



Chettinad
Dental College and Research Institute



CODE OF CONDUCT FOR STUDENTS

CHETTINAD DENTAL COLLEGE & RESEARCH INSTITUTE

The Bachelor of Dental Surgery (BDS) course Master of Dental Surgery Course in Chettinad Dental College and Research Institute is in accordance with The Tamil Nadu Dr. M.G.R. Medical University and the Dental Council of India.

The Institute with the blessings of almighty promises a well trained dental surgeon to the society. The geographical location of this institute is at the entrance of a metropolitan city and at the midst of villages brings a good mix of patients from all strata of society, to accommodate under - graduate and post - graduate teaching. This abundant clinical material, with available new generation faculties and technological advancements gives a paradigm shift in dental treatments in par with best institutions abroad. Dentistry is fine balance between science and esthetics. The faculty works in tandem with the students to inculcate esthetic - artistic sense, identify their capabilities, to encourage them through their strengths. This futuristic training helps them to identify the post -graduate subjects of their choice and also equips them to present day corporate dental practices.

Research in dentistry is cultivated at the under - graduate level at the Chettinad Dental Hospital and Research Institute. The presence of the dental college along with the medical college in the campus adds a new dimension to dental training. A sound knowledge and application of basic medical sciences, during medical emergencies in dental practice and treatment of medically compromised patients and forms the foundation of BDS course. Thus the graduate of this institute matches global standards.

Wish these few words I welcome you to join us to STRIVE, SAVE and SERVE this society, which is the motto of Chettinad.

Dr. P. Rajesh, MDS, DNB, MNAMS.,
Principal
Prof of Oral & Maxillofacial Surgery
Chettinad Dental College & Research Institute

WORKING HOURS

Working hours : 8.30 am - 4.00 pm, College working hours : 8.30 am - 4.00 pm.

RULES & REGULATIONS AT CHETTINAD CDCRI

- Students should wear neatly ironed uniforms.
- All the students must wear their overcoats and ID cards during working hours.
- Male students must come with clean shaven face and their shirts tucked in.
- Slippers, sports shoes and sandals are not permitted; formal shoes are compulsory.
- Female students should tie up their hair.
- No students shall take part in any undesirable activity like ragging or involve himself / herself in any political or other movements in any manner during the course of study in the University.
- Any damage caused to apparatus, furniture or any other articles due to their negligence, carelessness, will be viewed seriously and damage costs will be levied upon the student.

USAGE OF CELLPHONES

- Students are not allowed to have their cell phones inside the college premises; they are permitted to have them in the hostel, day scholars can keep their cell phones in their lockers. Camera cell phones are not permitted even in the hostel.
- Any student who is found (in possession of) using cell phones in the classroom shall be sent out of the classroom. In addition to this, a fine Rs.1000/- will be levied each time.

Please note:

- CDCRI strictly adheres to regulations of the course put forth by the DCI & its affiliated University.
- Any candidate who fails to pass the annual examination of the University as prescribed shall have the course extended according to the regulations of the course of study and such candidates shall have to pay tuition fees and other fees for the extended duration of the course also.
- Fees once paid to the college will not be refunded, under any circumstance.
- The pre-requisites to qualify for appearing in the University Examinations are as follows
- Any student admitted to course has to complete the first year B.D.S. without any arrear within 3 years from the date of admission.
- The course of B.D.S. has to be completed within 8 years from the date of admission.

- Apart from keeping steady progress and required attendance, every student shall always maintain decency, decorum and good conduct. The conduct / academic performance / attendance of each student shall be reviewed periodically and appropriate action including detaining from appearing for the University Exam / expelling from the hostel or college, as the case may be, shall be taken against the erring student.

RAGGING - AN OFFENCE

The students of the CDCRI are hereby informed that "Ragging" in any form is strictly prohibited. It is needless to which the new entrants would be subjected to, in the name of "Ragging" which is inhuman & intolerable. The management wants to enforce strict discipline among the students of CDCRI and wishes that the institution should be a model institution free from ragging. The students are therefore strictly warned to refrain from any ragging activities. Those who involve in ragging, in any form shall be expelled immediately from the college and hostel and they are liable for punishment under the TAMIL NADU PROHIBITION OF RAGGING ACT. Attention of the students and parents is invited to Section 4 and 5 of the Tamil Nadu Prohibition of Ragging Act reproduced below:

Section 4: Whoever commits, participates in, abets or propagates "ragging" within or outside any 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 Rs. 10,000/- (Rupees Ten Thousand only)

Section 5: Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution (Supreme Court order).

If you are a victim of ragging, immediately approach:

Name of the Principal / Dean with their Direct contact nos.	Dr. P. Rajesh Phone No.: 044 - 4741 3350 Mobile : 09094709000	
Anti Ragging Committee	Date of formation	23.07.2007
	No. of Members	12 Members
	Convenor	Dr. Sathish Muthu Kumar (98402 76136)
	Committee Members	1. Dr.P.Rajesh (90947 09000)
		2. Dr. Sarvana Kumar (98940 85953)
		3. Dr. Sridharan (94441 70808)
		4. Dr. Sadasiva (97910 96355)
		5. Dr. Jagannatha (99002 19977)
		6. Dr. Eazhil (98413 32224)
		7. Dr. Christeffi (89037 77499)
		8. Dr. Nachiammai (72998 97968)
		9. Dr. Sasikala (98401 25228)
10. Dr. Deepthi Bolla (99893 47145)		
11. Dr. Sruthi (95001 88879)		
12. Dr. Vaishali (9443774419)		
Frequency of raids	4-5 times per day	
Surprise raids	At any time	
Other measures taken by the squad	Students divided in to batches of 10 and monitored by the squads and committee.	

As per the directives of the Honorable Supreme Court of India that was consequence to the report submitted by the P.K. Raghavan Committee "Ragging" in any form is strictly prohibited in the college campus including the hostels. Any student found indulging in such activities if proved guilty will be suspended from the college immediately. Hence every student who join this Institute is required to submit an undertaking in the prescribed format which is mandatory, to abstain from ragging in any form. Violation of this will attract expulsion of the guilty from the college, lodging a FIR with police and handing over to law enforcing authorities.

Academic Rules and Regulation

As per the DCI regulation each academic year has to include 240 teaching days of which a minimum of 75% attendance is mandatory for the regular and additional batch students to appear in the university examination.

As per the T.N. Dr. M.G.R. Medical University a minimum of 85% attendance out of 120 teaching days is mandatory for the supplementary batch students to appear in the university examination.

The commencement of the academic year is on 1st August every year as per DCI regulation.

Maximum number of teaching days available in the academic year of 2023 to 2024 as per CDCRI calendar is as follows.

MONTH	WORKING DAYS	
AUGUST	26 days	Teaching Days
SEPTEMBER	26 days	Teaching Days
OCTOBER	23 days	University Examination for additional batch
NOVEMBER	25 days	otherwise teaching days for regular batch
DECEMBER	25 days	Teaching Days
JANUARY	25 days	Teaching Days
FEBRUARY	25 days	University Examination for regular batch
		otherwise teaching days for additional batch
MARCH	26 days	Teaching Days
APRIL	26 days	Teaching Days
MAY	26 days	Teaching Days
JUNE	25 days	Teaching Days
JULY	27 days	Teaching Days
TOTAL	305 days	

Note:

The minimum teaching days of 240 days as indicated by the DCI regulation does not include vacation and one month of university examination in each year of study (Reference: Dental Council of India Notification, 25th July 2007 page no. 110)

HOSTEL RULES & REGULATIONS

GENERAL

The Hostel provides boarding & lodging facilities for bonafide students only. The hostel shall be under the control of Dean and in the immediate charge of the Chief Warden, and Residential Wardens. The Dean is vested with the powers to enforce rules and regulations and his/ her decision shall be final in the implementation of the rules and in all matters connected with the hostel. Separate hostels are available for men and women students.

ADMISSION

The Hostel administration reserves the right to admit students to the hostels. Every student before admission into hostel must give an undertaking in writing that he / she will abide by the rules and regulations of the hostel and that he / she will submit to any disciplinary action imposed on him / her by the authorities. The parents will also given an undertaking at the time of admission regarding the behaviour of their son / daughter on the campus.

MEMBERSHIP

Membership in the hostel shall be deemed to be terminated at the end of each academic year and the students who wish to continue in the hostel must get re admitted every year.

LODGING

1. Allotment of rooms will be made by the Chief Warden.
2. No member will sub-let the room to anyone else. No member will allow any guest to stay in the room.
3. Hostel furniture should not be removed from one room to another.
4. Members are responsible for care of the furniture and fittings in the respective rooms.
5. The cost of repair or replacements of fittings and furniture will be collected from them, in case of damages or loss. If the responsibility cannot be fixed to any one person then the cost will be recovered from all the members collectively. An equal amount of fine will be levied.
6. Members are not permitted to use any extra electrical gadgets in their rooms without prior permission from the Wardens.
7. The members are advised not to keep money or valuables in their rooms. The hostel administration is not responsible for the safety of the valuables in the rooms.

Relief from the hostel

After admission, no student shall vacate the hostel without prior permission from the Chief Warden. A letter of request to vacate the hostel from the parent should be submitted to the Dean through proper channel. Only after the request is approved by the Dean the student shall vacate the hostel. He /she should clear the dues and fulfill other formalities as prescribed. If any student applies for vacating the hostel within six months of admission without any valid reason, he/she will forego the entire caution deposit.

GUESTS

- No one shall entertain any guest in the room.
- A member having unauthorized guest is liable for expulsion and fine.
- All visitors shall be entertained only in the visitor's room during the visiting hours i.e. between 4.30 pm to 6.30 pm. No visitors are allowed inside the hostel.
- Members should go to the visitor's rooms to see their visitors. No lady visitor should be taken to men's hostel rooms.

DISCIPLINARY RULES

Dear Students,

The guidelines stipulated here have been formulated for your comfort and safety. We expect your cooperation in implementing them successfully so that your times at CDCRI remains a memorable and pleasant experience for you and us. Enjoy your stay.

1. Ragging in any form causing physical or emotional hardship to anyone is strictly prohibited. Any student found indulging in ragging will be expelled from the hostel.
2. No student should possess or consume narcotic drugs or liquor or tobacco in any form in the hostel or in the campus. If anyone is found violating this rule, he /she will be expelled.
3. Gambling in the hostel premises is strictly prohibited.
4. No member is permitted to collect money from other members on any account for any purpose.
5. No one should convene / arrange / participate in any unauthorized meetings in the hostel or campus.
6. Exhibition or distribution of posters, pamphlets and notices in the hostel, is strictly prohibited.

7. Vandalism and damage to hostel property in any manner is prohibited and strict disciplinary action will be taken on those found guilty.
8. Any student found without the identity card will not be allowed to stay in the hostel.
9. If any member falls ill the Warden should be informed immediately and the member will be admitted in the hospital. No sick student is allowed to stay in the hostel for more than 24 hours.
10. No student shall get into an altercation with any servant for any reason. In case of any complaint, the matter should be brought to the notice of the Warden for necessary action.
11. Those who go on leave / vacation should inform in advance in prescribed format to the Warden with the time and date of departure and the destination. They should hand over the room key to the Warden.
12. The inmates who would like to stay with their local Guardians should submit a letter of request duly signed by their parents and obtain permission from the hostel warden and Dean, duly furnishing the Name, Address, Telephone Numbers of the Guardian, no of days they intend to stay out (not more than 2 days).
13. Forging of parents' signature, untruthfulness about their whereabouts, receiving unauthorized visitors will be considered as serious offence and the student is liable for suspension / expulsion. The Management will not be held responsible for any mishaps that occur under these circumstances.

TIMINGS TO NOTE

1. All inmates should be inside their respective Hostels before 6.00 pm. Prior permission is to be sought from the warden to enter the hostel after this time.
2. Those who wants to avail Library facility will be permitted till 7 pm & Librarian must vouch for the same.
3. Students are permitted to watch the television up to 9.00 pm only.
4. Please take note that all lights and fans are switched off when the inmates leave the room. The lights are to be switched off by 12.00 midnight. Corridor lights will be put off by 9.00 pm.
5. Inmates will be allowed to go out with prior permission on Sundays and other holidays between 7.00 a.m. to 6.00 pm with parents or approved / authorised attendant.

ROOM MAINTENANCE

1. Newspapers should not be taken by any person to the rooms and no portion of the paper is allowed to be cut.
2. Wastes must be thrown into the bins provided for the purpose.
3. Inmates are not allowed to have any pets inside the hostel.
4. All the linen, furniture and utensils, issued in an individual's name will be accounted for and kept in good condition by the individual. For any damage caused to them, repair or replacement charges are to be borne by the individual.
5. Any repair or maintenance requirement, should be informed to the hostel warden only.
6. The hostel authorities will inspect the rooms at any time and the members shall cooperate with them.

BOARDING

1. The boarding section of the hostel is under the immediate charge of the warden.
2. All members of the hostel shall board in the hostel mess only.
3. Hours of services in the mess will be

Breakfast	:	07.00 am to 08.20 am
Lunch	:	12.15 pm to 02.00 pm
Tea	:	04.15 pm to 05.30 pm
Dinner	:	07.00 pm to 09.00 pm
4. Utensils from the mess should not be taken to the room. Meals will not be served in the rooms and the students should not take the meals outside the dining hall.
5. Absence from boarding is not permitted. In special circumstances, if a member is absent for a minimum of five consecutive days with prior permission in writing from the Warden, the remission will be allowed at the discretion of the Warden. No remission is allowed, if prior approval of the Warden is not obtained for the absence.
6. For items like extra quantity of milk, egg, non-vegetarian items etc., taken by the individual members, the cost of extra will be fixed by the mess Warden and will be collected from the member.
7. Guests, as a rule, are not allowed to dine in the hostel.

8. Special diet can be supplied to those who fall sick.
9. For the sake of smooth running of the mess, members are not expected to enter the kitchen and discuss problems with the kitchen staff. Complaints of unsatisfactory service on the part of the kitchen staff should be immediately brought to the notice of the Warden, administration or the mess secretary / mess manager.
10. No member will employ any servant either in the room or the mess / kitchen on any account.
11. If any member is found guilty of damaging mess vessels / furniture or any other item in the mess, double the cost will be recovered from them and they are liable for expulsion from the hostel.

LIBRARY RULES FOR STUDENTS

LIBRARY WORKING HOURS:

Monday through Saturdays : 08.00 am to 10.00 pm

Sundays & Declared Holidays : 08.00 am to 4.00 pm

1. Students of CDCRI are permitted to use the Central Library.
2. Students are to produce their Identity Card at the entrance and record their biometric attendance.
3. Students should be dressed in formal wear while using the library.
4. Library users are to maintain silence and appropriate behaviour to ensure a conducive learning environment.
5. Smoking, refreshments and cell phones are strictly prohibited inside the library.
6. Personal books, photocopied and printed loose papers are not to be brought inside the library.
7. Bags and personal belongings should be kept in the cubicles at the entrance.
8. Do not rearrange the furniture.
9. Students are requested to take the initiative of notifying the librarian regarding defects found in book and bound volumes.
10. Damaging the books, defacing the pages of library book in ink or pencil is prohibited. If found, fine will be levied on the perpetrator.

11. Virtual Library should be used from LMS and educational purpose only. One use is permitted to access Virtual Library for one hours at a time.
12. On line journals can be accessed in the virtual library. However, no student can access the journals directly. The password will remain strictly with the Chief Librarian. No staff member is permitted to download / transmit the whole document.

Transaction hours

Book issue transaction on cards will be made between 9 AM and 4 PM on all working days of the library, No transaction will be made on Sundays and other declared holidays. Reference books will not be issued. Reservation of Library material can be made online through the OPAC system.

Damages to Books

Including scribble, note, spot, tea stain on books, Fine : Charges will be made at the time of return of the books. Serious damage affecting reading and cannot be repaired - the same book should be compensated or to pay as per library rules. Besides the above compensation they should pay the processing fees of Rs. 50/- per book.

Loss of Books

Loss of borrowed books should be reported to the Librarian immediately, loss of books, if any, the person has to replace the same including fine.



Terms and Conditions of Use of Institution's Learning Management System

Users of Learning Management System (LMS) are required to be:

1. A Chettinad Dental College registered staff member.
2. A Chettinad Dental College enrolled student, registered within the student Bio-Metric System;
3. Able to undertake login and authentication via our current Wi-Fi system.

By logging into the LMS, you agree to comply with these Terms and conditions of the CLM.

Conditions of Use

1. By registering on the LMS each user accepts and agrees to abide by the conditions set out below. CDCRI reserves the right to exclude anyone from the LMS who fails to comply. Use of the LMS is subject to the CDCRI rules relating to the use of computers.
2. The LMS is provided for education, research and administration. Users are personally responsible for their contributions to the system and shall indemnify the institution against any liability incurred by the institution (including liability in defamation and for breach of copyright), which arises out of any such contribution.

Disclaimers

1. CDCRI makes no warranty that information contained on the LMS is complete, accurate or up-to-date. CDCRI takes no responsibility for the results of reliance on any such information.
2. CDCRI reserves the right to vary, change, alter, amend, add to or remove any material on the LMS.
3. CDCRI makes no warranty that use of the LMS will be uninterrupted, virus-free or error free; or that use will not affect other software or operating systems used to access the LMS.
4. CDCRI makes no warranty that use of the LMS will not infringe the rights of any other person or organisation; or that it is of reasonable quality or fit for any particular purpose, even if the University received notice of an intention to use the LMS for that purpose.
5. CDCRI accepts no liability for any loss or damage suffered by other parties as a direct or indirect result of using the LMS, including loss of profit, loss of opportunity, loss of business and consequential loss to the extent permitted in law.
6. You may contribute to any communication fatalities (e.g. discussion boards or chat sessions) that you have access to on the LMS, provided you follow the Code of

CODE OF CONDUCT FOR TEACHERS

Our Values:

- Respect
- Integrity
- Diversity

Achieving our Values:

To achieve this we, the employees of Chettinad Dental College and Research Institute at **all** levels are required to follow certain "**Code of Conduct**". This Code is only inclusive and not exclusive or exhaustive.

Commitment under the Code

Background

Institution recognizes that employees are the pillars of our Organization, on which our institution is founded, and this **Code of Conduct** set out the certain basic guiding principles for building and maintaining good interpersonal relationship and mutualise interests amongst **all** the stakeholders.

Employees come foremost and the following **is** a set of the underlying spirit advocated by the code.

Mutual trust and respect very critical

- ✓ We believe in the dignity of labour and no one shall suffer any humility or insinuation by virtue of his/ her hierarchy, origin, colour, sexual orientation, personality trait or disability of any kind.
- ✓ Any attempt to do so explicitly or otherwise, by words, conduct or behaviour may amount to breach of the code. Every employee, irrespective of hierarchy to be treated humanely and with due respect.
- ✓ Any favouritism, distinction or classification made showing preference or favouritism to protect/ promote interests of certain individual or set of individuals without any reason or business purpose, may amount to discrimination and therefore a code breach.
- ✓ Employees are required to wear uniform in a presentable manner keeping in mind the image of the Institution.

- ✓ Employees should not involve in gossiping, spreading rumours or wasting time sitting with others without any official purpose.
- ✓ Employees are required to adhere to the official timings and to avail leave with prior approval.
- ✓ Women employees are to be treated with due respect, decency, modesty and absolutely professionally.
- ✓ Employees are required to work in team and to avoid working in silos.
- ✓ Employees should believe in themselves and have "positive" and "Can do" attitude in each and every work in which he /she is assigned / involved.
- ✓ While dealing with employees, external agencies, stake holders especially in cases of monetary or personal / professional interests leading to any conflict of interest should be informed to the Management. In such an event, the Management may nominate another person to deal with such cases. However, responsibility lies with the employee to keep the management informed of such conflict of interest at the first instance. Any violation of this will be a breach of this code and attract serious consequences.
- ✓ Employees are required to arrange their travel as per travel guidelines and expenses to be claimed as applicable only.
- ✓ Employees are required to ensure the Data Security of Institution system and proper internet usage as per IT guidelines.

Promotion of diversity and providing a conducive work environment

The organisation is committed to promoting diversity, and encourages adequate mix of people with different cultural, educational, social background and rich experience provides a collaborative work culture; leveraging competency of every individual is supplemented by each other and work in a seamless manner and enhanced performance and productivity.

Freedom and protection for reporting under the Code

- ✓ It is expected that every employee considers compliance of this Code as his/her personal responsibility and inform / alerts the Leadership Team with any abrasion / violation to the code, as and when it comes to the knowledge of the employee.
- ✓ An employee is guaranteed confidentiality with regard to his identity for reporting such matters and no employee shall suffer any victimisation for raising genuine issues with the Leadership Team.

Responsibility under the Code

As compliance to the above commitment on the part of the employees, the employees have following responsibility under the code-

- ✓ Raise issues which are code breaches. It is the responsibility of the employee to ensure that they do not misuse the code by raising frivolous issues, to settle personal scores / differences etc. Any such incident will be viewed seriously.
- ✓ Use the Institution assets judiciously and exclusively for assigned purposes, as if it is their personal property.
- ✓ Absolute Care to be taken in using the institution assets in personal possession, while applying them for personal use, in the course of official work e.g. mobile phone, laptop, etc.
- ✓ It is the responsibility of every employee to protect and must maintain absolute confidentiality of information which he / she get to know or acquire during the performance of his / her work. Confidential and business specific information cannot be provided to external parties without the written approval of the concerned Head of Business and the Managing Director. Confidential information means any information, which is not in the public domain.
- ✓ While in the employment of the company, devote 100% time and resources to company work and not be involved in any other vocation or a job for monetary benefit otherwise honorary, except for hobbies and pursuits done as a part of academic and cultural excellence.
- ✓ Do not use the power vested on to any individual for personal gains and shall be governed of schedule of authority and strictly adhere to process of clearances appropriately required.
- ✓ Conduct self with utmost professionalism and deal with customers and internal stakeholders with utmost sensitivity it deserves

Any clarification under this code can be sought from the Institution Authority. Interpretation given by Institution Authority is final and conclusive.

I have fully understood the code of commitment. In token of my consent and acquaintance I hereby set my signature unto this undertaking without any source of duress from any corner.

Signature of the Employee :

Date :

Name of the Employee :

Place :

CODE OF CONDUCT FOR ACADEMIC STAFF

Our Values:

- Respect
- Integrity
- Diversity

Achieving our Values:

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- ✓ Employees are required to wear uniform in a presentable manner keeping in mind the image of the Institution.

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- ✓ Employees are required to adhere to the official timings and to avail leave with prior approval.
- ✓ Women employees are to be treated with due respect, decency, modesty and absolutely professionally.
- ✓ Employees are required to work in team and to avoid working in silos.
- ✓ Employees should believe in themselves and have "positive" and "Can do" attitude in each and every work in which he /she is assigned / involved.
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- ✓ While in the employment of the company, devote 100% time and resources to company work and not be involved in any other vocation or a job for monetary benefit otherwise honorary, except for hobbies and pursuits done as a part of academic and cultural excellence.
- ✓ Do not use the power vested on to any individual for personal gains and shall be governed of schedule of authority and strictly adhere to process of clearances appropriately required.
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Signature of the Employee :

Date :

Name of the Employee :

Place :

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

Our Values:

- Respect
- Integrity
- Diversity

Achieving our Values:

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- ✓ Women employees are to be treated with due respect, decency, modesty and absolutely professionally.
- ✓ Employees are required to work in team and to avoid working in silos.
- ✓ Employees should believe in themselves and have "positive" and "Can do" attitude in each and every work in which he /she is assigned / involved.
- ✓ While dealing with employees, external agencies, stake holders especially in cases of monetary or personal / professional interests leading to any conflict of interest should be informed to the Management. In such an event, the Management may nominate another person to deal with such cases. However, responsibility lies with the employee to keep the management informed of such conflict of interest at the first instance. Any violation of this will be a breach of this code and attract serious consequences.
- ✓ Employees are required to arrange their travel as per travel guidelines and expenses to be claimed as applicable only.
- ✓ Employees are required to ensure the Data Security of Institution system and proper internet usage as per IT guidelines.

Promotion of diversity and providing a conducive work environment

The organisation is committed to promoting diversity, and encourages adequate mix of people with different cultural, educational, social background and rich experience provides a collaborative work culture; leveraging competency of every individual is supplemented by each other and work in a seamless manner and enhanced performance and productivity.

Freedom and protection for reporting under the Code

- ✓ It is expected that every employee considers compliance of this Code as his/her personal responsibility and inform / alerts the Leadership Team with any abrasion / violation to the code, as and when it comes to the knowledge of the employee.
- ✓ An employee is guaranteed confidentiality with regard to his identity for reporting such matters and no employee shall suffer any victimisation for raising genuine issues with the Leadership Team.

Responsibility under the Code

As compliance to the above commitment on the part of the employees, the employees have following responsibility under the code-

- ✓ Raise issues which are code breaches. It is the responsibility of the employee to ensure that they do not misuse the code by raising frivolous issues, to settle personal scores / differences etc. Any such incident will be viewed seriously.
- ✓ Use the Institution assets judiciously and exclusively for assigned purposes, as if it is their personal property.
- ✓ Absolute Care to be taken in using the institution assets in personal possession, while applying them for personal use, in the course of official work e.g. mobile phone, laptop, etc.
- ✓ It is the responsibility of every employee to protect and must maintain absolute confidentiality of information which he / she get to know or acquire during the performance of his / her work. Confidential and business specific information cannot be provided to external parties without the written approval of the concerned Head of Business and the Managing Director. Confidential information means any information, which is not in the public domain.
- ✓ While in the employment of the company, devote 100% time and resources to company work and not be involved in any other vocation or a job for monetary benefit otherwise honorary, except for hobbies and pursuits done as a part of academic and cultural excellence.
- ✓ Do not use the power vested on to any individual for personal gains and shall be governed of schedule of authority and strictly adhere to process of clearances appropriately required.
- ✓ Conduct self with utmost professionalism and deal with customers and internal stakeholders with utmost sensitivity it deserves

Any clarification under this code can be sought from the Institution Authority. Interpretation given by Institution Authority is final and conclusive.


I have fully understood the code of commitment. In token of my consent and acquaintance I hereby set my signature unto this undertaking without any source of duress from any corner.

Signature of the Employee :

Date :

Name of the Employee :

Place :


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