

I.T.S Dental College, Hospital & Research Centre

47, Knowledge Park- III, Greater Noida

CODE OF CONDUCT FOR EMPLOYEES

Employees are expected to adhere to the highest standards of personal, professional and business ethics, and to always use good judgment about the way they conduct themselves when doing their work and representing ITSDCHRC-Greater Noida. The college's success is undermined by unethical conduct. Our standards require careful observance of the spirit and letter of all applicable policies, procedures, laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

ITSDCHRC-Greater Noida, will comply with all applicable policies, procedures, laws and regulations, and expects its directors, officers, and employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Compliance with this policy of personal, professional and business ethics and conduct is the responsibility of every College employee.

There are two levels of misconduct – Minor and Gross

Minor instances of misconduct should initially result in informal advice being given by the Manager without having to resort to disciplinary and legal action – if this approach proves unsuccessful then leaning on the formal disciplinary and legal procedure may be required.

Cases of Gross Misconduct are more serious than ordinary instances of poor conduct. Gross Misconduct may result in strict disciplinary and legal action, up to and including immediate dismissal and the College does not have to give notice or pay in lieu of notice in these grave circumstances.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are few examples of infractions of rules of conduct that may result in disciplinary and legal action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of any property or tampering time keeping/salary related records of employees.
 - * Unauthorised use of College property, facilities, or resources.
 - * Working under the influence of alcohol or illegal drugs
 - * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating college-owned vehicles or equipment
 - * Possession of weapons or explosives on the College campus which includes all buildings, spaces and motor vehicles on college property
 - * Possession of dangerous or unauthorized materials in the workplace
 - * Negligence or improper conduct leading to damage of college, student, or employee-owned property
 - * Sexual or other unlawful harassment or discrimination
 - * Fighting, threatening violence, or causing harm to others in the workplace
 - * Behavior that prevents others from doing their work
 - * Insubordination or other disrespectful conduct
 - * Violation of safety or health rules
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- * Smoking in Campus
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from work station during the workday
- * Unauthorized or improper use of telephones, e-mail system, or other college-owned equipment
- * Unauthorized disclosure of confidential information
- * Furnishing false information regarding previous employment, marks, qualifications etc.
- * Sleeping while on duty

- * Selling, attempting to sell or promoting the sale of non-college merchandise while in College premises
- * Use of College supplies, equipment, property, or services to carry out private business ventures
- * Violation of HR policies.
- * Violation of local, state, or central laws
- * Any willful behavior that results in the destruction of college property or brings injury to another employee
- * Unsatisfactory performance or conduct
- * Conduct which reflects unfavorably on College.
- * Engaging in works, profession or business other than that of the college.

1) Compliance with Laws and Regulations, Rules and Policies

Employees and individuals representing ITSDCHRC-Greater Noida, must transact college business in compliance with all Central, State and Local laws and regulations related to their positions and areas of responsibility, including, but not limited to, equal employment opportunity, fair employment practices, and non discrimination laws; laws regarding the privacy and confidentiality of employee and student records; laws regarding workplace safety and occupational health; and laws regarding antitrust and recording of financial transactions. All employees and individuals representing the college should recognize that noncompliance may have adverse financial and other disciplinary consequences for them and for the college. Individuals are responsible for keeping current with changes in applicable laws and regulations, and managers and supervisors are responsible for monitoring compliance in their areas.

2) Conflict of Interest

A conflict of interest exists when a college member or a member of their family is in the position to benefit personally, directly or indirectly, from their dealings with an organization or person conducting business with the college.

All decisions and actions by college employees in the course of their professional responsibilities are to be made in a manner which promotes the best interests of the college. It is the college's intent to avoid conflicts between the personal interests of employees and the interests of the college. In the event that a college member may have a financial, personal or professional interest that could potentially create a conflict of interest (or the perception of one) in any decision or transaction involving the college, the employee must do the following:

- Disclose clearly and fully in writing to the immediate HOD with the nature of the decision or transaction and the potential conflict of interest.
- Refrain from participation (acting individually or as a member of a group) in the college's consideration of the transaction or the processing of the transaction.
- No gifts or services from vendors should be accepted.

3) Consulting and Outside Employment

If a person is a full-time employee of the college, the employee's main employment responsibility is to ITSDCHRC-Greater Noida. Prior to the commencement of any outside employment or consulting engagements that may appear to involve a conflict of interest with the college responsibilities or that may compromise the college's relationship with the outside employer or consulting client, approval must be obtained in advance from the Principal, Director and College Authorities.

4) Non Competition Obligation

During the period of your employment with ITSDCHRC-Greater Noida and after its termination or expiry for any reason whatsoever, you will not either directly or indirectly, independently, jointly, or in conjunction with, any other person(s) or affiliate, in any manner whatsoever, anywhere in the world, including as an employee, principal, agent, director, proprietor, member, partner, representative, shareholder, manager, employee, trustee, consultant, adviser, financier, administrator and/or in any other like capacity: disclose any Confidential Information or trade secrets of ITSDCHRC-Greater Noida to any third party, including, without limitation, any competitors of ITSDCHRC-Greater Noida, or make any commercial use of such Confidential Information or trade secrets, or use it for the benefit of yourself or any third party (including, without limitation, any competitors of ITSDCHRC-Greater Noida), or to the detriment of ITSDCHRC-Greater Noida, or disclose to anyone the identities and other related information of any of ITSDCHRC-Greater Noida's clients/vendors/associates; or solicit, approach, canvass, enter into discussions or negotiations with or enter into any relationship, arrangement or understanding with, any employees, advisors, consultants, contractors/sub-contractors, clients, customers, suppliers, or partners of ITSDCHRC-Greater Noida.

During the course of the employment at ITSDCHRC-Greater Noida, you will not be engaged directly or indirectly as an employee or in any other capacity in any competition whatsoever with the organization and / or its associated entities.

5) Intellectual Property Rights and Copyright Ownership

ITSDCHRC-Greater Noida, respects the ownership of intellectual material governed by copyright laws. College Employees are expected to comply with the copyright laws and provisions of the licensing agreements that apply to software, printed and electronic materials. For specific guidelines consult ITSDHRC- Greater Noida's Intellectual Property Policy. Use of the college's seal and letterhead is restricted to college business. Questions regarding use of the seal and letterhead should be referred to the College Authorities.

6) Proper Use of College Property and Funds

All equipment and material is the property and/or the responsibility of ITSDCHRC-Greater Noida unless otherwise clearly indicated. All employees must ensure that college resources are used only for intended purposes. College employees have an obligation to manage the College's resources prudently, with a responsibility to those who provide those resources, including students, parents, alumni, foundations, donors and government agencies. College employees are responsible for safeguarding the tangible and intangible assets of the college that are under their control. College resources may not be used to make contributions to candidates for public office, to political parties, or to other political organizations that are organized primarily to accept contributions for the purpose of influencing the selection, nomination, election, or appointment of any individual to central, state, or local public office. This equipment and material is to be utilized in the most effective and efficient manner possible towards the accomplishment of university goals and objectives. College resources may not be converted to personal use, either for oneself or another person.

7) Accuracy of Records and Reporting – Financial & Academic

The records, data and information owned, used, and managed by the college must be accurate and complete. The accuracy and reliability of financial and academic reports is of the utmost importance to the business & academic operation of the college. College employees must record, allocate and charge costs/fees accurately and maintain documentation as required by established policies and procedures approved from time to time by the College Authorities. All

reports, including travel/reimbursable, bills, invoices, payroll information, personnel records and other essential business records, must be prepared with care and honesty. All employees responsible for accounting and record-keeping must fully disclose and record all assets, liabilities or both, and must exercise due diligence in enforcing these requirements.

8) Acceptable Use of Campus Network and Computing System

It is the responsibility of each member of the college to use the services provided by the college's campus network and computing systems appropriately and in compliance with all college, city, county, state, and central laws and regulations. This policy covers all persons accessing a computer, telecommunications or network resource at ITSDCHRC-Greater Noida, including the campus data network, electronic mail, file sharing, printing, world-wide web services, telephone services and cable television. College computing systems are college resources and are provided to college employees for business purposes. Computers and the information contained on them are the property of the college and may be accessed by college officials at anytime. College policy and relevant laws apply to use of the college's network and computing services. Actions that are unacceptable in the college are also unacceptable on the network, computing systems and other electronic services including the following:

- Harassment in any form.
- Failure to respect the rights and property of others.
- Forgery or other misrepresentation of one's identity.
- Accessing inappropriate materials/contents.
- Downloading and distribution of copyrighted materials without the permission of the copyright owner.

9) Reporting Suspected Violations or Concerns

ITSDCHRC – Greater Noida, Ethics Code compliance efforts focus on teaching college employees standards that require adherence. Nevertheless, violations may occur. In addition, Employees of the Dental College may have concerns about matters that they are not sure represent violations. Therefore, college Employees should report suspected violations or concerns about these standards promptly to one of the following college offices: Human Resources, Principal, and Director & College Authorities. Reports are made anonymously to this number, unless the caller wishes to leave their contact information. The College will investigate claims of inappropriate activities, including informing the College Authorities of claims related to the misuse of college assets and violation of compliance laws. The College will protect from retaliation against anyone who makes an effort in good faith to appropriately disclose perceived wrongdoing.

10) Consequences of Violation

Any non-compliance of the above code of conduct, any other related HR policies, non- performance or insubordination will be considered as a gross violation under the college's established disciplinary practices and procedures and may carry disciplinary consequences, up to and including dismissal from employment. Also note that any such violations may also subject individuals to financial and legal action in state or central courts.

MDS GENERAL CONDUCT AND BEHAVIOUR

Identity Card: Students shall always carry their Identity card issued by the college, Student without the Identity card may not be allowed to enter the college premises. The Identity card must also be shown as and when asked by the college authorities within the campus.

Proper conduct: Students shall behave in a civilized manner during their stay in the college. They must be co-operative with fellow students and shall not participate in ragging of any student.

Inappropriate usage of language: Students shall neither use such language, which disturbs the other student mentally or physically nor use such words which may hurt the feeling of insult other students.

Outing during classes: Students are to stay within the campus during their schedule of classes & practical / Clinics. Students going out of the campus should seek permission in writing from the HODs/Academic Coordinator/ Registrar.

Usage of college premises: Students must leave the college building after their classes are over unless if they have specific assigned work, or want to use the library facilities. They are not expected to loiter in the campus before or after their class timings.

Parking Facility: Parking space outside the college is provided to park the vehicles at "OWNER'S RISK" Though a security guard is normally present, the students are advised in their own interest, to lock the vehicles properly to avoid any theft or loss. The college will not be responsible for security of the vehicles.

Tobacco/ drug free college: Intoxicants, including smoking, betel or tobacco chewing are strictly prohibited in the college. No student, after consumption of drugs, alcohol, any intoxicant should enter the premises of the college. Erring students will be fined a minimum of Rs. 5000/- subject to increase at the discretion of the Principal along with appropriate disciplinary action including expulsion from the hostel or the college.

Discipline in Library: Absolute silence must be observed in the library. Please contact the librarian for any help. Students must maintain proper discipline and behavior in the library.

Students must not enter into any kind of monetary dealings with the teaching and non-teaching staff of the college, nor offer any presents or gratification in any form to them.

II. DRESS CODE

Prescribed Uniform: Students should be dressed neatly in the prescribed uniform when coming to attend the classes & clinics.

Students without prescribed uniform may be refused entry by security personnel at the main gate or by the Director-Principal/HOD in College premises.

Dress Code on Saturday: Any dress other than the prescribed uniform except Jeans, T-shirts and sports shoes.

III. LIBRARY RULES

ABOUT THE LIBRARY

A PG student can borrow four (4) Text Books for seven (7) days and one (1) Reference Book for one (1) day.

Fines/Penalty:-

If a book is not returned in the stipulated time the member will be charged a penalty as per rules. The fine should be paid at the library books return counter and a valid receipt should be obtained.

Rs 5/- per day per book.

Rs. 50/- per day for reference books. Rs. 500/- for lost/damaged ID card.

If a member loses a book issued against his/her ticket, the penalty will be as follows: -

He / she will have to replace the book lost. In addition, he /she will pay the outstanding fine till return /replacement of the book.

If the book is not easily available in the market, then the current cost of the book will be charged to the student.

A penalty of Rs. 50/- is charged for lost/ damaged name plate.

If a member loses his/ her borrower's ticket, he /she shall make an immediate written report to the Librarian and Principal.

IV. DISCIPLINARY ACTION

The following are deemed as acts of Indiscipline and may lead to debarring a student from attending the course any further.

1. Violation of rules and regulations laid down by the college.
2. Taking recourse to unfair means during examination and assessment.
3. Indecent behavior or use of abusive or threatening language anywhere in the college campus or through electronic/social media with any other student or staff member.
4. Indulging in ragging/ misbehavior /violence with any other student or staff member.

Note: The college holds the authority of a surprise inspection of the hostel / room/ college premises as and when required basis without prior information.

BDS GENERAL CONDUCT AND BEHAVIOUR

- **Identity Card:** Students shall always carry their Identity card issued by the college, Student without the Identity card may not be allowed to enter the college premises. The Identity card must also be shown as and when asked by the college authorities within the campus.
- **Proper conduct:** Students shall behave in a civilized manner during their stay in the college. They must be co-operative with fellow students and shall not participate in ragging of any student.
- **Inappropriate usage of language:** Students shall neither use such language, which disturbs the other student mentally or physically nor use such words which may hurt the feeling or insult other students.

Outing during classes: Students are to stay within the campus during their schedule of classes & practical / Clinics. Students going out of the campus should seek permission in writing from the HODS! Academic Coordinator/ Registrar.

- **Usage of college premises: Students** must leave the college building after their classes are over unless if they have specific assigned work, or want to use the library facilities. They are not expected to loiter in the campus before or after their class timings.
- **Tobacco/ drug free college:** Intoxicants, including smoking, betel or tobacco chewing are strictly prohibited in the college. No students, after consumption of drugs, alcohol, any intoxicant should enter the premises of the college. Erring students will be fined a minimum of Rs. 5000/- subject to increase at the discretion of the Principal along with appropriate disciplinary action **\autdin** on from the hostel or the college.
- **Usage of Mobile phones:** Use of mobile phones **is** strictly banned **in** the College Building Premises and in the library. If any student is found to be doing so will be fined Rs. 1000/- and the device will be confiscated until further notice. **Students** can use mobile phones outside these areas, eg- canteen.
- **Discipline- Absolute** silence must be observed in the library. Please contact the librarian for any help. Students must maintain proper discipline in the Labs and Library.
- Students must not enter into any kind of monetary dealings with the teaching and non-teaching staff of the college, nor offer any presents or gratification in any form to them.
- Students must ensure that they avoid gathering and shouting near the main entrance and office areas, class rooms, Lab etc.
- Students shall devote their whole time to the assigned work and shall faithfully, diligently and willingly carry out instructions or orders given to them from time to time.
- It is the moral duty of all students to keep the campus clean. Garbage must be thrown **in** the dustbins available at different locations **in** the campus.
- Every student shall be polite, courteous and obedient in his or her talk and behavior with the college's academic, administrative and subordinate staff.

Students must have a high standard of discipline and loyalty to the college and personal conduct of every student should be exemplary.

- Tampering with the notice boards is prohibited.
- **Violation of rules:** If any student is found violating the above mentioned rules, the college has the right to withdraw any facilities granted to him / her. The Principal / College Authorities has the right to debar him / her from appearing in the College / University examinations or he / she may be expelled from the college or hostel.

IX. DRESS CODE

- **Prescribed Uniform:** Students should be dressed neatly **in** the prescribed uniform when coming to attend the classes, clinics, library, I.T. Lab and Cafeteria or while on any college associated activity inside or outside campus.
- Students are also required to wear only leather shoes (Black/ Brown) with uniform
- Students without prescribed uniform may be refused entry by security personnel at the main gate or by the Principal/HOD
- **Dress Code on Saturday:** Any dress other than the prescribed uniform except Jeans, T-shirts and sports shoes
- Male students should have trimmed hair. Long hair, punk/spiked hairstyles and Beard of any kind are strictly not permitted.
- Visible tattoos and body piercings are strictly not allowed.

XI. LIBRARY RULES

ABOUT THE LIBRARY

- The main function of a library is the collection and preservation of knowledge for its dissemination to all.
- **Facilities:** Our Central Library is air-conditioned and has been designed with a lot of care, paying adequate attention to the needs of both the faculty and students.
- **Study area for Faculty:** There is a separate enclosure for faculty members to enable them to pursue their research interests with maximum concentration.
- **Seating arrangement for students: Unlike** other libraries where student sit together and read, here students are allowed their individual desk for total concentration.

General Rules of Library

- **Attendance:** All library users must sign in/out through Bio-metrics Machine available in the Library,
- **Decorum:** Users should maintain silence in the library and should not disturb others. Smoking / eating / talking / chewing is strictly prohibited in the library.
- Mobile phones are strictly prohibited inside the library.
- **Counter facility:** While entering the library users should leave their personal belongings such as bags, personal books, helmets, etc. at the property counter.
- **Damage to library property:** User of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offence second time, his / her library tickets would be impounded and the membership terminated summarily.

XII. HOSTEL RULES

- Students are required **to** bring the following items with them while joining the hostel.
 - One bed Roll comprising of Bedsheets, Bedcover, Pillow, Mattress, Quilt (for winter) etc.
 - One Bucket, one mug, one water jug, one flask, two glasses.
 - Toiletries
 - Curtains

- **Hostel attendance:** Hostel doors will be closed at 10:00 p.m. for Durga-1 and Durga-2 Girls Hostel and Eklavya Boys Hostel everyday. Residents will not be allowed to enter or leave the hostel after the stipulated time except in a medical emergency. A Biometrics machine has been installed in the hostel for attendance. The Student has to mark attendance on Biometrics machine twice a day. i.e. during dinner time (at night) and during breakfast (in the morning). Erring residents will be penalized as per discretion of the Principal/ Warden. On Sunday & Holidays, Morning Attendance punching time is 9.00 to 11.00 am.

- **Stay with Parents/ Local Guardians:** Residents of the Hostel may have local guardians. The residents can stay with local guardians after obtaining written permission from the parents only on weekends. Permission for night out is not allowed during the week except in case of serious medical emergency.

- **Authorization letter:** Parents will issue an authorization letter in the name of the Local Guardian whose consent along with the photograph must be submitted to the warden in the prescribed format.

- **Maximum limit for stay with Parents/ Local Guardians:** Residents will be allowed to stay with the Parents or Local Guardians once a month after seeking permission from the Warden. The Local Guardian's authority letter **to** send the resident is required to be submitted at least a day in advance to the Hostel Warden.

- **Feedback form:** Residents will submit the Parent's feedback form to the Warden **immediately** after returning to the Hostel from their homes /Local Guardian's homes.
- **Guest house for parents:** Parents of the residents are not allowed to stay in the hostel. Only Parents (Father / Mother) can avail the facility of college Guest House on payment if they desire to stay within the campus for a short period (Max 3 days) only.
- **Holidays:** Resident will be allowed to go home only in the event of holidays in the College. Hostel Residents will be allowed to go out of station with parents / with persons authorized by the parents or can go home alone after submitting a letter, authorizing them to leave alone, by their parents during holidays or closure of the College.
- **Categorization of rooms:** Hostel residents of A/C rooms are NOT allowed to permit residents of Non A/C rooms to stay in their room during college hours or in the absence of any resident of that room.
- **Changing of rooms:** Rooms of the students can be changed, if absolutely necessary, during the session with permission from the Principal/ Registrar.
- **Cooking in hostel rooms:** Cooking is not allowed in the rooms of the hostel. Carrying meals to their room from the Mess is strictly prohibited except where the student is medically unfit. Such students can take the meals in their rooms in their personal utensils. Under no circumstances the students are allowed **to** carry the Mess utensils to their rooms. Students found doing so will be penalized according to the rules and regulations of the college.
- **Safety and security of personal belongings:** Residents are advised not to keep valuable jewellery / electronic gadgets with them. The safety of the belongings of residents is NOT the responsibility of the Hostel Warden or College authorities.
- **Visitors:** Visitors are allowed to meet residents between 4:00 p.m. to 6:00 p.m. The permission of Warden is required to meet the visitors. Residents must ensure that visitors enter their details viz. Name, address, telephone no., cell no., vehicle no.. etc. in the register available in the visitor's room and at the Main Gate.
- **Short Leave:** Short leave will be allowed to students on designated days, other than compulsory library reading days, which are as follows: -

SUMMER

Particulars	Timings
Girls	(All days except library reading days)
Boys	Interns - All days allowed upto 7.00 pm

Note: Slip Issue time for Short Outing is upto 5.15 pm and will be allowed to students other than their Library days

WINTER

Particulars	Timings
Girls	(All days except library reading days)
Boys	Interns - All days allowed upto 7.00 pm

Note: Slip Issue time for Short Outing is upto 5.15 pm and will be allowed to students other than their Library days

Written permission is required from the warden for the short leave.

- Long Outing: Residents are allowed to go out of the hostel for Long outing on holiday/ weekly off from 8:30 am to 6:00 pm during Summer & Winter, after making entry in Registers available with warden.
- Long Outing on working day: Long outing on a working day will be permitted only after written prior permission from Principal / Registrar.
- Night Outing: Residents are allowed to avail night out facility any day prior to holiday including Sunday. They can leave and return back to college as per following terms and conditions: -

SUMMER

During Working days: -
 Leaving: After 3.30 pm
 Returning: Before 8.30 am (college hours)
 During Holidays: -
 Leaving: After 8.00 am
 Returning: Before 8.30 am (college hours)

WINTER

During Working days: -
 Leaving: After 4.00 pm
 Returning: Before 9.00 am (I . z . hours)
 During Holidays:
 Leaving: After 8.01 a , 011111111'
 Returni 9.01 10g: hours}

- **Leave in emergencies:** In any emergencies if the resident have to go home beyond schedules mentioned above, a special permission should be taken through the Principal/Registrar.
- **Serious Mediical issues:** Hostel admission can be cancelled if the authorities are convinced that the resident suffers from a chronic disease or serious illness.
- **Hostel Committees:** The following committees will be constituted to manage the hostel and to look into the day to day problems of hostel residents.

1. Cultural Programs	3. Mess	
2. Games / Sports	4. General Welfare	5. Discipline
- These committees will work under the overall supervision of the Warden who will take directions from the Principal from time to time.
- **Restriction:** Parties / get together are not allowed in the Hostel without the Warden's / Principal's permission.
- **Prohibited items:** Use of radios, music systems, irons and heaters and any other electrical appliances is strictly prohibited in the hostels. Students found using them will be penalized and their short/long outing will be cancelled.
- Cleanliness of the rooms will be the sole responsibility of the residents.
- **Appropriate dress code:** It is normally expected that the residents will follow simplicity and will not wear any dress objected to by the Principal/Warden.
- **Common room & study room:** All hostels have a common room & study room for students.

Note: -

- All the Residents will follow the rules strictly and obey the orders of the Warden / Principal.
- Hostel residents violating any of the above rules are liable to be expelled / suspended from the hostel without any show cause notice or prior intimation. The decision of the College authorities will be final.
- The Principal / College Authorities have full powers to modify or change the hostel rules.
- **Regarding the usage of Desert coolers in summer the following is applicable:**
 1. Cooler will be procured by the concerned resident on his/ her own expenses.
 2. Electrical installations required for the cooler will be provided by the College in respective rooms.
 3. The residents will have to pay Rs. 7500/- per cooler / room for May - Sep in advance towards consumption of electricity.

Important Note: -

- Consumption / Possession of Liquor / Smoking / Chewing tobacco or any kind of drugs and Non- Vegetarian food is strictly prohibited in college premises. If any student is found guilty he / she is liable to be suspended from the hostel as well as from the college and will also be penalised

DISCIPLINE

Following are considered as acts of indiscipline and may lead to debarring the student from attending the Course further

1. Violation of rules and regulations laid down by the college.
2. Taking recourse to unfair means during examination and assessment.
3. Indecent behaviour or use of abusive or threatening language anywhere in the College Campus or through electronic / social media with any other student or staff member.
4. Indulging in ragging / misbehaviour / violence with any other student or staff member.

The College holds the authority of a surprise inspection of the hostel / room/ college premises as and when required basis without prior information.

XIV. HANDLING OF COLLEGE PROPERTY

- College property is an asset for all the students. It is the responsibility of all the students to keep the property intact. Articles, pictures, documents etc., must not be torn off from the reading / study material available in the library as it will hamper the needs of fellow students. In case anything is required by the students, permission may please be sought from the Principal.
- Student should take care not to deface any part of the college premises. Pasting of posters, charts, pamphlets etc of any kind is not permitted without prior permission of the Principal. In case any financial responsibility is given to a student he / she must fulfill it cautiously. In case the money is handed over to any individual student for any particular job assigned to him / her the accounts for the money must be given to the authorized representative of the college within 24 hours of the completion of the job.

XV. MOBILE PHONES

- **Use of mobile phones:** Students are not allowed to use the mobile phone anywhere in the College Building, during or after college hours.
- **Day Scholars:** Day Scholars are allowed to bring mobile phones, but it must be SWITCHED OFF during college hours. Students are permitted to use the mobile phone only in the canteen or outside the college building.
- **Hostellers:** Hostellers are NOT ALLOWED to bring their mobile phones to the college at all.
- Any Hosteller found with the mobile phone (even switched off) and Day Scholar with mobile phone switched on anywhere in the college building will be fined Rs. 1000/- and the phone will be confiscated.
- In any emergency Parents / Students can use the OFFICE PHONES to call

XVI. RAGGING

- As per Supreme Court's ruling of written petition (Civil No 656 of 1998) Ragging in any form is strictly prohibited. The most stringent measures against anyone caught ragging shall include the below mentioned disciplinary actions.

What Constitutes Ragging

- **Ragging constitutes one or more of the following acts:**
 - A. Any conduct by student or students whether by words spoken or written or by Any act that has the effect of teasing, treating or handling with rudeness a fresher or any other student.
 - B. Indulging in rowdy or undisciplined activities by any student or students which Causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in a fresher or any other student.
 - C. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
 - D. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
 - E. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
 - E Any act of financial extortion or forceful expenditure burden put on a fresher or an \ other student by students.
 - G. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

- H. Any act or abuse by spoken words, emails, internet social network, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- I. Any act that affects the mental health and self-confidence of a fresher or any.

"The punishments to be given in such case"

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding! withdrawing scholarship / fellowship and other benefits.
4. Debarring from appearing in any test/ examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any regional, national, or international meet, tournament, youth festival, etc
7. Suspension /expulsion from the hostel.
8. Rustication from the institution from a period ranging from 1 to 4 semesters.
9. Expulsion from the institution and debarring from admission to any Other institution.
10. Fine against ragging is between Rs 25000 and 1,00,000/-.
11. Collective Punishment- When the persons committing or abetting the crime of Ragging are not identifies, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggings.
12. FIR with Local Police leading to imprisonment.

• Precautions/ Safety Measures to Be Observed:

The apprehension to join the college and the first few days can be easily overcome. All that the student need to do is -

1. To know the concerned person in the college for any complaint against ragging or otherwise.
2. Be aware of the rights under the rules.
3. Don't lash back physically or mentally at any indecent or vulgar act of seniors. He she can always come back in a group.
4. Don't confront an indecent ragging. Find a way to escape from it.

