

## GENERAL CODE OF CONDUCT

### RULES AND REGULATIONS FOR STUDENTS:

- All Students should be dressed in surgical scrubs, formal dress for boys and girls with White Apron. T-shirts, Jeans, leggings and sleeveless dresses **are not permitted**. Students are advised to adhere to the respective department's dress code. Observance of dress code is compulsory for academic and allied activities in the campus.
- Students should display their Identity Card prominently when they are within the campus and while travelling in the University bus. The security staff will not permit any student inside the campus without the identity card.
- Students should be punctual in attending classes and other co-curricular and extra-curricular activities. Late comers will not be allowed to attend the classes and disciplinary action will be taken.
- Students should not leave the college and hospital premises during the class hours without the permission of the HOD / Competent Authority.
- Students will be responsible for all the equipments entrusted to them. They should not cause any damage to any property, equipment, instruments, tools etc., of the University. An amount of Rs.500 towards General maintenance, is payable by each Student at the end of the Academic year, prior to the Examinations. Apart from this in case of any damage, Lab breakages the actual cost will be recovered from the student along with a fine. Students should take care of their belongings while they are in the campus. The University will not be responsible for any loss of such belongings.
- Use of Mobile Phones, Camera or any other electronic gadgets is prohibited inside the campus and if found they

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will be confiscated.

- Pasting of any pictures, posters, smoking, chewing pan, gutka, gambling, consumption of alcoholic drinks and use of hallucinogenic drugs and other illegal substances or the possession of such substances anywhere in or in the vicinity of the Campus is strictly forbidden and will lead to immediate dismissal of the student from the University.
- Students should not hold any meetings or collect any money from other students without prior permission from the HOD.
- Students should not involve themselves in any political or religious activities inside the Campus.
- Carrying any explosive / Fire arms and / or Weapons inside the campus is strictly prohibited.
- The following acts of misconduct will result in immediate dismissal from the University:
  - Assault of any person
  - Wilful damage to University property
  - Intimidation, coercion and/or interference with other students
  - Misbehaviour with other students and/or Staff
  - Any anti-national activity.
- The decision of the Registrar is final and binding on all the students in all matters of conduct of classes and students discipline.
- Legal disputes, if any, are subject to the jurisdiction of Courts at Chennai. All other rules, regulations and guidelines prescribed by the Government and appropriate agencies will be implemented.
- The college shall not be liable for any compensation / claim whatsoever under any circumstances, in case of any casualty / injury or otherwise to any student during his / her academic activities inside or outside the college campus.

- National spirit, social responsibility, human values and equality shall be the prime objective of any students.
- Disobeying National Anthem, National Flag and the elders will be liable for punishment.
- Parent corner is created in our CLOBAS APP through which parents can access the information their wards.

## **RAGGING**

“RAGGING IN ANY FORM IS A CRIME”

Ragging is totally banned and punishable as per the Government Order. If any student is found indulging in any sort of ragging or harassment to juniors or other fellow students, inside or outside the campus, bus, hostel, he/she will be dismissed immediately from the University and criminal action will be taken against them as per the rules. Experts of TAMIL NADU PROHIBITION OF RAGGING ACT 1997 for general information.

This Act is called the Tamil Nadu Prohibition of Ragging Act, 1997. It extends to the whole of the State of Tamil Nadu.

### **Definition**

In this Act, unless the context otherwise requires, “ragging” means display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes.

a) Testing, abusing of playing practical jokes on, or causing hurt to such student.

Or

b) Asking the students to do any act or perform something which such student will not in the ordinary course will do.

## **Prohibition of Ragging**

Ragging within or without any educational institutions is prohibited.

## **Penalty for Ragging**

Whoever directly or indirectly commits, participates, in abets or propagates “ragging” within or without any educational institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

## **Dismissal of Student**

Any Student convicted of an offence under Section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

## **Suspension of Student**

(1) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head of an Educational Institution, or to any other person responsible for the management of the educational institution he/she shall inquire into the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.

(2) The decision of the Head of the Educational institution or the person responsible for the management of the Educational Institution that any student has indulged in ragging under sub - section (1) shall be deemed final.



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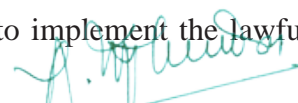
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## **ETHICS AND CODE OF CONDUCT FOR STAFFS**

As a constituent of reputed Institute **SRI VENKATESWARA DENTAL COLLEGE AND HOSPITAL**, one is always under scrutiny of the stakeholders of the society thereby, it is necessary to maintain a high degree of decorum and integrity at all times .Some of the general points that one should adhere is listed, but the list is not limited as the human resources have to uphold high code of conduct as prescribed MATTERS OF GENERAL CONDUCT-THE DO'S AND DON'TS.

### **DO'S**

- Maintain absolute integrity and absolute devotion to duty at all times.
- Those holding responsible posts should maintain independence and impartial in discharging their duties.
- Maintain a responsible and decent standard of conduct in private life and render prompt and courteous service to the public.
- Report to superiors the fact of arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
- Keep away from demonstrations organized by political parties in the vicinity/neighborhood of Government offices and maintain political neutrality.
- Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- If any legal proceedings are instituted for the recovery of any debt due or for adjudging as an insolvent, report the full facts of such proceedings to the Competent Authority.
- Act in accordance with Government policies.
- Observe courtesy and consideration to Members of Parliament and State Legislatures.
- Commit one's self to and uphold the supremacy of the Constitution and democratic values.
- Defend and uphold the sovereignty and integrity of India, the security of the State, public order ,decency and morality.
- Maintain high ethical standards and honesty;
- Promote the principles of merit, fairness and impartiality in the discharge of duties.
- Maintain accountability and transparency.
- Use public resources efficiently, effectively and economically.
- Declare any private interests relating to public duties and take steps to resolve any conflicts in a way that protects the public interest.
- Make choices, take decisions and make recommendations on merit alone.
- Act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of the society.
- Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices.
- Maintain discipline in the discharge of duties and be liable to implement the lawful orders duly communicated .



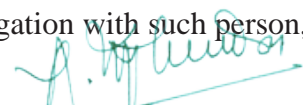
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- Maintain confidentiality in the performance of official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may affect the sovereignty and integrity of India, the security of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person.
- Perform and discharge duties with the highest degree of professionalism and dedication to the best of your abilities.
- Use the IT infrastructure and facilities for official use only.

## **DON'TS**

- Do not make joint representations in matters of common interest.
- Do not indulge in acts unbecoming of an employee of OUR COLLEGE.
- Do not adopt dilatory tactics in any dealings.
- Do not convey oral instructions to sub-ordinates. (If done for unavoidable reasons, confirm them in writing as soon as possible).
- Do not practice untouchability.
- Do not associate with any banned organizations.
- Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
- Do not give expression to views on Indian or foreign affairs, while visiting foreign countries. Do not get involved in unauthorized communication of any document or any part thereof or classified information to any Government servant or any other persons to whom not authorized to communicate such document or classified information.
- Do not join or support any illegal strike.
- Do not enter into any private correspondence with Foreign Embassies or Missions/High Commissions.
- Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc. having official dealings.
- Do not accept any offer of the cost of passage to foreign countries or hospitality by way of freeboard and lodging there, if such offers are from foreign firms contracting with the Government.
- Do not accept invitations for free inaugural flights offered by Air India, Indian Airlines, Corporation or Foreign Airlines.
- Do not give dowry or demand any dowry directly or indirectly from the parent or guardian of a bride or bride groom.
- Do not accept any gift from any foreign firm which is having official dealings.
- Do not engage in canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by self or members of family.
- Do not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place oneself under pecuniary obligation with such person,



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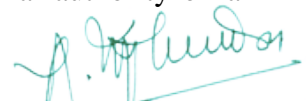
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firm or private company Do not approach subordinates for standing surety for loans taken from private sources either by self or relations/friends.

- Do not undertake private consultancy work.
- Do not speculate in any stock, share or other investment.
- Do not purchase shares out of the quota reserved for friends and associates of Directors of Companies.
- Do not bid at any auction of property where such auction is arranged by one's own officers.
- Do not stay as guest with Foreign Diplomats or foreign nationals in India.
- Do not invite any Foreign Diplomat to stay as guest in India.
- Do not accept or permit dependents to accept passage money or free transport from a Foreign Mission/ Government or Organization.
- Do not bring any political influence in matters pertaining to service.
- Do not consume any intoxicating drinks or drugs while on duty.
- Do not employ children below 14years of age.
- Do not accept award of monetary benefits instituted by Private Trusts/Foundations, etc.
- Do not address the higher authority prematurely on the same issue unless it is established that all points or submissions made earlier have not been fully considered by the immediate superior or Head of Office or any other authority at the lowest level competent to deal with the matter.
- Do not use official position or influence directly or indirectly to secure employment for any member of your family in any company or firm. Do not place oneself under any financial or other obligations to any individual or organization which may influence in the performance of official duties.
- Do not misuse position as civil servant and take decisions in order to derive financial or material benefits for oneself , family and friends.

### **Grievance Redressal Mechanism**

If a staff member has a grievance, it is better to sort it out by writing to, or meeting the concerned HOD. After giving sufficient time to the HOD, remind him/her to expedite the matter. In case the grievance remains unresolved, there is an Institute grievance committee, to whom one can refer them. Suggestion boxes are placed at various location to vent out grievance .On-Line grievance reporting provision is enabled in the Website of the University for open and transparent communication. Open door policy is practiced to vent out the grievance with all top management. HoDs will function as Grievances Officer who will coordinate and administer the grievance handling process. The Staff Grievances Redressal Committee will be responsible for addressing all the grievances submitted to the Grievance Officer. The committee will refer cases, if required, to the Dean and the Dean shall address the grievance in such cases. In cases where the VC's intervention is required, the Dean may forward the grievance case to the VC/Registrar. The VC will be the final authority on all grievance matters of staff and Officers.



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## **Prevention of workplace Harassment**

Behavior in all interactions with colleagues must be impeccable. The Supreme Court of India defines sexual harassment as unwelcome sexual behavior, whether directly or by implication, such as through

- (1) Physical contact and advances.
- (2) Demand or request for sexual favors.
- (3) Sexually colored remarks (this includes colored jokes in a mixed company, or even within hearing distance of a female member of the community).
- (4) Showing pornography.

Any other un-welcome physical, verbal or non-verbal conduct of sexual nature. Except where such an act amounts to a specified offence under the Indian Penal Code (which then has to be dealt with by the Police under applicable law), a victim of sexual harassment (or one who perceives sexual harassment to oneself may lodge a complaint to The Director, Deputy Director or to the Registrar. Any employee can approach the Women' Cell constituted by the Institute, either for advice or for redressal. An inquiry by the Women Cell has the status of an official inquiry under the Civil Service Rules, and employees have to cooperate with the Cell in its investigations.



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