

**MNR Higher Education & Research Academy**  
**Medak, Fasalwadi, Sangareddy**  
**Telangana**



**CODE OF CONDUCT**

**(Amended date: Jan 2020)**

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## **MNR Higher Education & Research Academy**

**Fasalwadi, Sangareddy**

MNR is established to develop high-quality value-based medical professionals with international standards comprising of competency and compassion.

The college's pivotal objective is to promote value-based, student-centered, community-oriented, flexible medical education with ongoing review, and the code of student conduct is designed to support that objective. MNR ensures that the student achieves and maintains his or her academic goals by providing access with thrust on quality, involving all the stakeholders.

The faculty would ensure that the student shall practice these values. The administration would monitor the implementation of the rules and regulations. The administration and faculty are vigilant to ensure that the code of conduct is strictly followed so that the student's behavior will align with that of the institute.

A code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behaviour. The purpose of a code of conduct is to develop and maintain a standard of conduct that is acceptable to the Institution, its staff, students, and other employees.

This Handbook indicates the standard procedures and practices of MNR HIGHER EDUCATION & RESEARCH ACADEMY.

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 MNR. 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.

MNR, 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.

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

- The Principal should oversee and monitor the administration of the academic programs and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
- As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
- Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programs of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.

- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programs to the various committees and Management.

## 2. CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

- Providing leadership in both under graduates and postgraduates in relevant field of Specialization.
- Promoting the students in Consultancy services.
- Teaching the students in theory and clinical practice.
- Evaluating students by conducting tutorials, assignments, journal presentations and seminar presentations.
- Continuing Dental Education activities.
- Counseling the students.
- Interaction with other institutions, Universities at state, national and international levels.
- Organizing seminars, conferences and workshops for staff and professionals.
- Publishing papers in national and international journals.
- Review of academic activities of the department periodically.
- To supervise the maintenance of stock, consumable registers with the help of lab in-charge.
- To display notices, mark sheets, attendance sheets etc. pertaining to the students
- Organize parents meet in association with Teacher& Parents
- Involvement in curricular, co-curricular and extra-curricular activities  
Involvement in curricular, co-curricular and extra-curricular activities
- The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals /Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.

### **3. CODE OF CONDUCT TO THE TEACHING FACULTY**

#### **3.1 GENERAL RULES**

- Teaching and ensuring attendance of students as per University norms
- Planning and implementation of instructions received from Head/principal.
- Developing resource material for teaching and learning.
- Extension of services to the community.
- Continuing Dental Education activities.
- Curricular, Co-curricular and extra-curricular activities.
- Publication of research papers, articles & Books
- Participate in seminars/conferences/workshops.
- Participation in departmental administration
- Contribute to the activities sustaining accreditation of the institute.
- Examination work pertaining to College University such as organizing supervision and assessment etc.
- Arrangement of remedial coaching.
- Upgrading of qualifications.
- To help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
- Any other duties assigned by the Management and Principal from time to time.

#### **3.2 CONTINUOUS ASSESSMENT**

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the departments or student counsellor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member should maintain academic record book.

#### **3.3 CLASSROOM TEACHING**

- The staff should engage the full 60 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by engaging students in their learning working to achieve high level outcomes for all students maintaining records to manage, monitor, assess and improve student learning using research and student achievement data to inform professional

practice engaging in reflective practice and developing their professional knowledge and teaching skills supporting the personal and professional development of others providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development assisting in developing and mentoring less experienced staff members accepting responsibility for their own professional learning and development

### **3.4 LABORATORY**

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

### **3.5 RULES OF CONDUCT**

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 timekeeping/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-ownedproperty
- 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 & Smoking in Campus
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday & disclosure of confidential information
- Unauthorized or improper use of telephones, e-mail system, or other college-ownedequipment
- 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 Collegepremises
- Use of College supplies, equipment, property, or services to carry out private businessventures
- Violation of HR policies and Violation of local, state, or central laws
- Any behavior that results in the destruction of college property or brings injury toanother employee



## **4. CODE OF CONDUCT FOR SUPPORTING STAFF**

### **4.1 ADMINISTRATIVE STAFF**

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

### **4.2 ACCOUNTANT**

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

### **4.3 STUDENT SECTION**

Student section should

- Ensure the eligibility of the students and prepare related documents to submit them to University within prescribed time limit.
- Ensure the student document verification by MNR Higher Education Institute and University within time Limit.
- Submit the student eligibility and student insurance to MNR Higher Education Institutes Ensure timely submission of examination forms to MNR Higher Education Institutes Ensure caste certificate/caste validity from concern divisional office
- Provide all necessary student data to prepare various committee reports

### **4.4 LAB ASSISTANT**

- To ensure safety of the students in the laboratory.
- To draw the lab schedules for the students and display on the board.
- To record and maintain the attendance of the students.
- To ensure discipline of the students in the laboratory/ Clinical Postings.
- To conduct lab/ Clinical Practical examination as and when required.

### **4.5 CLERK**

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

### **4.6 PEON**

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits

## 5. CODE OF CONDUCT FOR STUDENTS

The students conduct, and behavior Code shall apply to all the students (studying undergraduate, postgraduate and super specialty courses) studying at MNR educational trust Colleges, including those who are participating in the academic programs, activities or events organized by the college. It is the responsibility and duty of every student to become acquainted with all the provisions of the Code.

All the Students are directed to strictly adhere to this Code of conduct as a pre-condition of their admission to the college.

### 5.1 STUDENT RESPONSIBILITIES

Students studying at MNR are responsible

- To read, understand and agree to this code and must give an undertaking agreeing on adherence to this Code and its amendments brought from time to time.
- To behave and conduct themselves in the college campus, hostels and premises in a dignified and courteous manner and show due respect to their seniors, administrative authorities, employees and elders.
- To maintain and uphold the tradition of a vibrant academic, intellectual, cultural and social atmosphere in the campus and not to indulge in any disruptive activity inconsistent with the MNR regulations.
- To access all learning and educational facilities and able to improve the quality of education, prosper academically and develop scientific research temper through the utilization of these facilities.
- To strive and maintain work attitudes and habits.
- To respect the laws of the land, behave in a responsible manner upholding the dignity of the profession by respecting the fellow citizens.
- To recognize the traditional, cultural beliefs and traditions and adhering to social values of India.
- To be vigilant and report any violation of this Code to the respective faculty or administrative authorities.
- To appraise the parents/guardians regarding the existing code of conduct enforced by the college authorities. The parents/guardians are expected to understand the importance of the discipline of the college and cooperate with the administration in the enforcement of the code of conduct for the betterment of their wards.

## 5.2 DRESS CODE

- Prescribed Uniform: Under graduate 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.
- Post graduates to follow decent and formal dressing manners. All students should wear clean and appropriate attire. Students (boys) should attend wearing casual pants (with the shirt neatly tucked in) with polished leather shoes. Avoid any other dress and footwear. Students (girls) should wear sarees OR churidars with dupatta.
- Students must wear a white apron while on campus.
- No skin revealing or ragged torn clothing are allowed
- 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.

## 5.3 \_IN COLLEGE PREMISES

- 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.
- 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/ Administrative officer.
- 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 to increase at the discretion of the Principal along with appropriate disciplinary action from 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 and the device will be confiscated until further notice. Students can use mobile phones outside these areas, eg- canteen.

- 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.
- 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.

#### **5.4 \_ACADEMICS**

- The student should attend classes regularly on time with appropriate requisite material.
- Attendance of 85% is mandatory for appearing in the university examinations.
- Students should avoid behaviors which interfere with the safe learning environment.
- All the students shall maintain discipline during all the academic activities of the college.
- No student is allowed to enter or leave the classroom when the session is in progress without the permission of the teacher.
- Students should inculcate the habit of demonstrating respect for all staff and students.
- Students should keep the classrooms neat.
- Students are liable for punishment for indulging in malpractice during the assessments/ internal examination / University Examination.

- Students, who indulge in malpractice in any examination or assessments with small paper bits/textbooks/examination note/electronic gadgets, including Cell Phones, will invite punishment.
- Students are advised to use the campus wifi Internet connection for the academic purpose only.
- Students are prohibited from Interfering or tampering any of the office records of the college. It is a serious crime and will result in suspension / rustication.
- The students must participate in all the academic activities, National Health Days, Guest lectures and other educational programs organised by the institute. Non-participation is a serious offence.

### **5.5 \_DISCIPLINE**

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

- Violation of rules and regulations laid down by the college.
- Taking recourse to unfair means during examination and assessment.
- 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.
- 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.

### **5.6 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.

### **5.7 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.

## **5.8 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.

■ 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"

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/with drawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national, or international meet, tournament, youth festival, etc
- Suspension /expulsion from the hostel.
- Rustication from the institution from a period ranging from 1 to 4 semesters.
- Expulsion from the institution and debarring from admission to any ther institution.
- 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 raggars.
- 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 -
  - To know the concerned person in the college for any complaint against ragging or otherwise.
  - Be aware of the rights under the rules.
  - Don't lash back physically or mentally at any indecent or vulgar act of seniors. He she can always come back in a group.
  - Don't confront an indecent ragging. Find a way to escape from it.

## 5.9 LIBRARY

- A Person who is not a member of the Central library should not be admitted in to the library. However, non-members should be admitted only by special permit to be issued from the Principal and Chief Librarian or his deputy during his absence.
- The decision of the Chief Librarian or his deputy should be final. Membership / Identity card should be shown at the counter when requested and every member should enter his / her name and member ship number (Branch / Admin Number) in the gate register
- The library prohibits Boxes, Bags, Umbrellas, Sticks, Personal Books and such other items, so they should be left at the property counter. Silence should be strictly observed in the Library. Spitting and smoking are strictly prohibited. Misbehaving in the Library is strictly prohibited.

## OPENING HOURS

Monday – Saturday	8:00AM to 10:00PM
2 <sup>nd</sup> Saturday	9:00Am to 08:00PM
Exams Time	8:00AM to 12.30AM
Sunday's and Public Holidays	9.00AM to 02.00PM

## GENERAL RULES

- All users must observe total silence in the library and its environs at all times
- All users are required to show their college IDs to the security officer upon entrance to the library
- Use of mobile phones is strictly prohibited in the library
- All bags, cases, folders etc. must be left in the luggage area outside the library.
- Users are not allowed to leave their baggage overnight in the library. The library shall not take any responsibility for loss of personal property or books already signed out to a user
- Users are not allowed to log in using their personal passwords at the search computers or to access the internet from there. Do not shut down the Resoursemate program after you are through with your search.
- All users are required to show all items to the security officer before leaving the library
- No student is allowed to enter the circulation area without the consent of the library staff
- Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay for the material with the most current edition of the same
- Good order must be observed in the library at all times for example placing of feet on the furniture, eating and drinking, smoking, sleeping etc. will not be allowed
- Group discussions are only allowed in the discussion room and the noise must be kept to a minimum and should not disturb any other user in the library
- Use of sound equipments like radios, walkmans, cell phones etc. is strictly prohibited in the library and its environment.
- Seats in the library may not be reserved
- Users are not allowed to resshelf books after removing them from the shelf. Leave the books on the table or on the trolley near the door
- No library equipment may be moved, modified or tampered with without permission from the librarian

## BORROWING PROCEDURE

- Borrowing period is strictly between 8:00am and 9:00pm on weekdays and 9:00am and 5:00pm on Saturdays
- A user must be a registered student in the current term to be able to use the library services
- All students must present their college ID before borrowing any library materials
- Library materials may not be removed from the library unless the library staff has properly issued them out



- Students are allowed to borrow a maximum of two books for a period of one week
- All borrowed materials must be returned on or before the due date
- Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students
- Students with overdue materials and overdue fines will not be allowed to use the library services
- All reserve materials must be returned at the specified time

The following materials can only be used within the library

- Reference books
- Newspapers
- Journals and magazines
- Thesis/Dissertations

#### DAMAGE/ LOSS OF LIBRARY MATERIALS

- All users will be held responsible for any damage or loss of library materials in their possession and will be required to meet the cost of replacement and processing
- Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books
- Lost books must be reported to the librarian immediately and replaced or paid for within 30 days
- Lost library books that are recovered, must be handed to the librarian as they remain the property of the college library.

#### OVERDUE CHARGES/ FINES

- |   |                 |
|---|-----------------|
| ▪ General collection books                  | Rs.5 per day    |
| ▪ Reserve material                          | Rs.5 per hour   |
| ▪ Books not returned at the end of the term | Rs.500 per book |

#### EXCLUSION FROM THE USE OF THE LIBRARY

- The library committee shall have the power to suspend or exclude from use of the library any user who disregards the library rules and regulations
- The library staff have the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users

Admission: The following people are allowed to use the library:

- All registered students of the MNR Colleges
- Faculty and other staff in the MNR College
- Spouses and children of staff and students occasionally
- Known members of the community and those with a genuine need have limited access to the library

Borrowing: All registered students, faculty and staff have borrowing privileges in the

library. Other people may use the library but do not have borrowing privileges.

- Loan periods: The length of time that books may be borrowed is as follows:
- Students: Two books for One week; renewable once
- Faculty: Three books for Two weeks
- Other staff: One book for One week only

**LIBRARY FINES:** Fines of Rs. 5 per volume per day are charged for the late return of books with a regular oneweek loan period. For reserve materials the fine is Rs.5 per hour per volume. There is a Rs. 500 per item fine for books returned after the end of the term.

**Damage and loss of library materials:** Any user who causes damage to or loss of any library materials or other library property will be charged for replacement costs. Marking of books and other library materials will be regarded as damage.

### **5.10 HOSTEL RULES**

Hostel is an on-campus home for students. The below mentioned rules are framed for the comfort & safety of the students. All the hostel students are expected to strictly abide by the below mentioned rules to ensure a pleasant stay for all

- Hostel gates will be opened at 6 AM & will be closed at 9 PM.
- Students of all colleges have to attend study hours from 5 PM to 8 PM at Central Library building on all working days.
- No student should use the belongings of other students without their consent.
- The room of any student in the hostel can be inspected at any time by the Authorities.
- Students are advised to keep their hostel ID cards with them and show them on demand.
- Possession of any Laptop / computer / Electronic gadgets etc. is strictly prohibited.
- Use of stoves (of any type), room heaters, water heaters are not permitted in the Hostel.
- Consumption or Storage or Supply of liquor, cigarettes, drugs or any other such illegal items is strictly prohibited and if found guilty, the offender/s will be dealt with severely, including rustication of the student from the college & prosecution as per law.
- Gambling of any type is strictly prohibited.
- Hostel inmates should not bring guest / day scholars / friend into the hostel / mess premises.
- Tampering / damaging / misuse of any property of the institution is strictly prohibited & can attract heavy penalties.
- Residents must ensure that the lights and fans are switched off when the room is locked.
- Indulging in ragging / any other illegal activities is a punishable offence.
- Ragging of any kind is punishable as per the State Prohibition of Ragging Act, 1997

and 2002. As such students are advised not to indulge in such activity. Any student involved in Ragging will be expelled from the Hostel & from the college permanently. Further they may have to face legal actions as per law.

- All the residents should pay their dues before the due date in order to avoid fines & continue their stay in the hostel.
- Students are permitted to visit their parents or go out for shopping only on Sundays / Public Holidays with due approval of the concern Principal / Hostel Warden. Parents have to call the Hostel Warden from the registered mobile numbers & take permission for students to go out of the campus. Students have to obtain gate pass & produce it at the main gate security before leaving the campus. Timings to go out on Sundays / Public Holidays: -

For Boys between 1 PM to 6 PM.

For Girls between 8 AM to 1 PM.

- Before leaving the campus, students have to submit the Hostel ID card, gate pass & enter their details in the movement register available at main gate security.
- While returning back to the campus, students have entered their details in the movement register available at main gate security & collect their ID cards.
- Students leaving the hostel without prior permission (or) students coming late to the campus (beyond the timings mentioned above) will be viewed very seriously and may lead to expulsion from the hostel.

▪ **Mess Timings**

Item	For Medical, Dental, Physiotherapy Colleges	For Homeopathy, Nursing, Pharmacy, B.Ed., & Engineering Colleges
Break Fast	7:45 to 8:45 AM	7:45 to 8:45 AM
Lunch	1 to 1:30 PM	12 Noon to 12:30 PM
Snacks	4 to 4:45 PM	to 4:45 PM (N/A to Mess Cat. 2 Students)
Dinner	8 to 9 PM	8 to 9 PM

▪ **T.V. Room Timings**

- On Working Days – 8 PM to 10 PM & on Sundays / Public Holidays - 8 AM to 10 PM
- Accommodation in the Hostel cannot be claimed as a matter of right. Students who disturb the peace, violate the rules, harm other students / staff mentally or physically, who indulge in any other unlawful activities will be expelled from the hostel.

**5.11 OUTSIDE THE COLLEGE CAMPUS**

Any complaint of misbehaviour, violence, antisocial unethical and immoral activities of the students will be dealt with by State and Central laws that are in force. The College

will not take any responsibility for any criminal, and non-criminal act carried outside the campus by the students.

#### **5.12 DURING COVID-19 PANDEMIC TIMES**

- Adhering to the college's hygiene guidelines on handwashing, cleaning, and sanitization of shared spaces and contact surfaces.
- Wearing masks or other protective face coverings when inside of a campus building or outside when social distancing is not possible.
- Social distancing of more than 6' when outside of your room.
- Limiting or prohibiting visitors, including perhaps requiring you to not have any guests in your own room and not visiting others in their dorms or rooms, or requiring you to maintain close contact with only a limited number of other individuals
- Limiting or prohibiting your ability to gather in groups
- Prohibiting events, parties, or get togethers, or restricting them to specific sizes, locations, or types of events
- Undergraduate Students Submitting to temperature checks, monitoring your wellness on an ongoing basis, and promptly reporting any symptoms to respective mentor/warden as directed
- Graduate Students Submitting to temperature checks, monitoring your wellness on an ongoing basis, and promptly reporting any symptoms to respective HODs.
- Answering questions and otherwise cooperating as may be necessary for effective contact tracing.
- Complying strictly with all quarantine or isolation directives, which may confine you to an individual room with very limited exceptions and may require enhanced temperature or pulse oximeter reporting.

## 6. LEAVE POLICY

- Leave account is maintained for a calendar year i.e. from 1<sup>st</sup> January to 31<sup>st</sup> December.
- Leaves are provided to the staff members for attending their personal / medical needs.
- Leave applications should be made online through internal HR web portal (Keka portal) to the Principal (Reporting Manager).
- Sanctioning of a casual leave is at the sole discretion of the Management / Principal.
- CLs / VLs cannot be clubbed together.
- Teaching staff are eligible for 1 CL per calendar month during the probationary\_ period (i.e. before service regularization).
- Staff member who joins after 1<sup>st</sup> of a given month is not eligible for any CL in that month.
- CLs can't be used in advance.
- CLs can be accumulated and unused CLs of 1<sup>st</sup> half-year i.e. January to June can be used before 30<sup>th</sup> June & unused CLs of 2<sup>nd</sup> half-year i.e. July to December can be used before 31<sup>st</sup> December. Unused CLs cannot be encashed.
- Beyond the CLs & VLs it is treated as LLP (Loss of pay).
- Principals need to have a check on the staff members irregular to duties and not to permit them to go on leave beyond the prescribed leave limits.
- All leave applications shall be addressed to the Principal and should be forwarded through the respective HOD.
- Leave on Loss of pay (LLP) will be treated as leave only if it is approved by the Principal (on dire emergency grounds) otherwise it shall be treated as unauthorized absence & marked as "Absent".
- Compensatory Casual Leave (CCL):- Teaching Staff working on Sundays / public holidays are entitled for CCL if the same is approved by the concern Principal (CCL must to be utilized within 30 days).
- All the teaching staff working full time / part time are not entitled to any CCLs / Off's for working on the day of Internal Examinations / University Examinations / Inspections.
- Maternity leave will be sanctioned only to those staff members whose services are regularized. It is restricted to a period of maximum two (2) months only.

## 7. PROFESSIONAL ETHICS

### Commitment to the Profession

- Keep in confidence, information that had been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Offer advice and give helpful criticism as the need arises. In this matter you have a special responsibility to junior colleague and Postgraduates
- Open confrontation of whatever nature must be avoided.
- You should neither allow other employment to impair the effectiveness of your professional service.
- Keep all records accurate and up to date.
- The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
- Professional growth is absolutely necessary and must be given priority.
- Devote full working time to your job responsibilities: teaching effort and time on task are essential for success.
- Do nothing in your private or public pursuits which will bring your profession to disrepute.

### Commitment to Colleagues

- Treat your colleagues as professional equals, regardless of their status. Treat your colleagues with courtesy at all times.
- Respect the functional superiority of those set-in authority over you.
- In correcting a subordinate, do not make the intent known to others, unless it is necessary. Be impartial in your decision with members of staff.
- Do not encourage divisive or communal behaviour in your department.
- Do not discriminate on grounds of colour, creed, or caste.
- Do not deliberately distort evaluation of colleagues.

### Commitment to Students

In fulfilling your obligation to students -

- Place high value on and demonstrate to student's commitment for excellence in work, manners and achievement.
- Encourage students to practice respect for other and to be thoughtful and helpful at all times
- Encourage students to exercise discipline.
- Help students to develop a sense of responsibility, self-reliance and independence.
- Encourage students to show respect for all forms of duly constituted authority.
- Demonstrate patriotism and appreciation of freedom with responsibility.
- Encourage students to show respect and appreciation for personal and public property. Strive for consistency, firmness and understanding in disciplinary dealings with pupils.
- Help students to understand and appreciate that the development of acceptable attitudes and standards is more important than blind obedience to rules.

- Strive to develop mutual courtesy and respect between teachers and pupils.
- Dealing justly with each student and treat each with courtesy and consideration.

Date: 27/01/2020

Name of the principal

Principal

MNR college name