

Vishnu Dental College::Bhimavaram

INSTITUTIONAL CODE OF CONDUCT

CODE OF CONDUCT FOR STUDENTS

- Each Student shall abide by Rules and Instructions, framed time to time by the authorities of Institute and Dr. NTRUHS. Any breach by the student, will be liable for disciplinary action, as prescribed by the authority.
- Each Student shall fulfill and comply with the regulations laid down from time to time, by the statutory council, Government, University Grant Commission etc.
- Each Student shall give due respect to the Authorities, Teachers, Auxiliary staff and to the fellow colleagues.
- The student should attend the orientation programme along with his/her parents
- Use of mobile phones are strictly prohibited during class and clinical hours. The offender shall be liable for punishment.
- The students should strictly adhere to the dress codes, and id cards.
- Each Student shall come to the institute in good attire (SCRUBS). Boys shall daily report in clean shave to the Department/Institute, unless compelled by religion rules.
- Identity cards (ID) / Name plate shall be worn by each Student during the working hours of the institute.
- Students are encouraged to maintain clean campus, save water and electricity and maintain green campus. Students harming any of the above will be punished.
- Use of Tobacco, Alcohol and other Narcotic substances in any form, is strictly prohibited in the campus.
- Discrimination in any form -Gender, Caste, Creed, Religion, Race, Region etc., in the campus is strictly prohibited.
- The College does not allow any kind of bullying, fooling, or ragging with new students.
- To set a healthy environment all old students are well-advised to treat the new students with kindness and help or guide them for any problem they may be facing. Administration and faculty will ensure strict compliance with the policy.

- Students are encouraged to maintain discipline and harmony in the campus amongst themselves.
- The student should not involve in any protest, fight ,disputes or bring outsiders to the college campus.
- It is imperative that parents keep in regular touch with the institution officials especially in case of poor academic performers.
- Do cultivate the habit of continuing your hobby. Talented student in the field of sports, music, art etc should identify themselves with the sports and cultural co-ordination committee.
- All students are expected to be punctual. They should reach on time in all lectures and practicals and not waste time roaming in corridors.
- The student should regularly attend the classes(theory/class)as per the time table
- Minimum attendance of 75% (theory) & 80% (Practical) is mandatory in each subject as per Dr. NTRUHS regulations.
- All academic activities like attendance to theories and practical classes, all internal and university examinations are compulsory.
- Students with less attendance will not be allowed to appear in the university exams.
- Student shall not indulge in activities pertaining to forgery of signature/s, practical/ clinical work etc. Strict disciplinary actions will be taken if found guilty of same.
- In the events of Student seminars/project presentations etc., it is compulsory that all the students should be present for the entire session.
- Students can leave the campus during college hours only after getting a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the security.
- All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned staff. Application for medical leave shall be accompanied by valid medical certificates.
- Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act.
- During leisure hours, students are advised to use the library as maximum as possible.
- Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the

college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.

- Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
- Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.
- The right to access Girl's Common Room is reserved to girls.

CODE OF CONDUCT FOR TEACHERS

Any person who takes teaching as profession assumes himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

- Every teacher or other person employed in a college shall discharge his duties efficiently and diligently and shall conform to the rules and regulations.
- No teacher or other person employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition, etc, specific sanction of the college authorities in writing shall be obtained.
- Demonstrating professional competence to teach and learn, being honest and encouraging honesty in all academic and other human activities
- Making his/her services available for the development of students, the institution and the Society they serve
- Using the institution's resources and facilities only for institutional purpose and not for personal, commercial or any other purpose.
- Cooperating with colleagues whenever such cooperation is sought
- Responsible to maintain daily Biometric (Both In and Out) attendance as per the working hours allotted.
- Seek to make professional growth continuous through study and research; Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- Teachers should handle the subjects assigned by the Head of the Department.
- Every teacher shall engage classes regularly and punctually and import lessons so as to maintain and strengthen standards of academic excellence. His academic duties shall include guidance and instruction to students in the

form of Tutorial/Seminars/Practicals and assessment/examination./valuation work assigned to him by the College/University authorities.

- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Mentor - mentee system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.
- The employee shall not absent himself from his duties, without his first having obtained the permission of the Competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to Competent authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and shall further be liable to such disciplinary action
- Staff members shall attend Faculty Development Programmes to enhance knowledge as per their subjects, convenience and as per requirement of career advancement.
- A teacher shall not be involved in the conduct/participate in private practice directly or indirectly.
- A teacher shall not indulge in or resort to directly or indirectly, any malpractice or unfair means in teaching, examination and administration.
- A teacher shall furnish correct information to the best of his/her knowledge regarding his/her qualification, experience, age etc. in respect to his/her appointment/promotion.
- No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies among his colleagues and students.
- No teacher shall without previous intimation to the College/University stand for election or accept nomination to any local body, legislature of the State or Parliament not shall be in any manner force his subordinates or students against their will for the canvassing of his election.

- No teacher shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty or integrity of India, the security of the State, the friendly relation with foreign Status, public order, decency or morality or which involves contempt of Court, deformation or incitement to an offence.
- All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.
- An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details.

CODE OF CONDUCT FOR ADMINSTRATORS

- The college administrators shall fulfill their lawful duties and obligations to the government and institution with integrity and loyalty.
- Ensure that all the students, academic employees and supporting staff are dealt with courtesy and respect and uphold the values of the organization.
- Be fully conservant with the Policies, rules and regulations of the Institution and shall be prepared to implement them.
- Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skills of the employee.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- All University accounts, financial reports, tax returns, expense must be accurate, clear and complete. All entries in the college books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.
- Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.
- The college administrators shall take responsible action to protect students and staff from conditions harmful to health and safety.
- Demonstrate professionalism in resolving any conflict by respecting all parties involved and ensuring that the complaints are well received, studied and all the solutions are well documented.
- Respect the rights, dignity and worth of all people, and refrain from any discriminatory practices against any person regardless of age, gender, ethnic origin, religion or ability.
- Exercise caution to avoid favourism and shall not involve or encourage in any kind of activities that cause any disrupt between the team members.

CODE OF CONDUCT FOR NON-TEACHING STAFF

- Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Employees are expected to arrive at work on time. If an employee anticipates late arrival he or she must inform the office secretary in advance to allow for schedule changes and to handle coverage of working hours. Repeated late arrivals will be recorded as misconduct in the employee's file. Lapses in punctuality will not be acceptable
- It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the leaders from time to time.
- The supporting staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.
- Keep the campus clean.
- Misbehaviour with female staff or student or any other employee will not be tolerated. Strict action will be taken if found guilty
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Refrain from passing information about colleagues to any individual or agency without his/her express permission.
- Prior written permission is required from the Vice Principal (Administration) at least a day in advance while availing CL or OD.

- Emergency leave as well as sudden delay in coming should be informed to the Vice Principal (Administration) before 8 am.
- Strictly avoid any kind of social or political network. Must keep off mobile phone during working hours.
- Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- Non-teaching staff should accord just and unbiased treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.