered to.

CODE OF CONDUCT FOR TEACHING STAFF

A.COMMITMENT TO THE PROFESSION AND INSTITUTE

➤ **Every teaching staff shall-**

1. Be governed by code of conduct notified by the Competent Authority from time to time.
2. Observe strict moral and ethical standards in their work and personal life.
3. Render services with complete personal integrity.
4. Be proud of the dignity of his work or profession.
5. Maintain absolute integrity, a high sense of devotion to duty, good behavior and standard of conduct.
6. Staff should be honest and loyal to the Institute and institution and abide by the rules notified from time to time.
7. They should Carry out the work assigned to them by his superiors conscientiously in accordance with the specific or general instructions and shall maintain discipline at all times in the department or work places or promises of the institute or institution.
8. Always be neatly dressed while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the Institute and institution.
9. Teachers should take care of their departmental instruments, machines and not damage the institutional property.
10. Every teacher shall comply with all safety and health rules and procedures at all times and shall perform the work assigned to him/her carefully in such manner as will protect him and others from any risk.
11. No teaching staff should misuse the records or notices of the Institute or Institution.

12. No staff shall disturb the peaceful atmosphere of the Institute or Institution by demonstration, shouting, loud talking or in any manner whatsoever, or shall indulge in an act which is prejudicial to the interest of peaceful working of the Institute or Institution.
13. No staff shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the Institute or Institution.
14. No staff shall collect money in any manner on any promise without a written permission of the Competent Authority,
15. No staff shall discriminate or be discriminated on any ground including but not limited to color, race, religion, gender, sexual orientation, national origin, ethnicity, age, disability, pregnancy, veteran status or other legally protected factors.
16. No teaching staff shall, without a written permission of the Competent Authority of the Institution undertake employment while in service of the Institute or institution or carry on, directly or indirectly a business or trade or private practice, tuition or associate himself/herself directly or indirectly with any coaching classes.
17. No teaching staff shall indulge in or encourage, any form of malpractice or any other anti-social activity prejudicial to the fair name, credit and credibility of the Institute of Institution.
18. Each teaching staff shall render necessary assistance and service in respect of works related to examination, preceptor-ship, autonomous cell & any other ancillary work assigned to him from time to time over and above his routine duties.
19. Teaching staff shall not make any improper use of the residential accommodation or any other facility or concession granted to him by the Institute of Institution. Save as otherwise expressly permitted by the Institute or Institution, no employee shall sub-let, lease out or otherwise allow occupation or use by any other person of the residential accommodation allotted to him by the Institute or the Institution. He also shall not use it or allow it to be used for the purpose of business, trade or any other purpose.
20. Teaching staff, after the cancellation of his allotment of residential accommodation, vacate the same within the specified time limit.
21. Teaching staff should not indulge in activity which may embarrass the cause of the Institute or Institution.

22. Teaching staff should not bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
23. No staffs shall carry on or propagate any political activity, or canvas for contesting elections to any political party, or hold any such meeting for the purpose within the premises of the Institute or Institution without prior permission.
24. No staff shall commit an act in contravention of or in derogation of any of the provisions of these service rules and any other enabling provisions of relevant statutory rules or instructions.
25. A staff, who has been granted leave, or has been laid off, suspended, discharged, dismissed or has resigned or is not working for any reason, shall vacate the premises of the Institution forthwith unless allowed to stay back by the Competent Authority.
26. Teaching staff shall always act in the best interest of the Institute and Institution and shall ensure that any business or personal association which he may have does not involve a conflict of interest with the working of the Institute and Institution and his role therein.

B. COMMITMENT TO CO-WORKERS

1. Be impartial, sympathetic and helpful to all Learners and co-workers.
2. Strive to cultivate the freedom of thought and expression and to develop a scientific temper in himself/herself and in his learners and co-workers.
3. Organize and promote all activities which foster a feeling of universal brotherhood among pupils and co-workers.
4. Take a stand against unhealthy customs and practices in modern society and strive his best to instill into the minds of his pupils and co-workers the principles of co-operation, justice and social service.
3. Strive to inculcate by precept and example, into the mind of the pupils the care and love for the motherland and respect for all and for rule of law.
6. All times be courteous and considerate towards the authorities of institute or institution, students, parents, patients, colleagues, visitors, superiors and co-workers.
7. Staff should always be co-operative towards their colleagues

8. At any time, not indulge in maligning or falsely implicating the authorities, superiors or any other employee of the institute or institution.
9. The staff should always accept any work allotted to him/her by the head of the Institute or institution or Department or by the Appointing Authority in addition to the work allotted to the particular post held by the teacher, keeping in mind the ethos of the Institute or Institution.
10. No staff shall interfere with the work of other employees, disturb or cause annoyance to them at work.
11. Teachers should co-operate and collaborate with colleagues to support the development of college and students.
12. Teachers should act in professional manner towards the colleagues irrespective of their relative position, gender or status within institutional hierarchy.
13. Teachers should work for development of students in academic and clinical aspect and also contribute for development of institution.

C.ATTENDANCE, LEAVE & ABSENCE

1. Every teaching staff shall to report at his work place at the time prescribed by the Head of the Institution. However, a grace period of ten minutes may be allowed over and above the stipulated time. If an employee fails to report for work within such grace period, he shall be considered as late for the day. For every three late comings in a month, one day casual leave shall be deducted.

If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay. If an employee comes late by more than thirty minutes than the stipulated reporting time, then half-day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay.

2. Teaching staff should strictly follow the institutions in and out timings, if in case a teaching staff leaves his work place prior to the scheduled clock time, he/she shall be considered to have left early. For every three such early goings by less than thirty minutes each, in a month, one day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave

3. The provision relating to late coming & early going shall run consecutively.
4. After being marked present the staff can leave the college for any work only after the permission from their respective head of institution.
5. After entering the premises of the Institute or Institution to report for duty & being marked present, no teaching staff shall be permitted to go out of the premises of the Institute or Institution unless he/she has obtained the permission in writing from the authorized person & has made an entry to that effect in the movement register kept at the gate with his name, in the same register the time of exit & signature. On return, such employee shall record in the same register the time of his return in th the premises & put this signature, otherwise he/she shall not be allowed to enter the promises.
6. No teaching staff shall, without proper sanction, avail himself, for private or personal purpose, or take out any material, which is the property of or has been paid for by theInstitute or institution.

D.COMMITMENT TO THE STUDENTS & PATIENTS

1. Teaching staff are not permitted to accept gifts in cash or kind from students, visitors, parents, patients, contractors, vendors or any other parties connected with the activities of the Institute or Institution.
2. Teaching staff should respect the confidentiality of information acquired in the course of his work about the students, patients and should not disclose any such information to a third party without specific approval from the Competent Authority unless there is a legal obligation to disclose the same.
3. Place high value on and demonstrate to student's commitment for excellence in work, manners and achievement.
4. Encourage students to practice respect for other and to be thoughtful and helpful at all times
5. Encourage students to exercise discipline.
6. Help students to develop a sense of responsibility, self-reliance and independence.
7. Encourage students to show respect for all forms of duly constituted authority.

8. Demonstrate patriotism and appreciation of freedom with responsibility.
9. Encourage students to show respect and appreciation for personal and public property.
10. Help students to understand and appreciate that the development of acceptable attitudes and standards is more important than blind obedience to rules.
11. Work towards developing and promoting good human relations and qualities.
12. Do not encourage undue familiarity with students.
13. Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.
14. Respect the confidentiality of information about a student or his home and with hold it, unless its release serves a professional purpose benefits the student, or is required by law.
15. Undertake to constantly pursue the improvement of learning facilities and opportunities.
16. Make responsible efforts to protect students from conditions harmful to health and safety.
17. Do not discriminate on grounds of ability, caste, color or creed.
18. Co-operate, as far as your professional obligation will allow you, in securing the wishes of parents for their children.
19. Seek to foster the interest of parents in the progress of their children.

E.COMMITMENT TO THE COMMUNITY

1. The Teaching vocation occupies a position of public trust. Adhere to any responsible pattern of behavior accepted by the community for professional persons.
2. Perform the duties of citizenship, and participate in community activities with due consideration.
3. Respect the community in which you are employed and be loyal to the community and nation.
4. Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.

5. Co-operate with approved agencies concerned with student Welfare.

CODE OF CONDUCT FOR ADMINISTRATORS

1. Be governed by code of conduct notified by the Competent Authority from time to time
2. The college is committed to provide an environment of equal opportunity, free from discrimination, for existing and prospective staff and students in pursuit of their academic and professional goals and the realization of their potential.
3. In an equitable community all members can access opportunities that allow for their full participation in that community.
4. The members are committed to fair assessment of employees and a workplace culture that values and supports life balance in order to attract, develop and retain highest quality staff.
5. The administrative staff shall be committed to maintain an environment where students and staff are valued, respected and able to realize their full potential.
6. All forms of harassment and discrimination are unacceptable and all complaints will be dealt with fairly and promptly.
7. All administrative staff must act lawfully, act within their delegations of authority, and comply with University policies
8. The management expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the college and other relevant funding bodies. Ethical clearances must be gained where appropriate.
9. Administrative staff should not solicit, encourage or accept gifts or benefits if it could be reasonably seen as an inducement to act in a particular way, or to place a staff member under an obligation that may either directly or indirectly compromise or influence them in their official capacity.
10. In particular, Administrative staff should indicate to the prospective givers that gifts cannot be accepted from those with whom the college has or potentially has commercial dealings.
11. MRMCW strives at all times to maintain the highest standards of quality and integrity.

12. Financial matters shall be dealt with utmost honesty, accuracy and fairness.
13. Members of the college must be committed to protecting health and safety of its members by providing safe workplaces.
14. The institution shall provide information and training about health and safety, hazards and safeguards.
15. Administrative staff members must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
16. All administrative staff are expected to cooperate fully in the investigation of any misconduct.
17. Observe strict moral and ethical standards in their work and personal life
18. Render services with complete personal integrity.
19. Be proud of the dignity of his work or profession.
20. Maintain absolute integrity, a high sense of devotion to duty, good behavior and standard of conduct.
21. Staff should be honest and loyal to the Institute and institution and abide by the rules notified from time to time.
22. Administrators shall strive to maintain peaceful atmosphere of the Institute.
23. Administrators should not discriminate on any ground including but not limited to color, race, religion, gender, sexual orientation, national origin, ethnicity, age, disability. Pregnancy, veteran status or other legally protected factors.
24. Each Administrative staff shall render necessary assistance and service in respect of works related to examination, preceptor-ship, autonomous cell & any other ancillary work for which they are responsible from time to time over and above their routine duties.
25. Administrative staff shall not make any improper use of the residential accommodation or any other facility or concession granted to him by the Institute or Institution. Save a otherwise expressly permitted by the Institute or Institution, no employee shall sub-let, lease out or

otherwise allow occupation or use by any other person of the residential accommodation allotted to him by the Institute or the Institution. He also shall not use it or allow it to be used for the purpose of business, trade or any other purpose.

26. No staff shall commit an act in contravention of or in derogation of any of the provisions of these service rules and any other enabling provisions of relevant statutory rules or instructions.

27. Be impartial, sympathetic and helpful to all employees and co-workers.

28. Strive to cultivate the freedom of thought and expression and to develop a scientific temper in himself/herself and in his employees and co-workers.

29. Organize and promote all activities which foster a feeling of universal brotherhood among employees and co-workers.

30. Take a stand against unhealthy customs and practices in modern society and strive his best to instill into the minds of his employees and co-workers the principles of co-operation, justice and social service.

31. Strive to inculcate by precept and example, into the mind of the employees the care and love for the motherland and respect for all and for rule of law.

32. All times be courteous and considerate towards the institute, students, parents, patients, colleagues, visitors, seniors and co-workers

33. Administrators should work for development of students/employees in academic and administrative aspect and also contribute for development of Institution.

34. Administrative staff should respect the confidentiality of information acquired in the course of his work about the employees, students, patients and should not disclose any such information to a third party without specific approval from the Competent Authority/Court of the law unless there is a legal obligation to disclose the same.

35. Place high value and demonstrate to employee's commitment for excellence in work, manners and achievement.

36. Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.

CODE OF CONDUCT FOR NON-TEACHING STAFF

A. General Rules

➤ **Every employee shall -**

1. Be governed by code of conduct notified by the Competent Authority from time to time
2. Observe strict moral and ethical standards in their work and personal life.
3. Render services with complete personal integrity.
4. Organize and promote all activities which foster a feeling of universal brotherhood among pupils und co-workers
5. Should at all times be polite towards higher authorities, patients, visitors, parents and students.
6. Have good conduct and devotion towards the work allotted to them by the institute.
7. Be honest and loyal to the Institute and institution and abide by the rules notified from time to time.
8. Always respect the institutional authorities and carry out the work allotted to them with responsibility and devotion,
9. Co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others.
10. At any time, not indulge in maligning or falsely implicating the authorities, superiors or any other employer of the institute
11. Accept any work allotted to him by the head of the Institute or institution or Department or by the Appointing Authority in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos of the Institute
12. Always be neatly dressed while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the Institute
13. Employees who are required to follow the dress code or have been provided with uniform shall wear it while on duty. Any employee, who shall violate the dress code on any day, shall be liable for being marked absent on the day of such violation as also for the disciplinary action.

14. Every employee shall wear the identity card issued to him by the Institute while on duty.
15. The uniform and identity card provided by the Institute shall not be worn during off-duty hours.
16. Employees shall take proper care of machines, tools, materials, equipment, furniture, movable and immovable property and all other sundry property of the Institute and shall not misuse or carelessly use the material and facilities provided by the Institute.
17. Every employee shall ensure that work environment is safe by identifying and controlling hazards or unsafe situation, helping and encouraging others to work safely, and placing safety first.
18. Every employee shall to report at his work place at the time prescribed by the Head of the Institution. However, a grace period of ten minutes may be allowed over and above the stipulated time. If an employee fails to report for work within such grace period, he shall be considered as late for the day. For every three late comings in a month, one day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay. If an employee comes late by more than thirty minutes than the stipulated reporting time, then half-day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay.
19. In case an employee leaves his work place prior to the scheduled clock time, he shall be considered to have left early. For every three such early goings by less than thirty minutes each, in a month, one day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay. If an employee leaves the workplace early by more than thirty minutes than the scheduled clock time, then half-day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay.
20. The provision relating to late coming and early going shall run consecutively.

21. No employee, after being marked present, shall abstain himself from the Institute or duty which he/she is required to attend except with the prior permission of the Head of the concerned Institution.
22. After entering the premises of the Institute or Institution to report for duty and being marked present, no employee shall be permitted to go out of the premises of the Institute unless he has obtained permission in writing from the authorized person.
23. No employee shall, without proper sanction, avail himself, for private or personal purpose, or take out any material, which is the property of or has been paid for by the Institute.
24. The employee should not misuse the office data/records available.
25. No employee shall disturb the peaceful atmosphere of the Institute by demonstration, shouting, loud talking or in any manner whatsoever, or shall indulge in an act which is prejudicial to the interest of peaceful working of the Institute.
26. No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the Institute.
27. No employee shall collect money in any manner on any premise without a written permission of the Competent Authority.
28. No employee shall interfere with the work of other employees, disturb or cause annoyance to them at work.
29. No employee shall disfigure or damage in any manner the property of the Institute.
30. No Employee shall discriminate or be discriminated on any ground including but not limited to color, race, religion, gender, sexual orientation, national origin, ethnicity, age, disability, pregnancy, veteran status or other legally protected factors.
31. No employee shall bring or consume alcohol or intoxicant drugs in the premises or report to work in an unfit condition resulting from previous indulgence in or under the influence of intoxicants or drugs.
32. No employee, while in the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the Institute or persons thereat.

33. No employee shall indulge in or encourage, any form of malpractice or any other anti-social activity prejudicial to the fair name, credit and credibility of the Institute
34. Every employee shall at all times conduct himself in accordance with the specific or implied order of the head of the Institute or any other person authorized in this behalf regarding behavior and conduct which may be issued and enforced from time to time.
35. No employee shall indulge in activity which may embarrass the cause of the Institute.
36. No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
37. No employee shall carry on or propagate any political activity, or canvas for contesting elections to any political party, or hold any such meeting for the purpose within the premises of the Institute without prior permission.
38. No employee shall be a member of any group or organization that is banned or outlawed by the government.
39. No employee shall commit an act in contravention of or in derogation of any of the provisions of these service rules and any other enabling provisions of relevant statutory rules or instructions.
40. An employee, who has been granted leave, or has been laid off, suspended, discharged, dismissed or has resigned or is not working for any reason, shall vacate the premises of the institution forthwith unless allowed to stay back by the Competent Authority.
41. An employee shall make full disclosure to the competent authority of any interest which he or any member of his family may have with the Institute. Any deliberate non- disclosure on the part of an employee shall render him liable for disciplinary action.
42. Every employee is liable to be searched while entering into, remaining in or leaving out of, the premises of his work. Search may be conducted every day or on any day or days as the Competent Authority may direct by an order passed in writing in this behalf. The search of an employee shall be carried out by another person of the same gender.
43. Non disclosure of any conflict of interest by the employee to the Competent Authority would amount to disciplinary breach on his part.

B. DUTIES AND RESPONSIBILITIES OF NON-TEACHING STAFF:

1. They should strictly follow the bio-metrics.
2. Maintaining the service book of all the staff of the institute.
3. Maintaining the college level/department level all the document files.
4. To maintain the teaching & nonteaching personal file and maintain their records up-to-date.
5. To prepare and maintain student role calls, filling their exam forms, preparing their exam ID-cards and distributing it to them.
6. To fill and maintain the records of various scholarships for the students, timely submitting it to the concern higher offices.
7. Typing all the letters pertaining to the section & at the time of emergency typing work assigned by the Authority in charge.
8. To maintain Inward-Outward register.
9. To distribute different letters to the concerned staff.
10. To maintain leave record.
11. Typing all the required documents and maintain their records in appropriate files.
12. They should inform the head of departments while going.
13. To do the dictation typing given by the Dean, typing various letters to be submitted to various departments, getting it signed and filing it in appropriate files
14. To carry out the admission responsibilities assigned to them during the admissions of the students. Making the admission letters. Receiving the original documents from the students and maintaining the admissions and eligibility files of the students.
15. To maintain the cleanliness of class, staff rooms and demo rooms.
16. To do all the works assigned by Head of Department and other staff members.

17. They should not leave the office until and unless higher authority permits.
18. They should be attentive in attending the call of the office or of the dean.
19. To display different time table, notice related to examination, Hall ticket, eligibility and others circulars given on the notice boards.
20. To submit the forms, necessary documents to the university offices.
21. They should do the examination duties allotted to them like helping the staff in preparing the exam halls, arranging the answer sheets, putting the stamps on it, helping in packing of the exam answer sheets and question paper, handing it to the concerned staff with signature of the staff.
22. To ensure cleanliness of all the academic & administrative building.
23. To ensure regular and neat cleaning of toilets, urinals and bathrooms provided in all administrative academic buildings of the college.
24. To ensure that the classroom boards are kept clean and class is kept ready at least 10 minutes prior to the lecture.
25. They should make necessary arrangements of duster, chalks for the lectures of the teaching staff.
26. To keep the library of the college clean with all the computers of digital library.
27. Take daily round of all buildings & ensure that all the premises are maintained neat, clean & hygienic.
28. To make a daily report to the principal on all aspects of maintenance, cleanliness and hygiene of the campus.
29. They should sweep the corridors regularly and maintain the cleanliness.
30. To carry out any other duties assigned by the principal & other staff from time to time.
31. They should ensure that the lights, fans are switched off wherever it is not needed. They should put off the lights, fans, close the windows of the class rooms, offices and lock it.

32. They should submit the keys at the appropriate authority office and leave the premises with due permission from higher authority.

33. An employee shall make full disclosure to the competent authority of any interest which he or any member of his family may have with the Institute or Institutions. Any deliberate non disclosure on the part of an employee shall render him liable for disciplinary action.

34. Every employee is liable to be searched while entering into, remaining in or leaving out of, the premises of his work. Search may be conducted every day or on any day or days as the Competent Authority may direct by an order passed in writing in this behalf. The search of an employee shall be carried out by another person of the same gender.

35. Non-disclosure of any conflict of interest by the employee to the Competent Authority would amount to disciplinary breach on his part.

36. They should ensure that the lights, fans are switched off wherever it is not needed. They should off the lights, fans, close the windows of the class rooms, offices and lock it.

37. They should submit the keys at the appropriate authority office and leave the premises with due permission from higher authority.

