



**KLR's Lenora Institute of Dental Sciences**  
**Rajanagaram**

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**CODE OF CONDUCT-  
POSTGRADUATE STUDENTS**

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## **INTRODUCTION**

This handbook indicates the standard procedures and practices of Lenora Institute of Dental Sciences for all students and faculty associated with the institute. All the students and faculty must know that, it is obligatory upon them to abide by this Code of Ethics and Conduct, and the rights, responsibilities including the restrictions flowing from it.

## **VISION & MISSION OF THE INSTITUTION**

The Institution works with a clear vision & Mission.

### **VISION**

To be known for innovative leadership in academic excellence with commitment to cultural diversity, discovery and transfer of scientific knowledge to the mankind with highest professional and ethical standards in dental health care.

### **MISSION**

To provide world class dental education and research for quality health care to the humanity with global standards.

To provide highly centered academic excellence through innovative research and novel teaching with service extension to community orientation in a student – friendly learning environment.

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To provide advanced patient care and service to the rural populations to improve quality of life through state-of-the-art facilities with committed and motivated dental professionals.

## **OBJECTIVES**

The curriculum for MDS course is designed to produce a postgraduate who is socially acceptable and who is able to diagnose, prevent and treat dental and oral diseases both in rural and urban areas. They shall also help in teaching the students of BDS course and motivate them to develop expertise in diagnosing, treating dental diseases and educate the patients about prevention of dental diseases and serve the people with sincerity and dedication.

The emphasis should be made on detailed aspects including fundamentals of different specialties of dental subjects taught and common problems of health and disease including greater details and areas of specification.

The education process should be an evolving one and not merely a process of acquisition of a large number of disjointed facts without a proper perspective.

There should be more emphasis on didactic lectures and major part of the learning time should be devoted to demonstrations, group discussions, seminars, clinical work and conferences stressing more on prevention of oral diseases instead of traditional teaching on curative

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aspects to enable them to develop expression, character and personality and other qualities essential for a dental postgraduate to serve the community and nation effectively.

Proper check-lists and logbooks along with other clinical records should be maintained, which will form the basis for the proper assessment of academics during their MDS course and also, the eligibility criteria to write university examination.

**CODE OF CONDUCT FOR THE POSTGRADUATE  
STUDENTS**

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All Students of Lenora Institute of Dental Sciences are requested to be well versed with the code of conduct, which can also be viewed on the official website of the institute. This code was developed with inputs from the Administration, faculty and students with the aim of defining the values and principles that are shared by students, faculty, and administration.

Discipline and punctuality are the two basic virtues to become a good dental surgeon. The students should be regular and punctual for the teaching programmes. The students are advised to treat their patients with respect, sympathy and care. They are further advised to complete their work on time and thus, maintain the patient's appointments.

- The PGs are expected to sign in their attendance register every morning by 9.00 am and before leaving at 4.00 PM.
- During the college hours the PGs have to note their movements in the movement register whenever they have to leave the department, countersigned by the staff present in the department at that time.
- The PGs have to maintain a logbook individually according to the guidelines provided, for the work done on each day, evaluated and signed by a staff member.



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- The work may be preclinical exercises or the clinical work, should be recorded individually in preclinical record or clinical case sheets.
  - In addition, the PGs have to enter the cases done in the common case register for each appointment countersigned by a staff member.
  - In case of absence or leave of any PG student, they have to inform in writing to the HOD or staff member in-charge and request any of Co-PGs to attend their work or patient in their absence.
  - All the treatment details and the subsequent appointments given to the patients are to be recorded particularly in their case records.
  - The PGs are expected to use all the prescribed personal protection equipments (gloves, masks etc) and follow universal precautions to all the patients. They are also expected to use clean and sterile instruments.
  - Cleanliness and maintenance of the dental chair allotted to them and the surroundings of the PG clinic are the responsibilities of the individual PG students.
  - The PG students are expected to have thorough knowledge about the clinical procedure, instrumentation and materials used. Evaluation of the PGs is done chair side and if they are found lacking in any area, they are not allowed to handle the cases until they gain knowledge in the same.

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- After the college hours, the PGs are expected to utilize the college library for reference books and journals, preparing seminars, journal clubs, index cards for library dissertation and university dissertation.
  - The PGs are expected to be responsible for the books, instruments or material taken from the department. Due entry of the books or instruments to be there in the register countersigned by the staff in-charge. They have to be returned duly after utilization, to allow others to use them.
  - Weekly seminars, journal and case discussions will be conducted in the department on rotation basis for the PG students. The students are expected to report the seminar topic, outline of the topic, topic of the journal discussion or case presentation to be done one week before presentation and take approval from the HOD or the staff in-charge.

### **1. PERIOD OF TRAINING:**

- The course shall be of three years of duration.
- All the candidates for the degree of MDS are required to pursue the prescribed course for three academic years as full-time candidates in a BDS recognized and MDS approved /recognized institution under the direction of Head of Department, who has to be a recognized postgraduate teacher in the speciality.

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## **2. GENERAL INFORMATION:**

- a. The students undergoing PG courses shall be exposed to the following
- b. Basics of statistics to understand & critically evaluate published research papers
- c. Few lectures on human behaviour studies
- d. Basic understanding of Pharmaco-economics
- e. Introduction to the non – linear mathematics

## **3. DRESS CODE:**

### **For Girls:**

PG students: Different coloured scrubs for each department.

### **For Boys:**

PG students: Different coloured scrubs for each department.

Should be dressed in scrubs, formal shoes, and should be cleanly shaved & well groomed

- Bracelets, bangles, finger rings and watches are to be removed while treating the patients.
- Nails are to be trimmed and not to be painted.
- Mobile phone usage by the students is not allowed in the Departments/ corridors and college premises as well.

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- Neat aprons with identity cards on upper left side shall be worn in the college and hospital premises.

### **3. ELIGIBILITY**

The following requirements should be fulfilled by every candidate to become eligible to appear for the final examination

#### **i. Attendance:**

1. Every candidate should have fulfilled the minimum attendance of 80% during each academic year of the postgraduate course.
2. Maternity leave for lady students shall be allowed for 30 days. However, the period of 30 days allowed as maternity leave shall be considered as extension after the 3 years term of MDS course. Including maternity leave the attendance of the candidate shall be 80% per year. If the attendance is less than 80% in one particular year, she will not be allowed to write the MDS university examination with the same batch.
3. If a PG student is absent continuously for a period of 91 days or more and seeks permission to attend the course before 1 year, he/ she may be permitted by the principal conditionally after forwarding the application to the registrar of the university with the principal's remarks. If the Vice – Chancellor is satisfied of the reasons he / she may grant of Leave of Absence attaching such conditions as he / she may deem necessary.

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4. Candidates who are absent for a period of more than one year shall take the permission of the university for attending the respective college and continuation of the course.
  5. Keeping in view of the parents and students' interest, the college informs them about the shortage of attendance from time to time. However, the students can neither claim it as a right to be informed nor seek mercy for being unaware of shortages and their consequences.

**i. Progress and Conduct:**

Every candidate should have participated in seminars, journal review meetings, symposia, conferences, case presentations, clinics and didactic lectures during each year as designed by the concerned department.

**ii. Work dairy and Log book:**

Every candidate shall maintain a work dairy and log book for recording his/her participation in the training programmes conducted by the department. The work dairy and log book shall be verified and certified by the head of the department and head of the institution. The certification of satisfactory progress is based on the work dairy and log book.

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### **iii. Dissertation:**

The dissertation shall be submitted 6 months before the MDS examination. The dissertation work should have been accepted by the examiners appointed by Dr. NTR University of Health Sciences. The dissertation shall be referred to the examiners and acceptance of it by the examiners shall be precondition and eligibility criteria for the candidate to appear written examination. Every candidate appearing MDS degree examination for the first time shall submit 4 typed written copies of dissertation Prepared under the direction, guidance and to the satisfaction of the guide of the research topic undertaken by the candidate.

If, However, the dissertation is rejected, the authorities shall give reasons thereof and suggestion for improvement of the same and the dissertation thus improved will have to be resubmitted to the examiners and accepted before appearing MDS examination.

A candidate whose dissertation has been accepted by the examiners but who is declared to have failed in the examination will be permitted to re-appear at the subsequent MDS examination without new dissertation.

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## **5. CLINICS:**

- 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 favour by treating these patients. Hence, a sincere and humane approach is a must.
- The students should learn the local language for better communication and management of patients.
- 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.
- The students are required to get their own hand instruments, micromotor hand piece and aerotor hand piece. Students should maintain the dental equipments in good condition and they are held responsible for any damage, destruction or loss.
- The students shall strictly learn and follow all the sterilization procedures.

## **6. INTERNAL ASSESSMENT EXAMINATIONS:**

The internal assessment examinations for post graduate students are conducted during June/ December every year.

- Paper 1 – for first year post graduate students

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- Paper 2 – for second year post graduate students
  - Paper 3 & 4 – for third year post graduate students

Each paper carries 100 marks and to pass the exam a candidate should secure 50% of total marks allocated.

## **Scheme of Examination**

### **i. Written Examination**

The written examination consists of four papers. Out of which two shall be pertaining to the specialty, one in applied basic sciences and one shall be an essay. Duration of each paper shall be of 3 hours.

### **ii. Clinical / Practical Examination:**

It should aim at examining clinical skills and competence of undertaking independent work as a specialist.

### **iii. Viva –Voce Examination**

Viva –Voce Examination shall aim at assessing depth of knowledge, logical reasoning, confidence and verbal communication skills.



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**iv. Distribution of marks at the university examination:**

Theory: Part 1            –                            100 marks

Part 2

Paper –I:    100 marks

Paper –II:     100 marks

Paper –III:                                        100 marks

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Total    400 marks

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Practical & Clinical Examination: 200 marks

**v. Criteria for declaring as pass:**

To pass in the university examination a candidate shall secure in theory examination and practical / clinical including viva –voce independently an aggregate of 50% of total marks allotted [150 marks out of 300 allotted for theory and 150 out of 300 for practical & clinical and Viva–Voce together]. A candidate securing less marks as described above shall be declared to have failed the examination. A candidate who is declared successful in the examination shall be granted a degree of Master of Dental Surgery in the respective speciality.

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**vi. During theory examinations:**

While writing theory examinations the students are advised to observe the following:

- a) They must make a note of correct timings of the examinations and attend accordingly.
- b) They should bring the admission tickets to the hall every day. They should read the instructions given in the admission tickets and act accordingly.
- c) They should not wear aprons
- d) They should not carry any electronic devices like mobiles, Bluetooth, Earphones, watches, slips or any written matter into the hall.
- e) The students should not reveal their identity in any manner and only the registration number is to be written on the first page in the given box.
- f) Should not do any act, which may make them liable to be booked under malpractice.

**vii. During Practical Examinations:**

- a) They should wear neat white aprons.
- b) Bring the admission tickets with them on each day of the examination.
- c) Bring the required instruments and other accessories.

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d) Bring all the record books of work done which are duly certified by the Head of the Department.

## 6. RAGGING:

- Ragging is an unpleasant and undesirable act prohibited by the law.
- The students are warned to be careful and keep away from the acts which may be considered as RAGGING.
- The students found to be involved in ragging will be suspended and may be handed over to the police. They may be dismissed from the college if found guilty in the enquiry conducted.
- The students are advised not to involve themselves in any of the activities based on politics, caste and community.
- The students are advised to refrain from indulging themselves in bad and unlawful activities, which may bring a bad name not only to themselves but also to the institution.

The students who are found to violate the rules and regulations laid down by the college organization are liable for punishment including suspension or dismissal from the college. **“If any incidents of ragging come to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel the student from the institution.” – DCI letter no. DE 167-2008/A-3441 dtd. 29-07-2008.**

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## **8. INTENTIONS OF THE CURRICULUM**

### **Goals**

The goals of postgraduate training in various specialties are to train B.D.S graduate who will:

- Practice respective specialty efficiently and effectively, backed by scientific knowledge and skill.
- Exercise empathy and a caring attitude and maintain high ethical standards.
- Continue to evince keen interest in continuing professional education in the specialty and allied specialties irrespective of whether in teaching or practice.
- Willing to share the knowledge and skills with any learner, junior or a colleague.
- To develop the faculty for critical analysis and evaluation of various concepts and views, to adapt the most rational approach.

### **Intentions / Objectives**

The intention is to train a candidate so as to ensure higher competence in both general and special areas of interest and prepare him for a career in teaching, research and speciality practice. A candidate must achieve a high degree of clinical proficiency in the subject matter and develop competence in research and its methodology as related to the field concerned.

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The above intentions are to be achieved by the time; the candidate complete the course. The objectives/ intentions may be considered as under;

1. Knowledge (cognitive domain)
2. Skills (psycho motor domain)
3. Human values, ethical practice and communication abilities

### **Knowledge**

- Demonstrate understanding of basic sciences relevant to speciality.
- Describe etiology, pathophysiology, principles, diagnosis and management of common problems within specialty in adults and children.
- Identify social, economic, environmental and emotional determinants in a given case and take them into account for planning treatment.
- Recognize conditions that may be outside the area of specialty / competence and to refer them to an appropriate specialist.
- Update knowledge by self-study and by attending courses, conferences and seminars relevant to speciality.
- Undertake audit, use information technology and carryout research both basic and clinical with the aim of publishing or presenting the work at various scientific gatherings.

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## **Skills**

- Take a proper history, examine the patient, perform essential diagnostic procedures and order relevant investigations and interpret them for proper diagnosis.
- Acquire adequate skills and become competent in performing various procedures as required in the specialty.

## **Human values, Ethical Practice and Communication Skills**

- Adopt Ethical Principles in all aspects of practice
- Professional honesty and integrity are to be fostered.
- Patient care is to be delivered irrespective of social status, caste, creed or religion of the patient.
- Develop communication skills in maintaining rapport with patient and to obtain true informed consent from the patient.
- Provide leadership and get the best out of his team in a congenial working atmosphere.
- Apply high moral and ethical standards while carrying out human or animal research.
- Be humble and accept the limitations in knowledge and skill and ask for help from colleagues when needed.
- Respect patient's rights and privileges including patient's right to information and right to seek second opinion.

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## **Teaching and learning activities**

All the candidates registered for MDS course in various specialties shall pursue the course for a period of 3 years as full-time students. During this period each student shall take part actively in learning and teaching activities designed by the Institution / University.

The teaching and learning activities in each specialty are:

### **i. Lectures:**

There shall be some didactic lectures in the specialty and in the allied fields. The postgraduate departments should encourage guest lectures in the required areas to strengthen the training programmes. It is also desirable to have certain integrated lectures by multi-disciplinary teams on selected topics.

### **ii. Journal Club:**

The journal review meetings shall be held once a week. All trainees are expected to participate actively and enter relevant details in log book. The trainee should make presentations from the allotted journals of selected topics.

### **iii. Seminars:**

The seminars shall be held at least twice a week in each postgraduate department. All trainees are expected to participate

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actively and enter relevant details in log book. Each trainee shall make at least 5 seminar presentations in each year.

**iv. Symposium:**

It is recommended to hold symposium on topics covering multiple disciplines.

**v. Clinical postings:**

Each trainee shall work in the clinics on regular basis to acquire practical skills and competency in managing various cases to be treated by specialist.

**vi. Clinico Pathological Conference:**

Clinico Pathological conference should be held once in month involving the faculties of Oral Medicine & Radiology, Oral Pathology and concerned clinical department.

**vii. Interdepartmental Meetings**

To bring in more integration among various specialties, there shall be interdepartmental meeting chaired by the Dean with all the Heads of the Departments at least once in a month.



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### **viii. Teaching Skills**

All the trainees shall be encouraged to take part in undergraduate teaching programmes either in the form of lectures or group discussions.

### **ix. Continuing Dental Education Programmes**

Each postgraduate department shall organize these programmes on regular basis involving the other institutions. The trainees shall also be encouraged to attend such programmes conducted elsewhere.

### **x. Conferences / Workshops / Advanced Courses**

The Trainees shall be encouraged not only to attend conferences / workshops / advanced courses but also to present at least 2 papers at State / National specialty meetings during their training period.

### **xi. Rotation & Posting in other departments**

To bring in more integration between the specialty and allied fields, each postgraduate department shall work out a programme to rotate trainees in related disciplines.

### **xii. Dissertation / Thesis**

Research activity is very important for the growth of the profession. Trainees shall prepare a dissertation based on the clinical or

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experimental work or any other study conducted by them under the supervision of the postgraduate guide.

### **9. EXTRACURRICULAR ACTIVITIES:**

Students who are good at sports, cultural and literary activities will be given an opportunity to participate at competitions without compromising on academic activity. Students can get enrolled in their areas of interest.

### **10. INSTRUCTION TO PARENTS:**

- a) Parents meeting are conducted regularly. You will be informed through phone call or through WhatsApp group message, thereby, it is compulsory to attend the same.
- b) Parents have to update their contact details at the time of their ward's admissions.
- c) Shortage of attendance leads to non-appearing for exams & no carry over in that subject is permitted as per regulation.
- d) Attending all internal assessment examinations is compulsory.
- e) Kindly note that, no leave provision is permitted on medical grounds.

### **11. SPECIAL NOTE FOR HOSTELITES:**

- a) The inmates of hostels shall abide by the rules and regulations as laid by the authorities from time to time.
  - b) Snacks and food shall not be cooked in the hostel rooms.
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- c) Timings of entry shall be strictly followed.
  - d) The students who wish to visit parent's/relative's/local guardian's houses for night stay shall do so only after obtaining prior written permission of either Supervisor or Warden.
  - e) Students who wish to go to native places even on Sunday and holidays shall do so only after obtaining written permission either from Supervisor or Warden.
  - f) Food items in mess shall be consumed only in the dining hall. The items shall not be taken to the rooms.

## **12. LIBRARY:**

### **Timings**

Regular days: 9 am to 9 pm on week days.

Sundays: 9 am to 2 pm

During exams: 9 am to 11pm.

### **Library rules**

All the bonafide students of this institution are entitled to enrol themselves as members of the library.

- a) A person who is not a member shall not be allowed to enter the library. Membership will be cancelled if the students have "Dues" or any disciplinary charges against them.

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- b) Identity cards will be issued in the library between 9.00 a.m. to 4.00 p.m.
  - c) Identity cards should be produced at the library counter each time.
  - d) Enter the name, class and time in the register at the entrance, while you enter the library and enter the departure time and sign the register when you leave the library.
  - e) Costly items, instruments and belongings should not be left at the library counter. The authorities are not responsible for any loss.
  - f) Silence shall be strictly observed in library.
  - g) No person shall damage or disfigure books or other library property. The member shall have to replace such books or other property damaged or make payment for the value thereof.
  - h) Enter the library only if you intend to pursue some reference books.
  - i) Return books intact and don't mark on pages. Don't write, comment or draw pictures on the labels.
  - j) A student is expected to adhere and strictly follow the rules enforced from time to time.
  - k) Do not use the place to catch up on your sleep in the peaceful, silent and cool atmosphere of the library.
  - l) Mobile phones are not allowed inside library.

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## **B. CODE OF CONDUCT FOR PRINCIPAL**

The chair of the principal of a college has got multifaceted roles to play and responsibilities to shoulder, having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. The Principal of an institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal. He/ She has to

- Chalk out a policy and plan to execute the vision and mission.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his/her actions for all the members of faculty, non-teaching staff and students.
- Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.

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## **C. CODE OF CONDUCT FOR FACULTY**

Teaching as a profession is about inspiring and motivating students to realize and exceed their potentials. The greatest teachers of all time have devoted their life in inspiring and empowering their students to achieve great things and be a good human being. Besides, the teachers have to

- Report to duty on time.
- Adhere strictly to the laws and regulations of the college.
- Remain on duty during college hours.
- Respect and maintain the hierarchy in the Administration.
- Must wear an outfit which is in tune with our culture. Which must be decent and presentable.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Uphold the honour and dignity of the teaching profession.
- Provide an innovative and quality education to students
- Be impartial and non-discriminative against students. Help, guide, encourage and assist students in their learning.
- Avoid social networking sites such as Facebook, WhatsApp, etc for demeaning, demoralising the management, institution,

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colleagues etc., Not to involve in any kind of gossips in the premises or on social media like WhatsApp, Facebook, Twitter or any such platform.

- Avoid applying leave during the examinations (both external and internal). Invigilation duties are part and parcel of academics.
- Must not be absent from duty without official approval of leave.
- Must take up any work assigned by the management, head of the institution without refusal, for the betterment of the institution.
- Must be willing to stay beyond the college hours when the nature of work entails in the interest of the institution
- No discrimination is encouraged against any employee based on age, sex, religion, region, caste etc.
- Right to be heard (grievance redressal).
- Open door policy: any employee has the right to voice his/her opinion to higher authorities within the organization.
- Right to know the risks and hazards of specific job on health before employment with the organization.
- Right to avail salary on time, as applicable.
- Right to know details of performance appraisal regarding weaknesses and improvement required, status of grading etc.
- Right to be appraised for growth and development within the organization; based strictly on merit.
- Right to have equal opportunities of employment regardless of age, gender, caste, region, religion and economic strata.

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- Right to have all training and orientation as per the job specification.
  - It is the employer's responsibility to ensure that an employee is protected while at work.
  - To adhere to professional work practices as per the hospital's rules, regulations and practices.
  - To provide complete and accurate information to the hospital management during employment process.
  - To learn and follow safety rules and practices that has been established for the job position. Employer can't discipline the employee for wilful violations of safety rules or standard. Every employee has to comply with safety standards & protocols; wear proper masks & follow hand hygiene; report unsafe & hazardous work conditions to the supervisor; report the job-related injuries; and seek treatment promptly.
  - To maintain confidentiality - Employees should not divulge confidential data/ secrets or any other valued information gained during the employment to any other individual or institution while in service or even after leaving the service.
  - To treat patients, patient's relatives, clients, co-workers with respect and dignity.
  - To understand and adhere to patients right and responsibilities.
  - Employee represents the hospital, so they should behave professionally on & off the job. Employees should be strictly
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prohibited for consuming any kind of toxic substances (tobacco, pan masala, or alcohol) on and off their job.

- To accept, where applicable, adoption to the environment to ensure a safe and secure stay in the hospital for self, co-workers, patients and others.
- To report immediately to the hospital management or HR about untoward incident, dangerous unsafe practice, any kind of malpractice or corruption and any type of harassment.
- All the staff members should enrol their bio metric punching (in and out) on daily basis.

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• **D. CODE OF CONDUCT RULES FOR NON-TEACHING STAFF**

- Every employee of the college shall be devoted to his/her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of decency.
- No employee of the college shall behave in a manner which is unbecoming or derogatory to the prestige of the college.
- No employee of the college shall, by any public utterance, written or otherwise, criticize any policy or action of the management of the college or shall he/she participate in any such criticism.
- No employee of the college shall, in performing his official duties, act in a discourteous or discriminatory manner with the colleague or students and shall not indulge in sexual harassment in any form either directly or by implication.
- No employee of the college should involve in eve-teasing (sexual harassment) in the college the premises or in the transport vehicles provided by the college.
- No Employee of the college should demand or accept a bribe from students or other employees for the official or regular works in the college.
- No employee of the college should demand particular facilities or behave indecently during the examination work in the college or during other duty hours of the college.
- Report to duty at least 10 minutes in advance.

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- Remain on duty during college hours.
  - Adhere strictly to the laws and regulations of the college.
  - Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
  - Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
  - Must not intercept or misappropriate college money.
  - Must not be absent from duty without official approval of leave.
  - Avoid social networking sites such as Facebook, WhatsApp, etc for demeaning, demoralising the management, institution, colleagues etc. Not to involve in any kind of gossips in the premises or on social media like WhatsApp, Facebook, Twitter or any such platform.
  - Must be willing to stay beyond the college hours when the nature of work entails in.

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## **E. CODE OF CONDUCT FOR DIRECTOR**

Code of conduct for the Directors/Coordinators of all the College Committees.

- All Co-coordinators/Directors herewith informed that prepare yearly “Plan of Action” at beginning of the session, for their Department/Cell/Committee, for the current session & conduct the students’ centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.
- A minimum of two programs in first session and other two programs in second session should be performed by the concerned Dept./Cell/Committee, apart from indicated programs in the college annual calendar.
- The expenses of the programs/events/activities will be as paid by the administration, after submitting the bills of the programs/activities/events to administrative staff officer.
- It is also expected from every Dept./Cell/Committee to organise a meeting with concerning committee members under the chairmanship of the Principal, before the program. ‘Minutes Book’ and attendance of the participants for each meeting must be maintained by the Coordinator/Head/Director/ Convener in proper manner.
- For creating & maintaining quality among the students, as well as keeping record for also NAAC purpose, planned

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programs/activities/events must be organized by the Concerning Dept./Cell/Committee & must be kept all records just as- Minutes book, photographs, newspaper cuttings, events attended by the students list etc.

- It is necessary for all to submit the month wise reports of the organized program/activity/event to the Principal at the end of every month in hard copy. Also, to submit the 'Consolidated Annual Report' of all Programs/activities/events to the IQAC in hard & soft copies, on or before 31<sup>st</sup> March of every year.
- If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s, then Head/Coordinator/Director of concerning Dept./Cell/Committee must submit the cause/s in 'written form' with name & duly signed to the Principal.
- Every Coordinator/Head/Director/Convener/ must discuss & convey the planning of any program/ activity /etc. to the Principal before the program.
- Coordinator/Head/Director/Convener should not organise any meeting/any program/event/activity etc. in the college, without discussion/consent/permission of the Principal. Every departmental meeting should be organized under the chairmanship of the Principal.

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- Whatever expenses of the programs/events/activities occurred, will be paid by the Principal's office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
  - All the documental records of the Programs/activities/meetings (just as: - Photographs, Newspaper cuttings, Event attended Students list, Minutes book, etc) are to be well maintained for creating & maintaining the quality in record keeping system which should be kept in hard as well as soft copies with the department.

**Note:** we shall consider act/actions of the employee, which is not covered in the above, and damaging the image of the college as an act of misconduct. The college will take appropriate action as per the general service rules.