

CODE OF CONDUCT FOR
STUDENTS & GENERAL RULES OF
ADMINISTRATION



SECTION 1: RULES OF CONDUCT

General Rules

1. As future Dentists, it is incumbent on all students to develop self-discipline of the highest degree. It should, therefore, be the endeavour of every ACDS student to observe all rules and regulations as a matter of habit rather than fear of the consequences. They will, at all times, conduct themselves with proper decorum and cultivate correct manners and etiquette. Students of ACDS must be aware that violations of the code of conduct shall invite disciplinary actions as stipulated in this Code of Conduct.
2. In order to make it easy for students and parents to understand what is expected of them at the campus, they are enumerated in the succeeding paragraphs.
3. **Attendance**. Minimum 75% attendance is mandatory as per Kaloji Narayana Rao University of Health Sciences, Warangal to appear in Annual Examination. However, as staying in Hostel is compulsory for ACDS students, they are required to have a minimum of 90% attendance. The Management also reserves the right to deny hostel facilities to students who have been detained in the exams due to lack of attendance without acceptable reasons in the previous year. **Condonation** of absence accrued due to medical reasons or absences accrued due to representing ACDS at Dental Events, Sports or extra-curricular events, will only be granted by the Principal/ Registrar.
4. **Ragging**. Ragging is strictly forbidden and not acceptable in any form. Any form of abusing, harassing, ill-treating, manhandling, bullying or awarding undignified or unauthorized punishments/ tasks to students by any other student is considered as ragging. Victims of ragging shall report the incident to the College Anti Ragging Committee without any loss of time. All students, student representatives, administrative and faculty members are bound to ensure that this code of conduct is

implemented in letter & spirit. Any student noticing such an event will immediately bring the incident to the notice of the College Anti Ragging Committee. Strict disciplinary action will be initiated against the offenders as per the directions of the Honourable Supreme Court of India. Students, are expected **NOT** to raise false complaints/ allegations of ragging. Such instances if proved shall result in disciplinary action.

5. **Mobile Phones and Electronic Devices.** Students are forbidden from using mobile phones during class hours in the Academic Block. Students are also forbidden from using mobile phones during any functions, lectures, seminars etc. In any function, event or programme, when an announcement is made by the conducting individuals or by the authorities requesting students to switch off mobiles, they are expected to do so. Carrying of mobile phones or any electronic device that can be misused in examination in the examination hall or attempt to use it during any examination internal or external, is strictly forbidden.

6. **Place of Duty.** Place of duty is any place where students are required to be present for prescribed organized classes/clinics/ seminars / PT/Yoga/ Games / extra-curricular functions and address by Chairman, Principal/Registrar or any staff member. In the event of a lecture being organized by the ACDS and if the student is expected to be there, the place is considered as place of duty.

7. **Wearing of Uniform / Prescribed Dress.** All students are expected to be dressed properly in accordance with the dress code. College uniform/ prescribed dress will be worn by all students every Monday and Friday as well as on all formal events/ visits by dignitaries. Prescribed dress will also be worn during classes on other designated days and other organized academic/ co-curricular activities as per order promulgated from time to time. All students appearing in internal or external examination will have to be dressed in college uniform/ scrubs as directed.

8. **Paying Respects and Compliments.** Students are expected to pay proper compliments to Principal, Registrar & Faculty as per the custom while meeting them/coming across them within and outside the College Campus whether during

college hours or otherwise. Similar respect and compliments will also be extended to senior students.

9. **Lending and Borrowing of Money.** ACDS expects students to be self-sufficient for money and articles of use. Students should refrain from borrowing/lending money or incurring debts while undergoing training at the Institution. Students are advised against lending or borrowing any articles or items from each other. The student and his/her parents shall be solely responsible for any outcome / adverse situations arising out of lending or borrowing of money or any article. The ACDS has no liability or accountability for the situations resulting from any student borrowing or lending anything from any person organization or institutions.

10. **Cheating.** Any student who is found cheating or endeavours to cheat by taking unauthorized books, pamphlets and papers or by making use of technology in the examination hall or trying to gain information from fellow students while in the examination hall will render himself liable to disciplinary action as per code of conduct. If an act of cheating is observed /caught during the University examinations, disciplinary action will be initiated as per university norms. If such an act is done during the internal examination or any test organized by ACDS, the student shall be liable to be debarred from taking the examination and disciplinary action initiated.

11. **Thefts.** Students joining ACDS are advised not to bring any items of jewellery, curios and other fancy or valuable items with them. If students are found to be in possession of such items, these are liable to be confiscated and returned to their parents by courier at the cost to student. Any student who is found stealing or in possession of stolen private or public property will be liable to disciplinary action. Students are responsible for the safe custody of their personal belongings. They will not leave any money or valuables lying about in their room or in the pockets of their dresses. Any student who is found stealing or in possession of stolen library books, any articles of the institution or individuals is liable to disciplinary action as per code of conduct.

12. **Liquor, Drugs and Cigarettes.** ACDS Campus is a Alcohol, Drug & Tobacco free zone. Possession / consumption of alcoholic beverages, drugs and smoking cigarettes within the College premises is strictly forbidden. In case a student is suspected of having consumed liquor / drugs, the student is liable to be subjected to alcoholic or drug tests in a private hospital at his/her cost. Possession of any such article either wilfully, or at the instance of others will invite disciplinary action. Any student found acting as courier/ carrier for such article will attract the same provisions of discipline. All performance enhancing drugs are also prohibited. Students are also not allowed to be in possession of habit-forming prescription drugs without prescription of an authorized medical Practitioner. The management reserves the right to verify the prescription and the drugs used by any student in the campus or in the hostel. Quantities of such prescription drugs held above the prescribed limit will be considered as an offence. The room mate of an individual who refuses to or does not intimate use of cigarettes/ drugs/liquor by his/her roommate is considered to have abetted the breach of discipline and is liable to disciplinary action. Students will also report any matter of a colleague indulging in the same or forcing others into these activities. The Management reserves the right to hand over any student caught distributing banned substances inside the campus to Police for civil/ criminal proceedings as envisaged by law of the land.

13. **Gambling/Betting.** All forms of gambling/ betting are forbidden.

14. **Damage to Property.** Students are expected to take care of college property. Any damage/ defacement of any property belonging to the College or private individual or the government including library books shall invite disciplinary action.

15. **Servants.** Students are not allowed to employ private servants during his/her stay at the College. Food Plates will not to be taken to room. Hostel Mess workers or other civilian workers employed by the college will not be dispatched by students on private errands nor will they be employed on any work other than the regular authorized work allotted to them by the College administration.

16. **Cleanliness.** Students will ensure that their rooms and surroundings are always well kept and clean. Periodical check will be carried out without any

announcement by Chief Warden/ Wardens/ Registrar. The occupants of hostel rooms that are not maintained well will be given two chances to have the rooms tidy and clean and failing to do so having been given reasonable notice will invite suitable disciplinary action as per Code of Conduct.

17. **Cars & Two Wheelers**. Only Final Year/Interns/PG students, are permitted to possess or drive any mechanical transport within the Campus. These students must possess valid driving license and Registration documents of the vehicle. They will, also comply with the safety regulations given in the standing orders or prescribed by the college authorities from time to time. Students are expected to register their vehicles with ACDS. All students while driving two wheelers, will wear helmet. Pillion riders will also wear helmets. Vehicles will be parked only in designated places.

18. **Out of Bound Areas**. The following places will be "Out of Bounds" for students:

- (a) Principal Bungalow & Faculty Residences unless invited.
- (b) All offices unless specifically called.
- (c) Students Mess Kitchen (except for mess committee members).
- (d) Any other place so promulgated in college order.

19. **Security**. Students are not allowed to let any unauthorized person (s) inside their rooms, classes or stay in the campus. Any undesirable element seen will be reported to the security staff immediately. Students must entertain visitors only at the Cafeteria / Guest Room Common Area or any other areas designated from time to time.

20. **Visiting Hours**.

- (a) Working day - 5 PM to 7.30 PM
- (b) Sundays & Holidays - 10 AM to 1 PM & 5 PM to 7.30 PM

21. Parents visiting their wards would be permitted to stay in the guest room only with the permission of Registrar, subject to availability of the guest room. Food will not be served in the guest room. All parents will dine in Girls' Hostel Dining Hall for which a separate table has been provided. However; breakfast may be served in the guest room. Brothers/ sisters visiting will dine in respective messes as per their gender. Visitors are not permitted inside hostels, mess halls etc. No visitor will be permitted beyond the Guest Room Block Common Area. Visitors will be allowed only after recording their full particulars and showing document proving their identity. Wardens will personally establish credentials. If required, parents will be contacted by the Warden before allowing visitors for students. The management has the right to search any person including visitors to the ACDS. Such search could be conducted on person, belongings or vehicles.

22. **Guest Rooms**. Six Guest Rooms are available in the College. These will be allotted ONLY to the parents/siblings/spouse of students strictly on first come first serve basis on written request of students duly approved by the Registrar. Parents or Siblings of students will not be permitted to stay with the student.

23. **Fire Order**. Students will make themselves conversant with the College Fire Orders to take appropriate measures in the event of an outbreak of fire. They will participate in firefighting drills as a part of training when asked to do so. Operating of Portable firefighting Appliances without specific orders of the Registrar/ Warden is strictly prohibited except in the case of fire emergency.

24. **Collection of Funds**. Students are NOT permitted to collect funds for any event from their college-mates or any other source/agency. Specifically authorised collections can be made under orders of the Principal/Registrar for events such as Social Evenings/ Welcome Party to Fresh BDS Batch/ Send-off Party to Graduating Batch/ Ganesh Pooja etc which will be promulgated in the College orders by Registrar. A proper record of such collections/ expenditure will be maintained by the event in-charge and put-up for perusal of the principal within 48 hours of conclusion of the event.

25. **Political Activity**. Political activity in any form is prohibited within the campus.
26. **Organising/Holding Functions**. Student(s) is /are NOT allowed to organize any function without prior permission from Principal/ Registrar. Birthday parties can be celebrated only inside the Dining Hall/ Recreation Room after obtaining permission from Registrar/ Chief Warden.
27. **Reporting of Unusual Occurrences**. Any unusual occurrences in the college or hostels will immediately be reported by students to the Chief Warden, respective Wardens, Registrar or any other staff available personally/ over mobile. Students are forbidden from entering into altercations/affrays between/amongst themselves, with students of other colleges or other personnel. They will also scrupulously avoid situations which lead to altercations/ affrays with anyone.
28. **Out Living**. It is mandatory for all students, those who are allotted rooms in hostels, to stay in hostels. Out-living may be permitted only at the discretion of HQ AWES.
29. **Removal from College/Hostel**. A student may be removed from Hostel on academic/ disciplinary grounds as decided by the ACDS Management Committee & approved by HQ AWES. A student may be rusticated for a maximum of 10 days by Principal with permission of Chairman and for any number of days by College Management Committee on disciplinary or administrative grounds. During the period he/she will forfeit all normal dues for that period and will not be allowed to stay in the hostel.
30. **Leave and Vacation**. 1st to 4th Year students will be entitled to 15 days leave in May/Jun and 15 days in Dec/ Jan. No leave, other than leave on medical grounds, compassionate grounds (illness/death of close relative) will be granted. Leave to attend marriage of real brothers and sisters may be granted at the discretion of Principal, if the performance of the student is satisfactory. No student will be permitted to leave the College for home without prior permission of Principal/ Registrar. Students are permitted to go to their respective homes during their vacations. They will not be

permitted to stay in the College during vacations without permission from Principal/ Registrar. Week-end leave to visit registered local guardian or parents living in station will be permitted with the approval of the Registrar/ Chief Warden provided request is made by parents in writing through email/WhatsApp.

31. **Day Out Pass**. This will be allowed for specific inescapable requirement only. The procedure for the same will be as follows:

- (a) Respective Wardens to maintain Batch wise Register.
- (b) Students will fill Roll No, Name, Date, Particulars Address/Contact No/Place of visit, purpose, time out-in and sign one day in advance.
- (c) Students will prepare an application for the same and obtain approval signatures from all faculty whose classes they will be missing.
- (d) Registrar will countersign this application. Warden(s) will issue Out-pass. Students will show this at the gate along with and deposit their Out-pass Card at Gate.
- (e) Security will hand over the deposited-Out Pass Card to the student on return. Out-pass Card of those who come late will not be handed over to the student but to the Registrar/ Warden by the Security. Students will be Interviewed by the Registrar next day.

32. **Evening Out Pass**. Students less First Year are allowed to go out once a week during weekdays after classes with permission of Warden and within the timings notified from time to time. Students will endorse the requisite details in the Register at the gate and hand over their Out-pass Card to the Guard. Those being picked up by someone or hiring taxi, auto shall ensure that the particulars including vehicle number and the name of the person picking up are filled in the Register. Security Guard will return cards to those who return within time allotted. The out-pass cards of those not

returning within stipulated time will be deposited with the Warden/Registrar. Those who fail to do so shall be dealt with as prescribed in this rule.

33. **Week End/Night Out Pass**. Student wanting to go out week end/ night-out pass shall fill in particulars in the prescribed Register and submit it to Warden latest by Friday. They shall have to ensure that parents send a written request to the Chief Warden/ Warden by WhatsApp/ email followed by a telephone call. The Chief Warden/Warden is entitled to call up and confirm from the parent to check the veracity of the document. Wardens after confirming that the parents have accorded permission will put up the Register to Registrar/ Chief Warden by Saturday/24h before the week end/holiday. Night / out pass will be issued by the Warden after authorization by the Registrar/ Chief Warden. Student will enter particulars at gate, show permission slip & deposit out pass card. Security Guard will return card of those within time and handover out pass to the Registrar of those late. Warden will report all cases of breach of night/weekend out pass rules to the Registrar/ Chief Warden.

34. **Special Leave**. Application by parents and also phone call by them to the authorities is mandatory for medical leave or compassionate leave.

35. **Picnic / Excursions**. Students are not allowed to organize private picnic / excursion without permission. Excursions / picnics will be organised by the College in consultation with the students & their parents.

36. **Local Guardians**. Students are permitted to have only one local guardian. Details of the local guardian with his/ her photo will be submitted at the time of joining the Institute on the prescribed Performa. Such document shall be signed by the parent at the time of admission to the hostel. Change of local guardian will be accepted only on the request of parent/ guardian in writing. The guardian will be required to confirm in writing that the student stayed with him for duration of leave.

37. **Present Address**. The home address given at time of admission will be considered for all considerations and dispatch of official Institute mail. It is the duty of

parents/students to intimate change of address on occurrence. No amendment will be done on verbal intimation.

38. **Identity Cards**. All students on admission to ACDS will be issued with smart identity cards and Out Pass Cards by Registrar. It is the duty of the student to ensure safe custody of these. Identity cards are the property of the College and the holders are responsible for safe custody at all times. Loss of I-card will be reported to the Warden in writing immediately by students. The Registrar will take further action to issue a new identity card on payment by the student. Making and Keeping duplicate ID card / Out Pass Card is an offence.

39. **Mechanism of Redressing Grievances**. Grievances if any should be routed through, Warden/ Faculty to the Registrar and Principal. To facilitate the process, complaint boxes have been placed in the Messes and in the administrative block. Student(s) can officially meet the Principal or Registrar to air the grievance between 1500 to 1530 hrs on working days. The grievances / suggestions will be politely put across.

Hostel Rules.

40. Though it is compulsory for all students to stay in Hostel for the complete duration of the Course, ACDS Management reserves the right to deny the hostel facilities to any student it thinks should not be allowed. Expulsions from the hostel can be on grounds of indiscipline, non-performance in academics, non-payment of fees or any grounds so considered by the Management headed by the Chairman and approval by higher Head Quarters.

41. **Purpose of Hostel**. Hostel facilities are provided to the students to facilitate their efforts to focus on studies. Campus living should enhance sense of camaraderie amongst students and build professional bonds that would help them to do well in their careers. ACDS Management endeavours to upgrade the facilities within the hostel premises from time to time with a view to improve creature comforts and safety of the inmates.

42. **Change of Room Once Allotted.** A room once allotted cannot be changed by the student on his/her own. Mutually agreed interchanges or shifting into another room on one's own accord is permitted provided they shall apply in writing to the Registrar and only when such a change is allowed can students interchange the room. The Management also reserves the right to make changes to the allotted rooms at any time during the Course of their stay at ACDS due to administrative/ health related reasons.
43. **Expectations from Hostellers.** Hostel inmates are expected to maintain a high standard of discipline. They are expected to keep their rooms clean, neat and tidy. Students are not allowed keep pets in the hostel.
44. **Responsibility of Safety of Personal Belongings.** ACDS or the management is not responsible for any loss or damage to private property. All students are advised to lock up their personal belongings whenever necessary. ACDS management will NOT compensate any loss of or damage to property of any individual staying in the hostel.
45. **Use of Electrical / Electronic Gadgets.** Students are NOT allowed to keep any electronic/electric gadget except laptop and table lamp (with LED bulbs only) without proper permission. Any student found / reported / caught using any electric or electronic equipment (like Iron box, Fridge, Electric cooker or water heater) other than laptop and table lamp will face a pecuniary penalty as well confiscation of the item. Confiscated items will be returned when the student proceeds on leave to home.
46. **Use of Electricity and Switching off Appliances.** Interference of any sort with electric fittings will render the students liable for disciplinary action. Lights and fans will be switched off when the student leaves the hostel room or when not required in bath rooms. Failure to do so will make them liable for fine.
47. **Care of Hostel Property.** Students are expected to take care of all hostel property. Any damage, de-facing of hostel property, caused by them will invite levy of penalty.

48. **Safety of Personal Belongings During Absence.** Property of the student, if kept in the hostel during temporary absence or leave, must be kept under lock. Students are responsible for the safety and security of their belongings. The College authorities are not responsible for any loss of property.

49. **Roll Call.** Attendance in Roll call is mandatory whenever conducted. Exemptions from attending roll call will have to be given by Registrar/ Chief Warden. Such exemptions are allowed only in case of sickness, if so, considered by the Warden with the explicit permission of the Registrar/ Chief Warden. Attempt to mark presence of a student by another in the roll call will invite serious disciplinary action. While attending roll call, proper respect and decorum of Wardens office will be maintained. Roll call will be taken by respective Wardens by 2200 hrs and report submitted to Registrar by 2215 hrs. Discrepancy if any, will be immediately reported to the Registrar.

50. **Meals in the Rooms.** Meals will be served only in the dining room except in case of sickness when meals may be served in residential quarter under special permission of the Warden on medical grounds.

51. **Visitors to Hostel.** At the time of admission to the hostel every student will hand over a letter to the Warden from his/her parent or guardian containing the names, the relationship, addresses and contact numbers of friends and relatives with whom he/she allows his/her son/ward to visit or to be visited and spend the weekend.

52. **Temporary Absence From Hostel.** Students proceeding on leave or academic related absence will endorse their full particulars with signature in the departure registers with Warden and college gate. The students when reporting back from such absence shall also endorse their full particulars and signature in arrival registers kept at the hostel office and college gate.

53. **Day Scholars.** Though it is compulsory for all students to reside in the Hostel for the complete duration of the studies, some students may be permitted by

Chairman/ HQ AWES to stay with their guardians/ parents under exceptional circumstances. They will be termed as Day Scholars.

54. **Frisking /Checking.** The management reserves the right to detail personnel and carry out planned, announced or surprise checks of rooms, personal belongings of the students in the hostel. The check /search can be done on person or belongings or items being carried on person including college /hand bags /purses/ pockets of the dresses etc. Students may be checked at random at any time of entry/departure by the Authorities assigned for it at the gate, or anywhere in the campus /hostel premises. Such checks/searches may be carried out, if such a contingency arises or otherwise as part of routine checking to ensure prohibited items are not brought inside the hostel. However, it will be ensured that frisking of females & checking of rooms of Girl Students will be carried out by Girls Warden/ Female Faculty only.

55. **Water Conservation.** In our quest to conserve water, we expect students to exercise economy while using water. Taps will not be left open under any circumstances. Violation of this rule will invite penalty.

56. **Common Room.** A common recreation room is provided in each of the hostel. Care shall be taken to ensure that the property and fittings in this room are looked after by each inmate. Magazine / periodicals / newspapers should not be taken out from this room. TV/ music systems are to be operated by student nominated only. These shall be operated only during specified times. Use of common room will be as per the following timings: -

- (a) Working days - From 1600 – 21.30 hours
- (b) Holidays and Sundays - 0900 to 2200 hours.

57. **Payment of Dues (Fees & Hostel Charges).** Students are expected to pay their Fees and Hostel charges or levies in time. As per AWES Rules late payment of fee will attract a fine of Rs 50/- per day for a max of 30 days. Thereafter, the student can be sent home till the fees due is paid. All transactions will preferably be done through DD/NEFT/RTGS/Bank Transfers. Any dues not paid will be adjusted against

Security Deposit. This will also be endorsed in the relevant document were considered necessary.

58. **Complaints Against Mess/Housekeeping Staff.** If any student has any complaint against any hostel/mess staff, he/she may report to the Warden/ Mess Secretary / Student members of Mess Committee immediately. Abusing/manhandling the Mess/Housekeeping staff by any student is a punishable offence.

59. **Cafeteria.** Students' cafeteria will remain open as per timings issued from time to time to cater to the students' requirements of tea / coffee / cold drinks, snacks and meals on payment. No credit payment method is permitted. Students are not allowed to enter into arguments / use physical violence with cafeteria contractor or his staff or force their entry when cafeteria is closed. Any such behaviour will invite disciplinary action. In case they have any complaints, they can bring it to the notice of the Chief Warden / Registrar.

Student Mess Rules.

60. Mess is a place where community dining is the norm. It is essential that diners conform to certain means and methods of conduct while in the mess and during dining. This will ensure that the area is kept clean, all diners get their meals in adequate quantity and in edible conditions. Thus, the rules stipulated in the following paragraphs are expected to be adhered to by all.

61. **Behaviour Expected of Diners.** Dining in Faculty & Students will observe proper mess etiquette and familiarize themselves with the correct use of cutlery and observance of table manners. Students will carry out their conversation in a low voice so as not to disturb other students. They will address the mess staff in a polite manner at all times and will not get involved in any argument with them. If they have any complaints, they will enter these in the complaint / suggestion book provided in each mess. On urgent matters the students should approach the respective Mess In charge/ Warden/Registrar.

62. Meal timings for UG Mess will be as under: -

- (a) Breakfast - 0730 to 0815 hrs
- (b) Lunch - 1330 to 1400 hrs (on holidays 1300-1430 hrs)
- (c) Dinner - 1930 to 2100 hrs

63. Meal timings for PG Mess will be as under: -

- (a) Breakfast - 0730 to 0815 hrs
- (b) Lunch - 1400 to 1600 hrs (on holidays 1300-1430 hrs)
- (c) Dinner - 1930 to 2100 hrs

64. Dining in Faculty & Students are expected to be dressed appropriately while coming to the mess. Students other than members of the mess committee or any student so authorized by the mess committee members are not permitted to enter the kitchen/service area. Meals will not be served in the rooms except on medical grounds. Cooking utensils/crockery and cutlery shall not be removed from the mess. Mess staff will not be employed by students for their private work. Students Mess will have a mess committee to run the affairs of the mess.

65. **Mess Committee.** Mess will be managed by a Mess Committee nominated by the College Management to run the daily affairs of the mess. The Mess Committee will comprise of a Mess Secretary (appointed from one of the Resident Faculty) and two office bearers from Intern Batch, as nominated by the Registrar, on a monthly rotation. In addition to the daily menu, the office bearers will also be responsible for the smooth functioning and decorum of the Mess. They will organise a Mess Meeting once a week and place on record all decisions in a Register. All messing purchases will be directly supervised by the student members.

SECTION 2: MAJOR OFFENCES / MISCONDUCT AND PUNISHMENT

66. A number of rules of conduct have been highlighted in Section 1 with the intent of ensuring smooth and efficient functioning of the College. All students are expected to adhere to the guidelines listed out Section 1. However, there would be instances when students violate these guidelines. In such cases suitable actions have to be initiated against the defaulters. Major & Minor offences/Lapses are listed in the succeeding paragraphs.

Major Offences.

67. Ragging. ACDS will adhere to guidelines issued by the Hon'ble Supreme Court, Telangana State Govt & DCI from time to time and initiate actions stipulated therein. Till the promulgation of Anti Ragging Act by Telangana Govt, the Andhra Pradesh Prohibition of Ragging Act, 1997 will apply to the students of ACDS. A copy of AP Prohibition & Ragging Act 1997 is attached as **Appx A**. The student found guilty of this offence shall also be rusticated/expelled/suspended from ACDS/hostel as per directions given in the ibid orders.

68. **False Complaint of an Incident of Ragging.** In case, a complaint of an instance of ragging is found to be false/ frivolous, the false complaint will be treated as a Major Offence and the ACDS will adhere to guidelines issued by the Hon'ble Supreme Court from time to time and initiate actions stipulated therein.

69. **Offences Related to Cheating in Examinations, Class Tests, Assignments, Projects or Any Other Academic Activities**

(a) If the student is caught cheating in the University examination, action will be as per University Rules. Extract of University Rules for use of Unfair Means in Examination is enclosed as **Appx B**.

(b) If the student is caught cheating in the examination conducted by the College, the student will be awarded zero marks in that exam and paper cancelled and fine of Rs 1,000/- will be imposed.

(c) In both above cases, the incident will be indicated in conduct sheet issued.

70. **Offences Related to Thefts, Stealing or Pick Pocketing**

(a) A student caught for committing theft, stealing or for pick pocketing shall bear the cost of the property stolen, which is to be paid to the aggrieved student/person after due investigation/ inquiry by the management.

(b) A student may be suspended for a maximum one month from the College & Hostel in case of theft. A Board of enquiry headed by a HoD shall fix the cost of the stolen items. Any student caught stealing more than once shall have his/her conduct sheet / character certificate endorsed with details of the incident.

71. **Offences Related to Theft of Property of the College Including Books from The Library & Scribbling/ Tearing Pages from Library Books.** The student guilty of this offence shall return the items and be subject to pay a fine as decided by the Disciplinary committee. In case the item is NOT recoverable the student shall bear the cost equal to the of purchasing and placing the new item similar to the item that was stolen by the student. Any student caught stealing more than once shall have his/her conduct sheet/character certificate endorsed with details of the incident. Students found tearing/ teared pages from Library Book/Dental Journals or scribbling in the pages of Books will be treated as having committed a Major Offence and will have to pay for the cost of a New Book. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines.

72. **Offences Related to Cigarettes, Liquor and Drugs.**

(a) **Smoking.** Smoking in the campus is a Major Offence. The first offence of smoking shall invite a fine of Rs.500. Subsequent offences will invite the same fine but will also include five days suspension from classes. Repeated offences by the same individual will result in suitable endorsement in the character certificate. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines.

(b) **Consumption of Alcohol.** Consumption of alcoholic drinks or found being under the influence of alcohol or in possession of any alcoholic substance/drinks or empty /partially filled /filled, bottles/cans of alcoholic drink is a Major Offence. A student guilty of this offence shall be liable to pay a fine of Rs.500/- for the first time. Those found guilty of this offence for a second time shall be fined Rs. 1,000/- and can be expelled from the hostel for a period not less than one month and up to six months depending on the directions of Chairman. Any student subsequently found guilty of this offence will be fined Rs. 5,000/- and will be debarred from applying for the hostel accommodation. Repeated offences by the same individual will result in suitable endorsement in the character certificate. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines.

(c) **Drugs.** Any student found consuming/under the influence of/in possession of any banned substance/ habit forming drug or any other psychotropic substances including cocaine, pot, weed, marijuana, ecstasy, LSD, Hafim, opium, ganja, bhang etc. shall be considered to have committed the offence of consuming drugs. Consumption of / or being in possession knowingly or unknowingly of any drug or banned substance is a Major Offence. Any student caught for drug related offence, will be expelled from the hostel for the entire duration of course and liable to be fined Rs 2,000/-. In case he/she is

a drug provider, the management reserves the right to hand over the case to the Police. The offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

(d) **Possession of Habit-Forming Prescription Drugs or its Use.** Any student found consuming/under the influence off/in possession of any habit-forming prescription drug without an authentic and appropriately supporting medical prescription shall be considered to have committed this offence. This will be treated as a Major Offence. The student shall be liable to pay a fine up to Rs. 1000/- and may also be suspended from classes for a maximum of 10 working days. Repeated offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines

73. **Altercation Amongst Students.** Students are expected to maintain discipline and decorum of ACDS. Students shall NOT indulge in verbal fighting/ arguments with other students. They are expected to refrain from, use of foul/abusive language, use of cuss words, loud noise, intimidating and threatening words/ actions etc. Any student committing this offence shall be considered to have committed a Major Offence. Violators of this rule shall be liable to pay a fine of Rs. 500 each time they are caught doing so or proved to have done so. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines. Repetition of the offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

74. **Indulging in Physical Fights, Bringing Body (Bodily) Harm to a Fellow Student, Members of the Management, Faculty, Administrative Staff or Any Another Person.** A physical attack for the purpose of this rule will include hitting, shoving, pushing, slapping, kicking, fisting, punching, strangling etc. It will also include threatening to do so or attempting to do so. Any student committing this offence shall be considered to have committed a Major Offence and shall be liable to pay a fine of Rs. 2000/- for a breach of this clause and shall also be suspended from Hostel &

College for 15 working days. In addition, if the gravity of situation is serious requiring hospitalisation, the student may even be handed over to police. Even one instance of the offence will invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

75. **Indulging in Any Kind Of Misbehaviour / Misdemeanour with Opposite Sex Person Within or Outside the Campus Premises.** Misbehaviour/ Misdemeanour for the purpose of this provision, covers the acts of eve-teasing/ sexual harassment which includes communication through electronic medium such as posting of vulgar/ obscene messages, e- mails etc. It also includes vulgar actions, gesticulations or any other acts that may be offensive to that person against whom it is intended as also to the onlookers or other persons. Any student committing this offence shall be considered to have committed a Major Offence. The student can be expelled from ACDS for a period as decided by the Management and liable to a fine up to Rs. 3,000/- depending on the gravity of the offence as decided by Internal Committee dealing with POSH. On repetition of offence a fine up to Rs.5,000/- can be imposed and could lead to rustication/ expelling from ACDS. The offence will invite suitable endorsements in Conduct Sheet / Character certificate issued to the student. The POSH guidelines that would be followed by ACDS in case of any complaint of sexual Harassment is enclosed as **Appx C**.

76. **Any Reported Misconduct/ Misbehaviour by The Student Representing the Institution for Any Activity.** Any student accompanying any contingent representing ACDS must not indulge or involve themselves in any act of misconduct/ misbehaviour. Any student committing this offence shall be considered to have committed a Major Offence. Repetition of the offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student. The student shall be barred from representing ACDS in any activity for a minimum period of one academic session or one calendar year as decided by the management on recommendations of a Disciplinary Committee. The student shall also be subject to fine of Rs. 2000/-. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines.

77. **Carrying / Being in Possession Of Weapons In The Premises of ACDS.** All weapons whether licensed or not, including firearms, swords, or any other sharp-edged weapon are prohibited. Any student committing this offence shall be considered to have committed a Major Offence. The student shall be liable to pay a fine of up to Rs. 5,000. The student could also be suspended from the College. The offence may also invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

78. **Submission of Fake / Forged /False Documents of Any Nature for Any Purpose Including Medical Certificates.** Producing fake / forged / false documents for the purpose of attendance, medical certificates etc. is strictly prohibited and the breach of the same will be dealt with as a Major Offence. A student guilty of this offence shall be fined up to Rs. 1000. The offence may, if so, felt by the management, invite suitable endorsements in Conduct Sheet / Character certificate issued to the student. Compulsory Library attendance after college timing up to 4 hours a day and up to 43 days including Sundays can also be imposed in addition to fines

79. **Security Related Offences.** Any student involved in any activity that is detrimental to the security or safety of the College/ Hostel or its property, or aids abets or commits an action, that is directly or indirectly, detrimental to the safety or security of the installation, its inhabitants, occupants or its property is considered to have committed an offence under this section. The offending individual, at the discretion of the management, based on the severity of the event /incident, as recommended by the board of inquiry constituted for the purpose, shall face fines or any other such punishments as considered adequate. The decision of the Management shall be final and binding. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines

80. **Girl Students Visiting Boys Hostel or Vice Versa.** Any girl student found in the boy's hostel premises or vice versa are considered to have breached discipline under this clause. Both, the student being visited and the student visiting will be considered to be guilty. This will be treated as a Major Offence. Students guilty of this offence can be suspended from Hostel for up to one month (30 days) and also levied

a fine of Rs. 2000/-. Their parents will also be summoned to the College. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines

81. **Receipt of Reports from External Source About Misconduct / Misbehaviour of Student Bringing Disrepute to The College.** In case any information from any external source is received about misconduct/ misbehaviour concerning any student that brings disrepute to ACDS, the student is considered to have committed a Major Offence. The student can be subjected to pay a Fine of Rs. 2,000/- subject to the discretion of the Management based on the recommendation of Disciplinary committee. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines

82. **Misleading or Giving False Information to The Authorities.** All students are duty bound to provide correct information to the authorities, faculty members, board of enquiries, Wardens or student representatives. Any student committing this offence will be considered to have committed a Minor Offence. However, repetition of this offence more than twice by an individual will render him/her to have committed a Major Offence. Minimum fine of Rs 500 will be levied on the defaulter for the first occurrence. Fine of Rs 1,000 will be levied on subsequent occasion of default by the same student. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines.

Minor Offences.

83. **Offences Related to Gambling.** Any student found guilty of an offence under this head is considered to have committed a Minor Offence under violation of good order and general discipline. The student guilty of gambling shall be levied a fine of Rs 500/- for the first offence and Rs 1000/- for a repeated offence. Repeated offences, at the discretion of the management based on the recommendation of the Disciplinary Committee, could result in an endorsement in the character certificate/ conduct

certificate. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines

84. **Offences Related to Damage to Property.** Students are expected to take care of the inventory of the room and are also expected NOT to cause any damage to the property of the Institute. Any student guilty of having caused damage to any property belonging to ACDS or any student/ individual is considered to have committed a Minor Offence and is liable to make good the loss. The cost recovered will be such that the property is restored to original state by replacement. Discounted costs shall not be applied. The student shall have to bear the cost associated with replacement including transportation and labor costs. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines. The actual cost of each item provided in each room will be intimated to the student.

85. **Offences Related to Use of Mobile Phones.** Will be treated as Minor Offence. A fine of Rs. 100 will be imposed on 1st occasion of breach with confiscation of the phone for 24 hours. Subsequently a fine Rs 200 and doubling of confiscation period will be imposed for every subsequent offence relating to use of mobile phones wherever the use has been restricted. Repetition of the offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

86. **Offences Related to Absence from Place of Duty.** Absence from classes without prior permission will be shown as absence and deducted against attendance. Penalty for absence from central lectures, functions, seminars etc will invite a fine of Rs. 100/- for each occurrence and fine of Rs. 200 to be imposed for every subsequent act of absence. Compulsory Library attendance after college timing up to 2 hours a day and upto 10 days including Sundays can also be imposed in addition to fines.

87. **Offences Related to Wearing of Uniform /Prescribed Dress.** Will be treated as Minor Offence. Penalty will be fine of Rs. 100 to be imposed on 1st occasion of breach. Fine of Rs 200 will be imposed for every subsequent offence. Compulsory

Library attendance after college timing up to 2 hours a day for up to 10 days including Sundays can also be imposed in addition to fines

88. **Offences Related to Servants.** Any student guilty of employing any individual as servant or found availing of a servant's services within the premises of the College or hostel, shall be considered to have committed this Minor Offence. A student sending an employee of ACDS on a private errand will also be considered to have committed this offence. Any student found guilty of this offence will have to first relieve the individual so employed and is also liable to be fined of Rs 100/-. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines.

89. **Leaving ACDS Campus Without Requisite Permission During College Timings.** Students are required to obtain requisite permission from the either the Principal or Registrar before leaving the College premises during working hours. The student shall inform the Warden of the permission accorded before physically leaving the hostel. Breach of this rule will be considered as a Minor Offence. The student shall be liable to pay a fine of Rs. 200 for the first offence and of 500/ each for the repeated offence. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines

90. **Returning Late from Out pass Although Having Secured Permission To Go Out.** Students having obtained permission to go out on out-pass are expected to return within the time limits laid down. Returning late from permitted outings shall be considered as a Minor Offence. Second time offence of returning late by one hour shall invite a fine of Rs. 100/- and returning late by more than one hour will invite a fine of Rs. 200/-. Subsequent Offences of returning late by one hour shall invite fine of Rs. 200/- and returning late by more than one hour will invite a fine of Rs. 500/-. This offence will be treated as Minor Offence on the first three occurrences by an individual. The fourth commission of the offence will be considered as a Major Offence and shall invite a fine of Rs 1000/. Repeated offence by an individual will invite mention of offences in the conduct /character certificate issued by the individual. Compulsory

Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines

91. **Going Out Without Entry of Details In The Register.** Students having obtained permission to go out on out-pass are expected to make necessary entries in the registers maintained at the gate/ institute /hostels. Leaving the premises without making necessary entries in the documents maintained for the purpose/ depositing their Out-pass card, constitute a Minor Offence under this section. Second time offence shall invite a fine of Rs. 100/- and each subsequent commission by the same individual will invite a fine of Rs 200/-. Students committing this offence more than four times in a semester will be fined Rs 500/- per offence thereafter, Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines.

92. **Absence From Evening Roll Call.** Students staying in the hostel are expected to be present for each roll call. Absence from the roll call constitutes a Minor Offence under this section. A fine up to Rs. 50 will be levied for each absence. More than five absences will increase the fine up to Rs 100/- each time. Compulsory Library attendance after college timing up to 2 hours a day and up to 10 days including Sundays can also be imposed in addition to fines.

93. **Wastage of Electricity / Water.** Leaving fans/ lights and or other appliances in the Hostel switched- on/ functional on when the student is not in the room shall be considered as wastage of electricity, a Minor Offence. Leaving taps open or wasting water, in the hostel, mess or anywhere in the premises of the institution or its property, is an offence under this clause. The student shall be liable to pay a fine up to Rs. 50 each time he/she is found guilty of this offence. Compulsory Library attendance after college timing up to 2 hours a day and up to 10 days including Sundays can also be imposed in addition to fines.

94. **Use of Electrical/ Electronic Items.** Use of Iron Box, heaters, microwaves, induction cooker, immersion coils or any other appliances other than laptops and table lamps in the hostel room without written permission from the Registrar/ Chief Warden

with stipulated monthly usages charges shall constitute violation of this rule and be considered as a Minor Offence. The student found guilty of this offence shall be subject to a fine of Rs. 500 and the item shall be confiscated and returned only when the student is proceeding home on leave. Compulsory Library attendance after college timing up to 2 hours a day and up to 10 days including Sundays can also be imposed in addition to fines.

95. **Creating Nuisance in The Hostel.** Students are expected to maintain calm and peace in the hostel rooms and premises. Playing loud music/movies, inter floor shouting, making loud noise etc constitute nuisance in the hostel and is considered a Minor Offence. Any student causing nuisance in the hostel will be subjected to fine of Rs. 100/- per instance from second commission of the offence. Compulsory Library attendance after college timing up to 4 hours a day and up to 10 days including Sundays can also be imposed in addition to fines.

96. **Possession of Pet.** Students are Not allowed to keep any pets/ stray dogs, cats etc in the hostel rooms/ premises. Breach of this provision constitutes commission of Minor offence. The student committing breach of the same first time will be fined of Rs 100/- and for the second time may be charged a fine of Rs 300/-. Compulsory Library attendance after college timing up to 4 hours a day and up to 10 days including Sundays can also be imposed in addition to fines.

97. **Accommodating Non ACDS Person(s) in the Hostel.** No student residing in the hostel is permitted to entertain/ accommodate any other individual (even of the same gender) in the hostel premises. Violation of this rule is treated as a Minor Offence for the first time and a Major Offence if committed again. Any student committing this offence during day time shall be liable to pay a fine of Rs. 300 for the first instance and committing this offence during Night time shall be liable to pay a fine of Rs. 500. For the subsequent violation the student shall also be suspended for 7 working days from hostel. In case the other person is of **opposite gender**, this violation will be considered as a Major Offence and the Management reserves the right to hand over such a person to the nearest Police Station and the ACDS Student involved will be permanently debarred from staying in ACDS Hostel for the rest of the Course duration along with a

fine of Rs 2000/-. Compulsory Library attendance after college timing up to 2 hours a day and up to 20 days including Sundays can also be imposed in addition to fines.

98. **Visiting Mess Area In Bathroom Slippers/ Inappropriately Dressed.**

Students are forbidden from coming to Student Mess in bathroom slippers, Short/strappy dresses/tops, flimsy see-through dresses etc. They will be turned away from the Dining Hall.

99. **Taking Mess Utensils to the Hostel Room Without Prior Approval of The**

Wardens. The student guilty of taking the utensils/ plates, glasses, forks, spoons etc, will be levied a fine of Rs. 50 per item. Compulsory Library attendance after college timing up to 3 hours a day and up to 10 days including Sundays can also be imposed in addition to fines

100. **Offence Related to Guest Rooms.** Attempt by any student to accommodate any individual(s) other than own parents & siblings by any means is an offence under this clause. Occupation of a guest room by anybody other than the parents/siblings if revealed shall make the student liable to pay a fine of Rs 1000/-. Compulsory Library attendance after college timing up to 4 hours a day and up to 15 days including Sundays can also be imposed in addition to fines

101. **Offences Relating to Breach of Good Order and General Discipline of ACDS.** Students ought to maintain the discipline and decorum of ACDS whether they are inside or outside. The following activities constitute "Breach of Good Orders of ACDS"

- (a) Not Paying Respects /Compliments to Faculty Members & Registrar.
- (b) Littering college premises and any act that is detrimental to maintaining Cleanliness in the campus.
- (c) Parking of Cars & Bikes where parking is not allowed.

- (d) Possession of any vehicle without driving license or driving without helmet or pillion riding without helmet or rash & negligent driving inside Campus.
- (e) Visiting places declared 'Out of Bounds' for students for their safety.
- (f) Violation of standing orders, fire orders, security orders or any other orders issued by Principal/Registrar or displayed on notice boards from time to time.
- (g) Eve teasing within or outside campus / hosteller.
- (h) Hooting, shouting, whistling, or creating disturbances in the class, in hostel or during organized functions.
- (j) Joint action by students e.g., combined petition, representation, agitation, strike
- (k) Holding any activity that is political in nature or for /on behalf of a political party.
- (l) Socially unacceptable behaviour particularly for boys and in girls regarding their style of dressing public display of affection etc.
- (m) Holding any functions that have not been authorized explicitly in writing by the Registrar/ Chief Warden.
- (n) Loss of identity card issued by the College due to negligence. This will attract a fine of Rs 100/- first time & up to Rs 300/- for subsequent times in addition to the cost of replacement.

102. Any student of ACDS found doing / having done any of the activities listed at para 101 is considered to have committed a Minor Offence under this clause. However, repetition of this offence more than twice by an individual will render him / her to have committed a Major Offence. Compulsory Library attendance after college

timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines ranging from Rs 200 to Rs 1000 depending on the gravity of offence.

SECTION 3: POWER OF PUNISHMENT

103. **Powers of Functionaries Without Disciplinary Committee Proceedings.** It is not practical/ possible to have every misdemeanour by a student investigated by the College Disciplinary committee. When an offence of Minor Nature is committed by a student and documentary/ witnesses are available in support, the punishments as prescribed in this Code can be awarded by various functionaries as under: -

(a) **Principal.** Fine up to Rs 1000/- at one time not exceeding Rs 2000/- per student in a calendar month and not exceeding Rs 5000/- in an Academic Year. In addition, Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days at one time including Sundays not exceeding 75 days in an Academic Year per student.

(b) **Registrar & Head of Adm.** Fine up to Rs 1000/- at one time not exceeding Rs 2000/- per student in a calendar month and not exceeding Rs 4000/- in an Academic Year. In addition, Compulsory Library attendance after college timing up to 4 hours a day and up to 20 days including Sundays at one time not exceeding 60 days in an Academic Year per student.

(c) **Head of Department (Prof).** Fine up to Rs 500/- at one time not exceeding Rs 1000/- per student in a calendar month and not exceeding Rs 2000/- in an Academic Year. In addition, Compulsory Library attendance after college timing up to 2 hours a day and up to 10 days including Sundays at one time not exceeding 30 days in an Academic Year per student.

(d) **Head of Department (Reader).** Fine up to Rs 200/- at one time not exceeding Rs 500/- per student in a calendar month and not exceeding Rs 1000/- in an Academic Year. In addition, Compulsory Library attendance after

college timing up to 2 hours a day and up to 5 days including Sundays at one time not exceeding 20 days in an Academic Year per student.

(e) **Officiating Incumbent**. Any Faculty officiating in absence of the above appointments duly nominated through College Routine Orders can award up to 50 % of the *ibid* authorization.

104. **College Disciplinary Committee**. In case of commitment of any Major Offence by a Student, Principal ACDS can either dispose the case at his level or refer it to College Disciplinary Committee for investigation and findings. In case he is of the opinion that the offence requires punishment beyond his powers, he will refer the case to Chairman ACDS with his recommendations. The decision of Chairman ACDS will be final. Any case that has to be referred to Chairman ACDS will have to be Investigated by College Disciplinary Committee. Registrar ACDS will nominate bimonthly a College Disciplinary Committee composed as under: -

- (a) Presiding Officer – HoD of Prof Rank
- (b) Members -
 - (i) One Reader (Opposite gender to the PO)
 - (ii) Sr Lecturer
 - (iii) PG Student (Girl)
 - (iv) PG Student (Boy)

105. Every violation of the code of conduct by the student shall be reported to the parents of the student. Students must understand and realize that acts of indiscipline will NOT go unpunished. Endorsement of character in his/her conduct sheet will be true summarized reflection of the individual's conduct in and off campus during the complete duration of the Course and will be graded as Exemplary/Good/Fair/Satisfactory/ Poor. Thus, the endorsements will be as per norms given below: -

(a) **In case of Minor Offences**

- (i) Up to five Minor Offences - Exemplary
- (ii) Up to 10 minor offences – Very Good
- (ii) More than 10 and up to 15 Minor Offences - “Good”
- (iii) More than 15 and up to 20 Minor Offences- Satisfactory
- (iv) More than 20 Minor Offences - Poor

(b) **In case of Major Offences**

- (i) No Major Offence - Exemplary
- (ii) Up to two Major Offence – “Very Good”
- (ii) Up to Four Major Offences – “Good”
- (iv) Up to five Major Offences - “Satisfactory”
- (v) Six & more Major Offences - Poor

CODE OF CONDUCT FOR FACULTY



General

1. A person who chooses teaching as a career, assumes the obligation to conduct himself or herself at all times in accordance with the highest standards of the teaching profession, aiming at quality and excellence in work and conduct, setting an example which will command the respect of the pupils, the parents and colleagues.
2. Teaching, in its true sense, is not mere instruction but influence. The faculty's duty is not merely to communicate knowledge in specific subjects but also to help students grow to their fullest potential and unfold their personality. In this responsible task what matters most is the personal example of the faculty.

Code of Conduct

3. The following has been laid down in the 'Code' for the guidance for faculty of the AWES Professional Institutes: -
 - (a) Every faculty member shall, by precept and example, instill in the minds of the students entrusted to his/her care following values: -
 - (i) Values of patriotism.
 - (ii) Respect for law and order.
 - (iii) Feeling of universal brotherhood and tolerance for all religions.
 - (iv) Spirit of co-operation and social service.
 - (b) Every faculty member has an immense responsibility towards students. He/ she must : -
 - (i) Be impartial in his/her relations; be sympathetic and helpful to slow learners.

- (ii) Aim to improve physical, mental and moral wellbeing of students leading to overall personality development.
 - (iii) Ensure that students do not take part in active politics.
 - (iv) Promote freedom of thought and expression coupled with discipline and dignity.
- (c) Every faculty member should be above board in his/her personal conduct. He/ She should: -
- (i) Be temperate and sober in habits. He/she should scrupulously avoid chewing of betel leaves, smoking and such other undesirable habits in the presence of students and within the precincts of the institution.
 - (ii) Have an exemplary moral character. His /Her dealings with the members of the other sex in the college/institute or outside it, should not be such as would cause reflection on his/her character or bring discredit to the college/institute.
 - (iii) Be bodily neat and clean and dressed in a dignified manner.
 - (iv) Abide by the rules and regulations of the college/institute and show due respect to the constituted authority and diligently carry out instructions issued to him/her.
 - (v) Be punctual in attendance and all work related to academics and any other work or duty assigned to him/her by the Director/Principal/Dean.
 - (vi) Consider college/institute property and funds as if placed in trust with him/her and shall exercise the same prudence and care, as he/she would do in respect of his/her own property or funds.

(vii) Promote dignity and Solidarity of his/her profession.

(viii) Be polite and courteous towards parents and guardians.

(d) A faculty member must Not: -

(i) Divulge confidential matters related to the institution.

(ii) Be a member of any political party or indulge in activities, either openly or in camera, in support of any such party.

(iii) Be a member of the State or Central Legislature. He /She shall resign his/her job before standing for election as a candidate.

(iv) Indulge in or encourage any form of malpractice connected with examinations or other college/institute activities.

(v) Undertake private tuition of students of the college/institute. Extra coaching organized in the college/institute campus after the college/institute hours will not be considered as "Private Tuition".

(vi) Engage himself/herself in any commercial activity or as a selling agent/ canvasser for any publishing firm or trader in college/institute campus.

(vii) Represent his/her grievances if any, except through proper channel, nor will he/she canvass any non-official or outside influence or support in respect of any matter pertaining to his/her service in the college/institute.

(viii) Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from

any pupil, parent or any person with whom he/she has come into contact by virtue of his/her position in the institute.

Notes: -

1. The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no official dealings with him/her.

2. A casual meal, lift or other social hospitality of a casual nature shall not be deemed to be a "gift".

3. On occasions, such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice, a faculty member may accept gift if the value thereof does not exceed Rs 1000/-.

(ix) Ask for or accept contribution to or otherwise associate with the raising of any funds or other collections in cash or in kind in pursuance of any object, whatsoever, except with previous sanction of the competent authority.

(x) Discriminate against any student on the ground of religion, caste, language, place of origin, social and cultural background and/or any of them.

(xi) Neglect in correcting assignments or neglect other duties assigned to him/her by the college/institute authorities.

(xii) Remain absent from the college/institute without leave or without prior permission of the head of the college/institute.

(xiii) While being present in the college/institute absent

himself/herself (except with the prior permission of the Director/Principal/Dean) from the class which he/she is required to take/attend.

(xiv) Practice or incite any student to practice casteism, communalism or untouchability.

(xv) Cause or incite any person to cause any damage to college/institute property.

(xvi) Propagate through his/her teaching lesson or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal and sectarian activities.

(xvii) Behave or encourage or incite any student, faculty member or other employee to behave in rowdy or disorderly manner in the college/institute premises.

(xviii) Be guilty of misbehaviour or cruelty towards any parent, guardian, visitor, student, faculty member or other employees of the college/institute.

(xix) Organize or attend any meeting in the college/institute except where he/she is required, or permitted by the Director/Principal/Dean of the college/institute to do so.

(xx) Carry out monetary transactions with the pupils and parents and/ or exploit his/her college/institute influence for personal ends.

(xxi) Indulge in immoral activities. Pass any sexist remark against female, colleagues, students, parents and visitor and/or cause any sexual harassment to them.

4. The above code of conduct will also apply to Dean, Director, Principal, Registrar & Head of Administration and members of non-teaching staff of the college/institute.



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HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS

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INTRODUCTION



INTRODUCTION

ACDS is a premier institution in the field of Dental Education under the aegis of AWES. Being an Institution managed by Indian Army, students must inculcate the virtue of self-discipline, so as to ensure that they achieve success both in academics and extracurricular activities.

ACDS VISION 2020 envisages us to be in the top 5 National ranking amongst all Colleges in the field of dental education in India. This vision is achievable if students conform to rules, regulations and College routines while they toil hard to secure their future. Therefore, it is necessary to spell out what is expected from students both in and off campus. A well spelt out Code of Conduct & General Rules for Administration, besides aiding the students to understand the need to conform to rules, would assist the faculty & administration to objectively handle situations without any bias, should such a need arise.

Hence, all faculty & students and administrative staff shall make themselves conversant with the ACDS Code of Conduct & General Rules for Administration. Students shall read, understand and obey these orders. These rules are the basis for their conduct in the College. Negligence and Ignorance of the same are unacceptable and violation of these orders will invite remedial actions that may in turn be detrimental to the career ahead.

These rules will become operative from 01 Oct 2020 and is applicable to all students of ACDS including Post Graduate Courses. The Management of ACDS has the right to frame rules, amend, add, delete and promulgate provisions of this rules at any time or as and when the Management feels there is a need to do so.

VISION, MISSION & QUALITY

POLICY



VISION, MISSION & QUALITY POLICY

Vision:

Be at the Forefront of Dental Education, by providing quality education at affordable costs; Be able to reach out to each and every citizen of the community by preventive and effective treatment strategies.

Mission:

To provide opportunities in professional dental education for the wards of army personnel, Ex-servicemen and war widows; To take care of oral health needs of the community by providing high quality value-based education to its graduates

Quality policy:

we at Army College of Dental Sciences are committed to be the most preferred domicile for education and patient care in dentistry development of holistic and scholarly attitude of students who can contribute to achieve excellence in oral health care for upliftment of society, through

- Providing quality education and patient care, suitable for the contemporary and changing needs of the Dentistry.
- Transforming individuals to be holistic adhering to ethics and values.
- Promoting and contributing to research in the emerging areas of national building
- Fulfilling all applicable regulatory, legal and other requirements related to Quality.
- Continually improving quality management system through creating awareness among all the interested parties regularly.

HUMAN VALUES



HUMAN VALUES

Human value is defined as “a principle that promotes well-being or prevents harm. The various factors responsible for evolving human values are religious leaders, gurus or saviors” teachings and practices, need and judgement of fulfilling individual’s need in society. Human values can be assured of a happy and harmonious human society. At ACDS, we cultivate and inculcate these values in the student and staff through teaching and conducting the activities. The human values are listed below.

Types of Values:

The core human values are:

1. **Right conduct**
2. **Peace**
3. **Truth**
4. **Love**
5. **Nonviolence**

1. Right conduct:

Encompasses the following values such as

- a) **Self-Help skills:** care of possessions, diet, hygiene, modesty, posture, self-reliance, and tidy appearance.
- b) **Social skills:** Good behavior, good manners, good relationships, helpfulness, no wastage and good environment
- c) **Ethical skills:** code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.
- d) **Ownership:** ownership of the work.

2. Peace:

Encompass the following values such as:

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, self-acceptance, self-confidence, self-control, self-discipline, self-esteem, self-respect, sense control, tolerance, and understanding.

3. Truth:

Encompasses the following values such as:

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (Unity of thought, word, and deed), intuition, justice, optimism, purity, quest for knowledge, reason, self-analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.

4. Love:

Encompasses the following values such as:

Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust.

5. Non-violence:

Encompasses the following values such as:

- a) **Psychological:** Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love.
- b) **Social:** Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

Professional values:

Integrity:

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person's peace of mind and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

Credibility & Responsibility:

The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

Loyalty:

Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.

Commitment:

Commitment mean alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follow, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession.

The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

Attitude:

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitude is the most distinctive and indispensable concept in present day. attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, consumer behaviour, and attitude-behaviour relationships. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day-to-day life. Positive mental attitude characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

Valuing Time

Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and

valuing time. The proverbs “Time and tide wait for nobody” and “Procrastination is the thief of time”. Time management is the key to increase effectiveness, efficiency or productivity.

Passion

Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation, they tend to work more resulting in more work satisfaction.

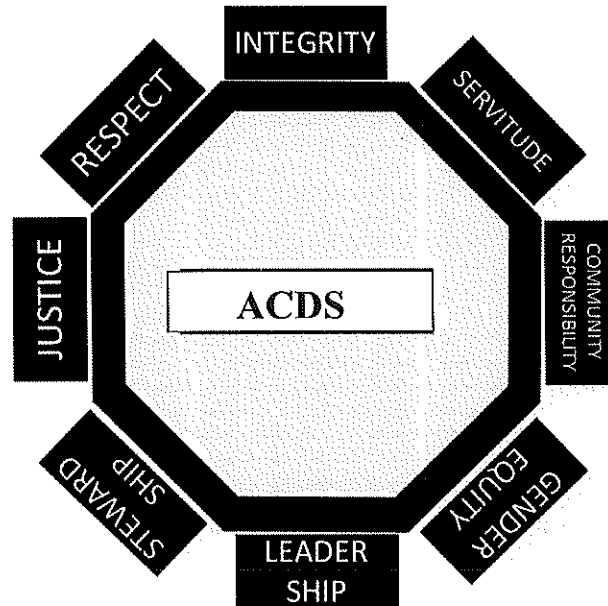
Identifying one's role in larger picture

Cultivating the skill of big picture thinking is important. When one maintains big picture it allows one to lead, keeps one on target, promotes teamwork, gain insight from different people and makes one ready for the change.

EIGHT ETHICAL PRINCIPLES OF
ACDS



EIGHT ETHICAL PRINCIPLES OF ACDS



The Octagonal structure of the ACDS building symbolizes the eight ethical principles of the Institution

Ethical behaviour exalts an organization. The very physical octagonal structure of the ACDS building embodies these eight ethical principles. The following principles will apply to every professional who works under the aegis of ACDS. The individuals must take the responsibility to adhere to these principles and protect the reputation of the Institution.

1. Integrity – Truth and faithfulness in every word and deed.
2. Servitude – the inclination to serve and do good.
3. Leadership – Ability to inspire and lead.
4. Justice – Impartiality in service.
5. Stewardship and Diligence – the accountability in every commission.
6. Respect – for dignity, worth and personal space.
7. Gender equity – make gender bias obsolete.
8. Community responsibility – the service extends beyond the campus.

Integrity: Integrity in word and deed, however big or small, is the highest virtue of all. Integrity is the test of a person's character. The ACDS staffs are expected to showcase truthfulness and faithfulness in their delivery of official duties, in the interest of the institution. This ethical principle is also reflected in the dental care and the research activities of the institution wherein scientific integrity will be adhered faithfully. The ACDS staffs are encouraged to demonstrate integrity in their personal affairs too, given that they will be the representatives of the Institution.

Servitude: Realization that one's talent, time and very existence are for the service of another is the essence of this noble profession. The ACDS staffs are expected to display this attitude while providing dental care in the campus as well as in the community.

Leadership: The ACDS staffs must take on the role of a leader in their area of expertise and make a proactive and sincere effort to drive positive and constructive changes around them. The ACDS staffs must always be team players and work selflessly. The ACDS staffs must also be conscious that the students are constantly looking up to them as their 'role-models' and imbibing their qualities subconsciously. Setting an example in an academic institution is important as more things are 'caught' than 'taught'.

Justice: The ACDS staffs must exhibit fairness in their conduct with patients as well as students. ACDS has 'zero tolerance for discrimination' with respect to caste, creed, colour, gender, socio-economic status or any social division for that matter. The ACDS staffs are expected to be impartial and discourage favouritism in their delivery of duties. They will not give into bias, undue influence, prejudice and conflict of interest.

Community responsibility: The institution mandates that the staffs realise their moral obligation towards the community and engage in public health work. Being a part of the outreach activities like camps, awareness campaigns and extension activities can add flavour to their career as well as give a sense of self-fulfilment. At the end of the day, we know that what matters is not what we receive but what we give to the society.

Stewardship and Diligence: Stewardship spells accountability. Accountability demands diligence. The ACDS staffs are expected to take responsibility for all

their words, actions and the consequences. They will be accountable to the Top management and the higher authorities in the organization at all times. They are expected to be pro-active in their responsibilities and work diligently with all their heart, mind and soul to further the vision and mission of the institution even if it means to go the extra mile.

Respect: ACDS mandates its employees to nurture a conducive and all-inclusive social environment to make the workplace enjoyable for all. This is possible only when employees greet, interact, respect and accept each other unconditionally – even in the face of disagreement. The ACDS staff must exhibit politeness and courtesy in speech and action. Belittling, sarcasm, humiliation, ridicule and gossip are discouraged. Respect for personal space of all employees ensures work-life balance. Respect for patient autonomy and privacy must be ensured while dispensing daily duties in the hospital. The golden rule 'Do unto others, what you want others to do unto you' must be remembered at all times.

Gender equity: ACDS fosters gender equity in the campus. Both men and women are treated equal and given equal opportunities. There is zero tolerance for any form of harassment. The Gender Sensitization Committee against Sexual Harassment was launched to make the fairer gender feel safe.



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A handwritten signature in blue ink, appearing to read "Anand", written over a horizontal line.

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EMPLOYEES' RIGHTS AND
RESPONBILITES



EMPLOYEES' RIGHTS AND RESPONSIBILITIES

Employee Rights

- To be aware of the Institution wide policies & Statutory Regulations as applicable.
- To be treated considerably and respectfully without any discrimination.
- To be aware of the terms and conditions of his/her employment before joining the organization.
- If any one believes that he/she has been the victim of any kind of harassment, or knows of another employee who has been harassed, they have the right to report it immediately to the Institution's Grievance Reddressal Committee / Administration Office or Principal in writing.
- To seek clarity on the targets to be achieved and the roles/responsibilities associated with the task to be performed.

Employee Responsibilities

- Employees are expected to work on their duty hours to support the College & Hospital's operations and are also required to work overtime when the workload necessitates.
- Employees shall be responsible for the equipment allocated to them and maintain it in accordance with the standard operating procedures.
- Employees are expected to maintain proper discipline, professional ethics.
- Employees are expected to plan leave well in advance and if unable to report to work on schedule he/she shall intimate to the department head & the Principal in writing.
- Employees are responsible to maintain complete confidentiality of student's & patient's information's.
- Employees shall be encouraged not to converse in their local vernacular language while in patient contact areas.
- Employees are expected to maintain proper dress code.
- Employees shall devote their time exclusively for the work assigned to them and do not engage in unwanted activities.

Promotion: The Management will promote only qualified and eligible employees to higher positions when vacancies arise in such higher cadre. Promotions will be effected strictly on the basis of merit, efficiency, and suitability for all employee

categories wherever applicable on the basis of past record of service, performance, requisite skills, seniority and state of health and suitability of the employee.

Promotion policies are primarily based on the staff self-appraisal done annually by each employee & internally verified by the Department heads & the Institutional Head and reviewed by the Management Committee annually. It appraises the following competencies: Teaching-learning, assessment, team work, mentoring skills, communication skills, Faculty Development Program [FDP], co-curricular activities, professional activities, Work ethics, Research and publications along with Patient/Student/department care.

The suitability of an employee for promotion will be decided solely by the Management. Upon promotion or regularization, the employee will be granted such benefit and increase in wages as may be decided by the management. The management's decision on promotions shall be final and conclusive.

Redressal of Grievance of Employees against Unfair Treatment: All complaints arising out of employment including those relating to unfair treatment and wrongful application of these service rules shall be submitted to the Grievance Redressal Unit in given format. The employees shall exhaust the above procedure before resorting to any legal remedy.

College & Hospital Safety Rules: The only way to do a job in the College & Hospital is the safe way. Urgency is not a justifiable excuse for neglecting safety. Know your job thoroughly, when in doubt, do not indulge in guesswork, ask your supervisor. Do not handle or operate machinery, tools and equipment's without authorization. Be alert and observe keenly. Report immediately any faulty equipment, unsafe condition or act, and defective or broken equipment. Do not try amateur repair. Stay physically and emotionally fit for work by maintaining good health and a proper diet. Abstain from alcoholic drinks. Take sufficient rest and practice cleanliness. Personal hygiene is important. Wash your hands often in designated areas of the College & Hospital. This is absolutely necessary. Wear proper uniform or clothing for your job. Jewelry and high-heeled footwear may be hazardous. Prevent the spread of infection and contagious disease. Cooperate with the College & Hospital infection control committee by observing established procedures. When you are ill with an infectious disease, report to the doctor immediately and stay at home. Walk, not run particularly when you are carrying delicate, breakable article or instrument. If you see some foreign material,

loose wire, oil spill, etc., on the floor that may cause an accident, make sure it is removed as once. Be familiar with your work procedure. All departments have within work procedures that include safety practices at work and handling equipment's.

SERVICE RULES



SERVICE RULES

CONDITIONS OF SERVICE FOR MEMBERS OF THE STAFF

- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time.
- Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal or other officer under whom he/she shall, from time to time, be placed as member of staff. He/ She shall discharge all duties pertaining to the office and other responsibilities which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.
- A member of the staff shall not normally or on any pretext absent himself/ herself, from his/her duties without prior permission of his/her superior officers authorized to give permission or in case of sickness or inevitable accident, without forwarding a medical certificate or necessary evidence satisfactory to the College authority.
- Every member of the staff shall devote his/her whole time to the duties of the said employment and shall not, on his/her own account or otherwise, either directly or indirectly, carry on or be concerned in any trade, business or canvassing or any assignment even of an honorary nature.
- Member of the staff shall be punctual to their classes. Absenteeism without the permission of the Head of the Department will be viewed seriously.
- Recording of attendance is compulsory for every class/period. The attendance statement of the students should be entered into the computerized attendance system after every class positively. Members of the staff are expected to take note of students absenting often, advise them and report to the tutor and the Head of the Department. The parents will have to be informed about the regulation and attendance and regarding minimum requirements. The parents of the students having poor attendance and poor performance will have to be called for a discussion and proceedings of the discussions to be recorded. The monthly attendance report should be communicated to the parents during the first week of the following month without fail.
- Members of the staff are strictly prohibited from expressing opinions or comments in the class regarding religion, communal matters and politics.
- Members of the staff are prohibited from taking private tuitions for students.

- Every staff member is expected to extend his/her beneficial influence in building up the personality of the students and hence should associate himself / herself actively with such extra-curricular activities he/ she is interested in or assigned to him/ her from time to time.
- Members of the staff are not permitted to publish books or articles for the magazines or broadcast radio/TV talks without the written permission of the Principal.
- Members of the staff are not permitted to participate in any political movement or discussions of any political meeting within or outside the College campus. As in certain cases, prior permission is necessary to participate in all literary and cultural activities outside the campus.
- Every person appointed to a post, excepting temporary appointments, shall be required to be on probation for a period of one year from the date of joining service.
- Where the performance of a member on probation is not satisfactory or due to exigencies necessitated by circumstances, the College authority shall, before the expiry of the probationary period, may extend his probation for a further period not exceeding 12 months for reasons to be recorded in writing.
- Increments are sanctioned for members of the staff on the following basis:
- Increments are sanctioned for the members of the staff after he/ she has completed 12 months of uninterrupted service in the College.
- Completion of probation or the dates for next increment will correspondingly be extended through the period by which a member was on loss of pay during the year.
- Annual Self Appraisal meeting will be conducted for the staff members. Based on this, the increments will be sanctioned.
- Every member in service is entitled to join the provident fund scheme in percentile terms accordance within the public provident fund [EPF]/ employer provident fund [EPF] rules.
- Every member of the staff is entitled to submit their resignation, either by giving the College authority three months' notice in writing or by paying the authority 3 months' salary in lieu thereof or less as it is necessary to compensate the said 3 months if that was in short off. In this connection, any leave availed by the member on loss of pay during the period of notice must be compensated by due extension. Anyhow normally staff members will not be relieved in the middle of the academic year.
- The College authority shall have the power to terminate the services of a member of

the staff of the College without notice for any of the following reasons: willful neglect of duty; failure to show the diligence and attention in the discharge of duties or irregularities in subordination to authorities, harassment to students and patients, mental unfitness or criminal offence involving moral turpitude.

- With one month notice or one month salary in lieu therefore for the following reasons: incompetence, inefficiency, breach of the conditions of service and/ or/ laws of the College, retrenchment, physical unfitness, or any other good cause;
- The authority shall not terminate the services of the said staff member whether summarily or otherwise without informing him/ her in writing of the grounds, on which they intended to take action and giving his/ her what in their view, is a reasonable opportunity for stating his/her case in writing and before coming to a final decision, shall duly consider his/ her statement and if he/ she so desires, give him/ her a personal hearing.
- A service Register in prescribed form shall be maintained for every staff member permanently appointed.
- No member of the College staff shall address any communication to the chairman/ members of the Governing Council of the College/ or Vice- Chancellor/ Registrar/ any authority of any of the Apex body/ or Government or meet any one of them without the permission of the principal.

LEAVE RULES FOR ACDS EMPLOYEES

INTRODUCTION

1. Army College of Dental Sciences (ACDS) is a professional college managed by army Welfare Education society (AWES) and has started functioning from year 2001.
2. The service conditions, discipline and academic schedules are guided by the AWES rules, Rules of Kanoji Narayana University of Health Sciences, Govt of Telangana and DCI.
3. Leave Rules of ACDS employees were amended from time to time and it is essential to formulate comprehensive leave rules.

AIM

4. To lay down leave rules for ACDS employees.

SANCTIONING AUTHORITY

5. To lay down leave rules for ACDS employees.
 - (a) Chairman for the ACDS is competent authority to sanction leave for the principal.
 - (b) Principal ACDS is competent authority to sanction leave for all other employees.

CATEGORISATION OF ACDS EMPLOYEES

6. The categorisation of ACDS employees is as under: -
 - (a) **Teaching Staff.** Teaching staff are those who are actively involved in teaching as well as carry out treatment procedures at OPD and in patient department. This includes the dental and medical faculty.

(b) **Non-Teaching Staff.** The non-teaching staff includes staff in Administrative Wing, Technicians, Mechanics, Library, Stores, Lab attendants and such like staff working in College/Hospital.

7. All types of leave will be subject to the following rules :-

- (a) Leave is a matter of privilege and cannot be claimed as a right.
- (b) Normally leave must be sanctioned before it is availed of.
- (c) All HoD's will ensure that sufficient staff should present in the dept/sec on all working days so that functioning of Dept is not adversely affected.
- (d) In case of sudden illness or emergency when prior sanction cannot be obtained, leave application will be submitted at the earliest, alongwith a medical certificate.
- (e) The No of days of attendance per week of teaching faculty is as follows:-
 - (i) Professor - 04 days.
 - (ii) Reader - 05 days.
 - (iii) Sr Lecturer - 06 days.
 - (iv) Lecturer - 06 days.
- (f) Those who are working/visiting 02 and 03 days in a week are not eligible for any type of leave.
- (g) Professor/Reader availing leave other than Saturday, will forgo one leave in second week as second Saturday is observed as closed holiday in the College.

TYPE OF LEAVE

8. **Casual Leave (CL).** All the employees including probationers are authorised casual leave as per entitlement in a calendar year as under, except those mentioned in Para 7(f) :-

(a) **CL Entitled.**

- (i) Professor - 04 days.
- (ii) Reader - 06 days.
- (iii) Sr Lecturer - 08 days.
- (iv) Lecturer - 08 days.
- (v) Adm staff - 08 days.

(b) Prior permission shall be obtained, except in unforeseen emergencies. In those circumstance, telephonic sanction to be obtained.

(c) Employee shall get the leave approved after return from leave, if the leave is availed on unforeseen emergencies.

(d) Employee/HoDs shall make alternative arrangement for conduct of classes/treatment of patients.

(e) Casual leave can be combined with Sunday and holidays.

(f) Casual leave excluding Sundays & holidays shall not exceed six days at one stretch.

(g) Casual leave can be combined with Special CL or Compensatory paid leave (CPL).

(h) Casual leave cannot be carried forward and accumulated for next year.

(j) Casual leave cannot be combined with Earned Leave/Vacation Leave/Sick Leave.

(k) If any employees comes 4 days late for duty(from 0830h-0930h), one day Casual leave will be debited or one day Loss of Pay (LOP) will be admissible. Employees coming after 0930h will be counted as half day leave. This will adjusted against Casual Leave only.

9. **Earned Leave (EL).**

(a) **Employees on Probation.** Employees on probation are not eligible for Earned Leave (EL). On completion of probation, they are authorised earned leave in that calendar year.

(b) **Contract Employees.** Contract employees are eligible to avail earned leave after probation. Earned leave shall be credited to the account once in every six months at the rate of two and half days per month of service completed. Teaching faculty entitled following earned leave in a year :-

- (i) Professor - 14 days.
- (ii) Reader - 16 days.
- (iii) Sr Lecturer - 24 days.
- (iv) Lecturer - 24 days.
- (v) Adm Staff - 30 days.

(c) 50% leave will be availed before 30 Jun every year and if any earned leave is pending after 30 Jun, only 50% of authorised will be sanctioned from 01 Jul to 31 Dec.

(c) **Accumulation of Earned Leave.** Earned leave can be accumulated 15 days in a year and upto 300 days in entire service. The payment of account of encashment of leave would be subject to the employee completing minimum three years service in the Institution at the rate of the last pay drawn. Subsequent accumulation of leave by the individual is not to exceed the limit of 300 days (included leave encashed for which payment has been made).

Applicable to non teaching staff/adm staff incl Principal.

10. **Sick Leave/Medical Leave.** 12 days of half pay or 06 days on full rates of pay will be admissible for the employees. To be availed on production of a medical certificate from a MBBS Doctor, Ayurveda or Homeopath. This may be availed in parts

in a calendar year. Accumulation of medical leave upto a maximum of 30 days in entire service is permissible.

11. **Maternity Leave (ML).**

(a) **Pregnancy Cases.** 26 weeks (180 days) (Applicable upto two surviving children).

(b) **Miscarriage/Abortion.** 45 days in the entire career of the person. Frequency of this type of leave is on "as required basis" but to a maximum of 4 weeks, supported by Medical certificate.

12. **Paternity Leave.** 15 days (for male employees in first two months of adoption/delivery of child by spouse).

13. **Child Adoption Leave.** 180 days (for first adoption only if there is not more than one surviving child).

14. **Compensatory Paid Leave (CPL).**

(a) All the employees including probationary and contract employees are eligible to avail CPL for working for atleast 5 hours on Sundays and holidays and extra hours exceeding six hours on any working day.

(b) CPL cannot be accumulated and carried forward to next month/year, except for working on holidays in the last week of December. CPL will be availed within one week of extra duty.

15. **Extra Ordinary Leave(EOL).**

(a) EOL without pay and allowances can be availed not exceeding six months in extra ordinary situations like health problems or any other genuine cause which may require absence for long period.

(b) EOL shall be availed after prior sanction.

16. **Vacation Leave**. The vacation is applicable to following teaching staff :-

- (a) Professor - one week (four working days of the week).
- (b) Reader - One week (five working days of the week).
- (c) Sr Lecturer - One week (six working days of the week).

17. **One Duty Leave**. The faculty nominated for conference, exam duty, DCI Insp, etc, should obtain approval of Principal before proceeding to attend such duties. Such absence from the college will be counted as on duty leave.

18. **Leave Travel Concession**. Due to financial limitations, Leave Travel Concession facilities cannot be given to the employee of ACDS.

CONCLUSION

19. This SOP has been made for smooth and well-functioning of ACDS, it is essential that leave rules be frames.



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