

# MATHRUSRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL

(Founded by : Ananda Social & Educational Trust)  
ISO 9001:2015 CERTIFIED

Affiliated to Rajiv Gandhi University of Health Sciences  
Recognised by Dental Council of India

1/36, Cline Road, Cooke Town, Bengaluru - 560 005  
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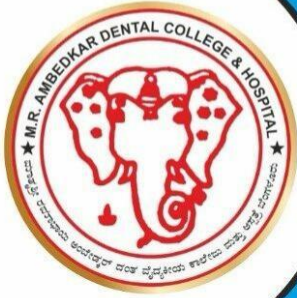
## CODE OF CONDUCT

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## CODE OF CONDUCT

### INTRODUCTION

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

This Handbook indicates the standard procedures and practices of M R Ambedkar Dental College for all students enrolling with the institute for pursuing dental courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

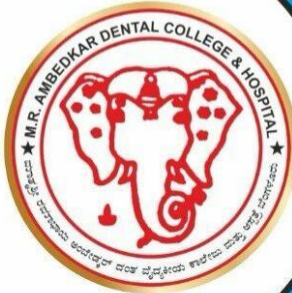
That the Institute's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.



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## CODE OF CONDUCT FOR STUDENTS

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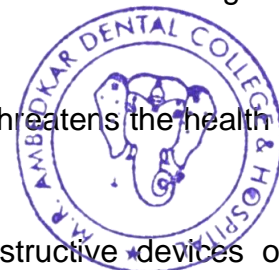
All Students are requested to be well conversant with this Code, which can also be also reviewed on the official website of the Institution.

## JURISDICTION

A. The Institution shall have the jurisdiction over the conduct of the students associated /enrolled with the Institution and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institution campus or in connection with the Institution related activities and functions.

B. Institution may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

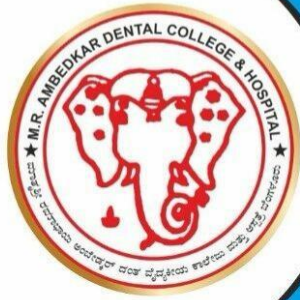
- a) Any violations of the Sexual Harassment Policy of the Institution against other students of the Institution.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including students of our Institution;
- c) Possession or use of weapons, explosives, or destructive devices off-campus



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- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which can have a negative impact

### 3. ETHICS AND CONDUCT

A. This Code shall apply to all kinds of conduct of students that occurs on the Institution premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institution's Interests or reputation.

B. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that student should accept the following codes:

- a) He/she shall be regular and must complete his/her studies in the Institution.
- b) In the event, a student discontinues studies for any legitimate reason, such a student may be relieved from the Institution
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues

C. Institution believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights, property and safety of others; etc.

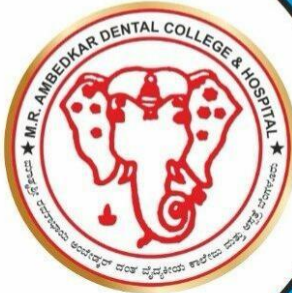
D. All students must deter from indulging in all forms of misconduct, including partaking in any activity off-campus which can affect the Institution's interests and reputation substantially. The various forms of misconduct include:

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E. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

F. Intentionally damaging or destroying Institution property or property of other students and/or faculty members

G. Disruptive activity in class rooms or in events sponsored by the Institution

H. Unable to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security guards

I. Participating in activities including

i. Organizing meetings of all kinds and processions without permission from the Head of the Institution.

ii. Accepting membership of religious or terrorist groups banned by the Institution/Government of India. Unauthorized possession, carrying or use of any weapon,ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

iii. Unauthorized possession or use of harmful chemicals and banned drugs

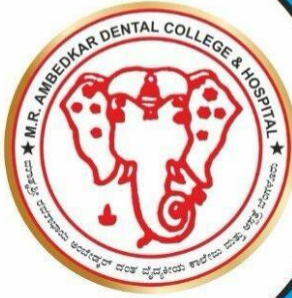
iv. Smoking on the campus of the institution

v. Possessing, Consuming, distributing, selling of alcohol in the Institution and/or throwing empty bottles on the campus of the Institution

vi. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles

vii. Rash driving on the campus that may cause any inconvenience to others





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viii. Not disclosing a pre-existing health condition, either physical or psychological, to the Principal which may cause hindrance to the academic progress.

ix. Theft or unauthorized access to others resources

x. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institution.

J. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institution authorities.

K. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

L. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

M. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institution on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institution.

N. Theft or abuse of the Institution computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institution property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.



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O. Damage to, or destruction of, any property of the Institution, or any property of others on the Institution premises.

P. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

Q. Indulging in any form of harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institutional facilities unless permission is obtained from the Competent Authority.

Suspension may also follow by possible dismissal, along with additional penalties.

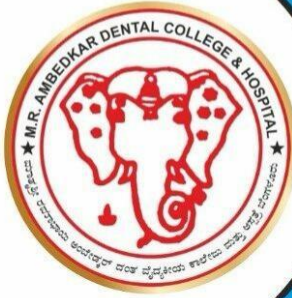
## 5 . ACADEMIC INTEGRITY

As a premier institution for advanced scientific research and education, the institution values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity encompasses honesty, responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The institution believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the institution and its research missions, and hence, violation of academic integrity constitutes a serious offence.

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## Scope and Purpose

A. This policy on academic integrity, which forms an integral part of the Code, applies to all students at the institution. Students are required to adhere to the said policy. The purpose of the policy is twofold:

- i) To clarify the principles of academic integrity and
- ii) To provide examples of dishonest conduct and violations of academic integrity

B. Failure to uphold these principles of academic integrity threatens both the reputation of the institution and the value of the degrees awarded to its students. Every member of the community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that every student

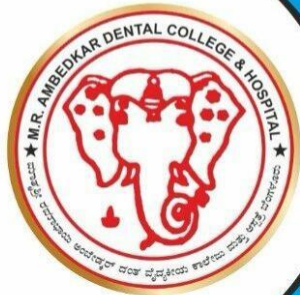
- i) properly acknowledges and cites use of the ideas, results, material or words of others.
- ii) properly acknowledges all contributors to a given piece of work.
- iii) makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- iv) obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- v) treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that



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a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

D. Violations of this policy include but are not limited to plagiarism, cheating and conflict of interest.

(i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.

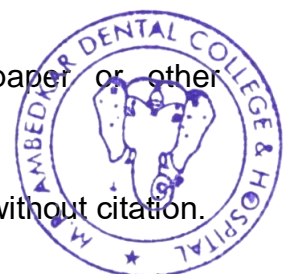
b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.

d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

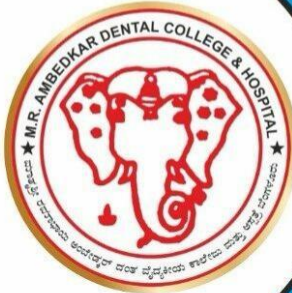
f) Paraphrasing or changing an author's words or style without citation.



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## (ii) Cheating

Cheating includes, but is not limited to:

(a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.

(b) Allowing or facilitating copying, or writing a report or taking examination for someone else.

(c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.

(d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.

(e) Creating sources, or citations that do not exist

(f) Altering previously evaluated and re-submitting the work for re-evaluation

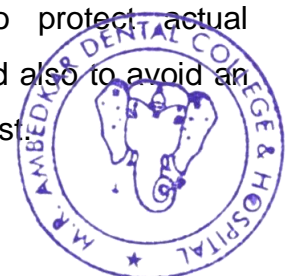
(g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

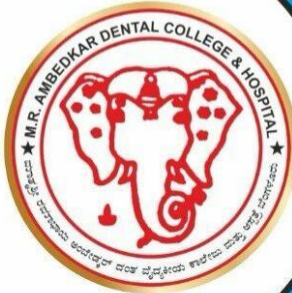
(iii) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

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Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

E. Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

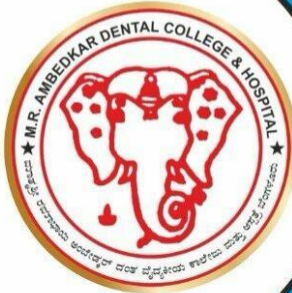
(a) Use proper methodology for experiments and computational work. Accurately describe and compile data.

(b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.

(c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).

(d) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the internet or other sources for class assignments, manuscripts and thesis.





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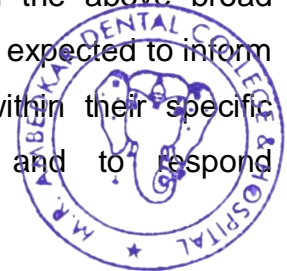
(e) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

F. Individual and Collective Responsibility: The responsibility varies with the role one plays.

a) Student roles: Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institution, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy, he/she is strongly encouraged to report the misconduct in a timely manner.

b) Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institution's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

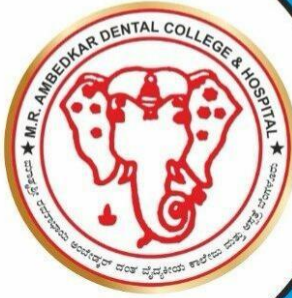
c) Institutional roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the Institution, and this can lead to various sanctions. In the case of a student the first violation of



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academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty may report any academic violations to the department head. Upon receipt of reports of scientific misconduct, the head of the institution may appoint a committee to investigate the matter and suggest appropriate measures on case-to-case basis.

## WORKING HOURS

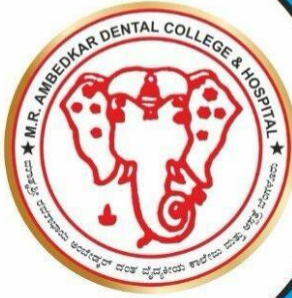
- Working hours : 9.00 am - 5.00pm.
- Students should wear neatly ironed uniforms.
- All the students must wear their overcoats and ID cards during working hours.
- Male students must come with clean shaven face and their shirts tucked in.
- Slippers, sports shoes and sandals are not permitted; formal shoes are compulsory.
- Female students should tie up their hair.
- No students shall take part in any undesirable activity like ragging or involve himself / herself in any political or other movements in any manner during the course of study in the University.
- Any damage caused to apparatus, furniture or any other articles due to their negligence, carelessness, will be viewed seriously and damage costs will be levied upon the student.
- Students are not allowed to have their cell phones inside the college premises; they are permitted to have them in the hostel, day scholars can keep their cell phones in their lockers. Camera cell phones are not permitted even in the hostel.
- MRADC strictly adheres to regulations of the course put forth by the DCI & its affiliate University.



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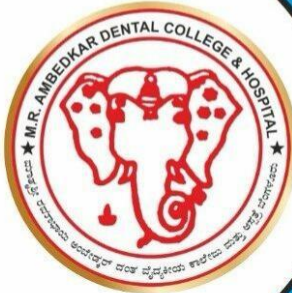
- Any candidate who fails to pass the annual examination of the University as prescribed shall have the course extended according to the regulations of the course of study and such candidates shall have to pay tuition fees and other fees for the extended duration of the course also.
- Fees once paid to the college will not be refunded, under any circumstance.
- The pre-requisites to qualify for appearing in the University Examinations are as follows
- Any student admitted to course has to complete the first year B.D.S. without any arrear within 3 years from the date of admission.
- Apart from keeping steady progress and required attendance, every student shall always maintain decency, decorum and good conduct.
- The conduct / academic performance / attendance of each student shall be reviewed periodically and appropriate action including detaining from appearing for the University Exam /expelling from the hostel or college, as the case may be, shall be taken against the erring student.



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## RAGGING - AN OFFENCE

The students of the MRADC are hereby informed that "Ragging" in any form is strictly prohibited. It is needless to which the new entrants would be subjected to, in the name of "Ragging" which is inhuman & intolerable. The management wants to enforce strict discipline among the students of MRADC and wishes that the institution should be a model institution free from ragging. The students are therefore strictly warned to refrain from any ragging activities. Those who involve in ragging, in any form shall be expelled immediately from the college and hostel and they are liable for punishment.

A. Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;

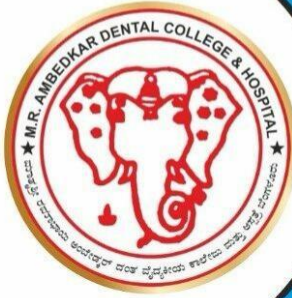


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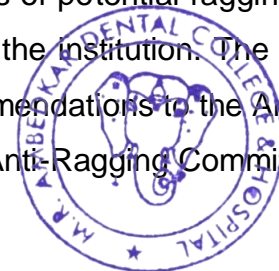
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

## B. ANTIRAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal and headed by One Professor & other faculty members shall examine all complaints of ragging if any and come out with recommendation based on the nature of the incident.

## C. ANTIRAGGING SQUAD

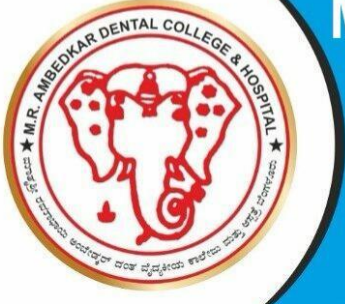
To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the institution. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.



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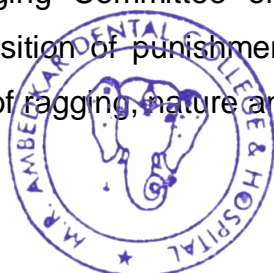
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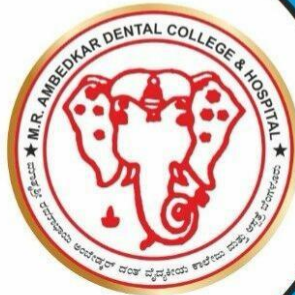
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D. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the institution with the local police authorities.

The Anti-Ragging Committee of the institution shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging, nature and gravity of the incident of ragging.





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## 8 SEXUAL HARASSMENT

The institution's policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the institution which can be accessed and reviewed by the students at <http://www.iisc.ernet.in/misc/harashment.htm>. The students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

## 9. STUDENT GRIEVANCE REDRESSAL

Any student of the institution aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach Student Welfare Committee of the institution. Further, any student who is aware of any violations must report the same to this Committee. The Committee shall consist of members as appointed by the Director. The said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Committee shall take cognizance of the grievance and inform the committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. Suitable action will be taken.

### Academic Rules and Regulation

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

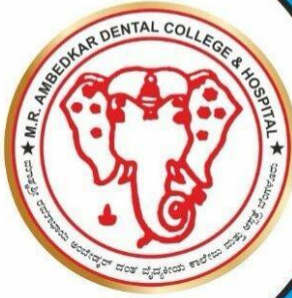


As per Rajiv Gandhi University of Health Sciences,

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- a) 75% in Theory and 75% in Practical/Clinicals in each subject in each year.
- b) In case of subject in which the instructional programme extends through more than one academic year and hence there is no University Examination in the subject (i.e. non- exam going subjects), the attendance requirement shall not be less than 70% in Theory and Practical/ Clinical. However, at the time of appearing for the professional examination in the subject the candidate should satisfy the condition (a) above.

Eligibility to appear in University examination:

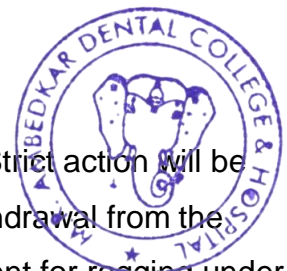
- a) student shall have not less than 75% of attendance in Theory and Practical separately in all the examination subjects prescribed for that year.
- b) should have appeared in all the examination subjects prescribed for that year in the University examination simultaneously.

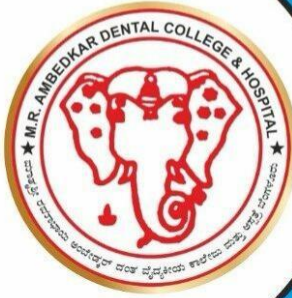
A Candidate has to pass the carry over subject before being eligible to appear for higher B.D.S Examination.

## HOSTEL RULES & REGULATIONS, NORMS AND GUIDELINES

### HOSTEL RULES & REGULATIONS AGAINST RAGGING:-

Ragging in any form is banned inside and outside the campus. Strict action will be taken against those indulging in ragging. Suspension and or withdrawal from the hostel/college is one of the actions taken immediately. Punishment for ragging under





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the Karnataka education act of 1983 can be up to one year imprisonment. Supreme court has also defined ragging as a criminal offence.

## ALLOTMENT OF ACCOMMODATION:-

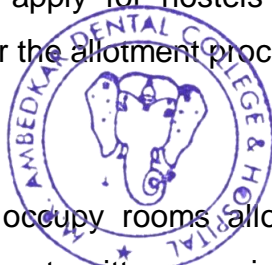
1. Hostel accommodation is allotted at the discretion of the Chief Warden on a "First Come First Served" basis /, rank in the Entrance Exam. The allotment is done on condition that the student agrees to abide by the rules and regulations of the hostel.
2. The Chief Warden can refuse hostel facilities without assigning any reason /remove a resident from the hostel at any time on disciplinary grounds, in which case, the student may even be required to vacate the room at short notice.
3. Students may also be required to shift to alternate accommodation at short notice due to administrative reasons.
4. No booking / reservation will be entertained on telephone/ E-mail.

## ALLOTMENT PROCEDURE (FOR FIRST YEAR STUDENTS):-

The allotment procedure of hostels for First year students is through online/offline. The students can apply for hostels only after their admission. The student will receive an email for the allotment procedure soon after confirming the admission.

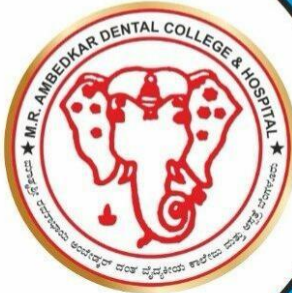
## HOSTEL RULES:-

1. Students must occupy rooms allotted to them only. They are not allowed to change rooms without written permission of the Warden/Chief Warden. However, students have the option of pairing up within the first few days, in consultation with their Hostel Warden. Change of accommodation from one hostel to another is generally not permitted during a term.



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2. The rooms allotted to the students at the time of admission are for a limited period of up to one year or less. If a student fails to occupy the allotted room within a specified time, it can be cancelled. Students will forfeit their rooms if they fail to clear all their dues to the hostel by the given day. In such cases, they will be asked to vacate the hostel.

3. The Chief Warden reserves the right to break open any room which is not vacated, pack up the belongings and store it. No complaints of breakage or loss will be entertained. The Chief Warden can also break open the rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived.

4. Final BDS students are directed to vacate the hostel officially after their final (annual) examination to facilitate accommodation for the newly admitted first BDS students.

5. Once a student vacates the hostel, he/she will not be re-allotted hostel accommodation for a minimum period of six months. Every attempt will be made to provide hostel accommodation to all students. Residents who wish to vacate the hostel are to meet the respective wardens to start with the formalities. Permission of the parents and HOIs along with certain documentation is mandatory. The refund rules while vacating rooms are given at the end.

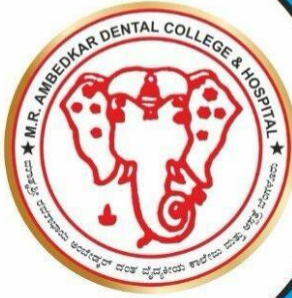
If there is a vacant seat in the room, the duplicate key of the room must be deposited with the respective wardens of the block to facilitate allotment of the vacant seat to another student.

5. NO STUDENT SHOULD STAY AWAY FROM HIS/ HER ROOM DURING NIGHT, WITHOUT PRIOR WRITTEN PERMISSION OF THE WARDEN. STUDENTS, WHO

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WISH TO LEAVE THE CAMPUS TEMPORARILY OR OTHERWISE, SHOULD OBTAIN THE PERMISSION OF THE WARDEN IN WRITING. THE APPLICATION FOR PERMISSION MUST STATE, THE DATE AND TIME OF HIS/HER INTENDED DEPARTURE AND RETURN, AS WELL AS THE DESTINATION. ALL THESE DETAILS ARE TO BE ENTERED IN THE IN-OUT REGISTER MAINTAINED IN EVERY HOSTEL.

6. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.

7. The students are advised not to keep large amount of cash or valuables in the room. The students are responsible for his/ her belongings inside the room.

8. Insurance of Laptops/ Valuables: It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves.

9. Security of ATM/Debit cards: All residents must take care of their ATM/ Debit cards.

10. Any damage/breakage to hostel property will be charged to the occupants of the room/ block with a fine. Disciplinary action will also be initiated.

11. Cooking in hostel rooms is not permitted. . All instructions/ notices displayed on notice boards in the hostels will be deemed to have been read by all residents and excuses for non-compliance of rules and instructions put up from time to time will not be accepted.

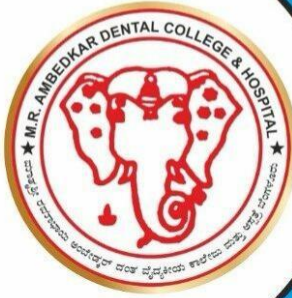


12. SUBSTANCE ABUSE, CONSUMPTION OF ALCOHOL AND SMOKING / CHEWING OF TOBACCO AND RELATED PRODUCTS IS STRICTLY BANNED IN THE HOSTELS AND IN THE UNIVERSITY CAMPUS.

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13. Playing of loud music or disturbing fellow hostel inmates will not be permitted. Can use earphones while listening to music. Playing outdoor games inside the hostels/corridors is not permitted. Silence Hours will be observed from 10 p.m. to 06 a.m. on all days. No noise of any sort will be permitted during the Silence Hours. Serious action will be taken on the breach of this rule.

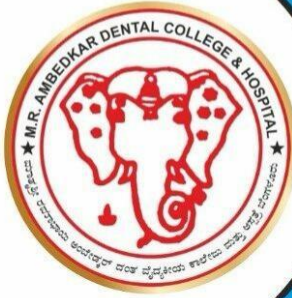
14. Partying in the rooms/corridors or anywhere in the hostel will not be permitted whatever be the occasion. Residents must not go to another's room and disturb the inmates. Complaints from other residents will be investigated and action taken accordingly.

15. Fire Hazards and Safety: Candles and incense are a fire hazard and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted as well. BURSTING CRACKERS, CARRYING CRACKERS TO THE ROOMS AND LIGHTING OF LAMPS/CANDLES ARE STRICTLY PROHIBITED IN AND AROUND THE HOSTEL PREMISES AT ALL TIMES.

16. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines, if any, before leaving their rooms. This is necessary to avoid inadvertent fire. In case of fire, residents must raise an alarm and call the respective hostel wardens. They should also alert Security personal. All the inmates should turn off the water taps after the use to prevent unnecessary wastage of water.

17. The Chief Warden/Warden or his representative may enter any room for verification at any time of the day or night. The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason. This will be carried out by





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the security personnel in the presence of the hostel Warden and at the discretion of the Chief Warden/ Warden. The items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher authorities.

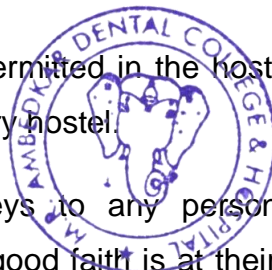
18. Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy. They are liable to be removed from the hostel, Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must leave the hostel/ other students rooms during nights. No unauthorized person will be allowed to enter or stay in the hostel premises. If the residents happen to find any such person, they should demand the permit/ Identity Card. And if it is not forthcoming, the matter should be brought to the notice of the Warden.

19. All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/neighbor (s) coming to their notice to the Warden/ Chief Warden through block supervisor/ caretaker or directly. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Warden or the Chief Warden.

20. Televisions are not permitted in the hostel rooms. Television is provided in the common TV rooms in every hostel.

21. Giving the room keys to any person other than the Block Supervisors/ Caretakers/ Wardens, in good faith is at their own risk. The residents must lock the rooms and their lockers with their own locks. (Branded Lock should be used. Number locks are not be used)

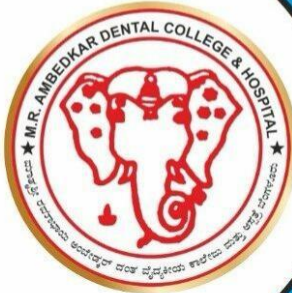
22. Curfew and Out of Bound Areas



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Hostel timings will be strictly adhered to. Library timings are up to 08.00 p.m. All senior residents will return to the hostel by 09.00 p.m. At 09.00 p.m. hostel gates will be closed. Students who wish to go to any place such as Railway station etc. for the night trains must take prior permission at least one day in advance from the Warden/ Chief Warden. Any student found loitering on the campus after 09.00 pm can be questioned by the Security staff. They are liable to surrender their I-card to security/staff on duty.

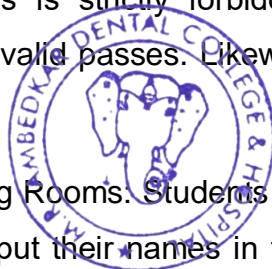
23. THE FIRST YEAR UNDERGRADUATE STUDENTS WILL RETURN TO THEIR HOSTELS BY 08.00 P.M. ALL OTHER SENIOR STUDENTS WILL RETURN TO HOSTELS BY 09.00 P.M. every day.

24. Residents returning late to their hostels will be fined. The HOIs and Parents of residents coming very late or who are habitual offenders will be informed. In acute cases the resident can be terminated from the Hostel.

25. Students who are not staying in the hostel are not permitted to enter hostel.

26. The entry of all males is strictly forbidden inside ladies' hostel except on University official duty with valid passes. Likewise, -ladies are not permitted to enter the gents' hostels.

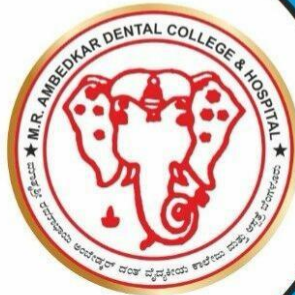
27. Waiting List for changing Rooms. Students desirous of shifting to different rooms within their present Hostel put their names in the 'Waiting List' being maintained at respective Chief Warden's Office. Such students will be accommodated based purely on the waiting list seniority.



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28. Vehicle and Parking: Students are not permitted to bring vehicles inside the campus.

## 29. Damage of Hostel Property

Any damage to hostel property will be made good by the residents who are responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture. Fine will also be levied in addition to disciplinary action.

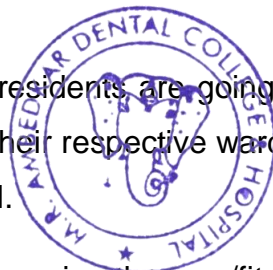
## 32. Maintenance of Rooms

The rooms have been distempered and painted as per schedule and will be maintained regularly by the management as per the maintenance schedule. Residents are not permitted to re-paint or do any alteration of any nature without the written permission of Chief Warden.

33. All maintenance complaints/requirements will be attended to by the maintenance department. Complaint(s) must be entered in the register(s) available with Block caretakers/Supervisors of their hostels. The complaints will be attended to expeditiously and are monitored by the Wardens/ Chief Warden. Residents are not permitted to employ any outsiders for any such job without the permission of Chief Warden.

34. If any of the residents are going on leave for 5 days or more, should take prior permission from their respective wardens and from the mess person to avail discount from the mess bill.

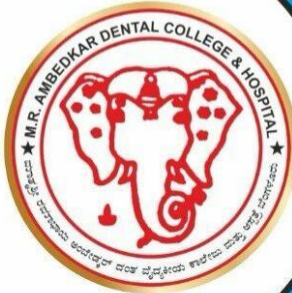
35. Those who are using the gym/fitness centre in the hostel, should take care of the equipment and not permitted to take any equipment from the gym/fitness room to



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their rooms. Cleanliness and silence of the gym/fitness room should be maintained. Students should keep back the gym equipment in their respective place. Students should enter check in time and check out time in the gym register.

## 36. Hostel Mess Timings:-

Breakfast – 07:30 am to 09:00 am.

Lunch – 12:30 pm to 02:00 pm.

Evening Snacks: - 04:00 pm to 05:00 pm.

Dinner – 07:30 pm to 09:00pm.

No one should carry the mess food to their rooms.

37. T V Room: - Remote should not be misplaced. Volume of the TV should not be too high to disturb other inmates. Timings:- 04:30 pm to 10:00pm



## LIBRARY RULES FOR STUDENTS

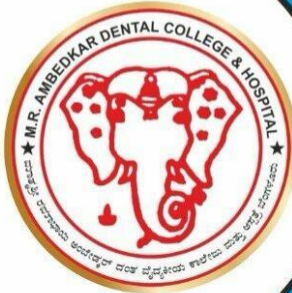
The very purpose of our library is to integrate the information support system with the educational activities in all possible ways and to lead forward to the expectation of the academic community of the college and also those who resort to our library resources from other academic institutions.

The functional aspect of a library is normally an integration of Academic (i.e., resource selection, technical processing, organization of materials, reader's service, update new developments etc.) and Administrative (i.e., Acquisition of Materials, bill processing, budget management, etc.) aspects of the institution. Therefore, the

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College Library require Library Manual for its everyday activity to follow uniform procedures.

## MISSION

Library Provides high quality of scientific information resources and services to support the research and development of the Institution.

## VISION:-

To explore and implement innovative technologies and service to deliver information and scholarly resources that can be accessed by any one any time anywhere.



## GOALS

- To plan and design use of printed and electronic documents by applying Cost Efficient methods
- To assist the users in making use of resources of LIC to the maximum extent
- Library Serves Humanity
- Respect all forms by which knowledge is communicated
- Use technology intelligently to enhance service
- Protect free access to knowledge
- Honor the past and create the future

## LIBRARY WORKING HOURS:

Monday through Saturdays : 08.00 am to 10.00 pm

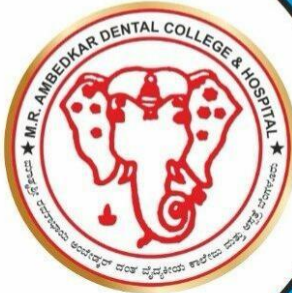
Sundays & Declared Holidays : 08.00 am to 5.00 pm.

1. Students should be dressed in formal wear while using the library.

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PRINCIPAL

M.R. Ambedkar Dental College & Hospital  
Bengaluru - 560 005



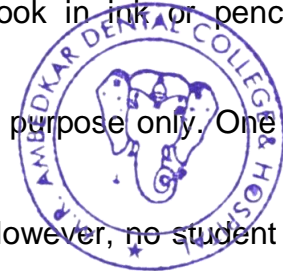
# MATHRUSRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL

(Founded by : Ananda Social & Educational Trust)  
ISO 9001:2015 CERTIFIED

Affiliated to Rajiv Gandhi University of Health Sciences  
Recognised by Dental Council of India

1/36, Cline Road, Cooke Town, Bengaluru - 560 005  
Ph: 080 - 2546 0747 [www.mradc.in](http://www.mradc.in)

2. Library users are to maintain silence and appropriate behaviour to ensure a conducive learning environment.
3. Smoking, refreshments and cell phones are strictly prohibited inside the library.
4. Personal books, photocopied and printed loose papers are not to be brought inside the library.
5. Bags and personal belongings should be kept in the cubicles at the entrance.
6. Do not rearrange the furniture.
7. Students are requested to take the initiative of notifying the librarian regarding defects found in book and bound volumes.
8. Damaging the books, defacing the pages of library book in ink or pencil is prohibited. If found, fine will be levied on the perpetrator
9. Virtual Library should be used from LMS and educational purpose only. One use is permitted to access Virtual Library for one hours at a time.
10. On line journals can be accessed in the virtual library. However, no student can access the journals directly. The password will remain strictly with the Chief Librarian.



No staff member is permitted to download / transmit the whole document.

## Arrangement of resources

Books are classified according to a special classification scheme developed by Library of Congress Scheme of Classification (USA), Books are arranged in a classificatory sequence (Subject-wise) and this is enabling the users to find their required books easily and quickly.

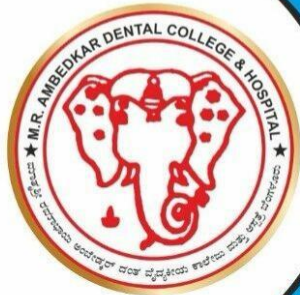
## Institutional membership

We have institutional membership of

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- HELINET (Health Sciences Information Network) of RGUHS- Digital Library.
- British Library, Bangalore
- My loft DCI Consortium
- National Digital Library of India
- SWAYAM



## Library interconnectivity

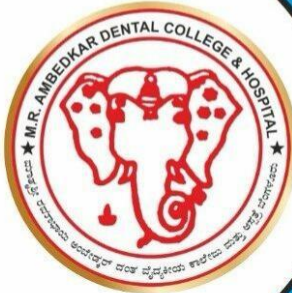
We have interconnectivity with all the educational institutions of RGUHS through Internet to share resources of knowledge, information and data, under inter Library cooperation.

## Library automation & computerised information retrieval:-

Considering the importance of Library Automation, standard and useful Library Automation Software, Namely LIBSOFT 12.0.0 Cloud based Version of software is installed in LIC. LIBSOFT 12.0.0 provides several special facilities such as digital library, Virtual Library. Direct Link to MS-Word, MS EXCEL in case of report generation. Direct email facility, CAS (Current Awareness Service), SDI (Selective Dissemination Service of Information) OPAC (On Line Public Access Catalogue)

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enables our users to search within few seconds the required information such as (a) whether a book or journal or CD or DVD or thesis is available in LIC; (b) if it is there, whether it is issued to other user, the same can be reserved by either informing or sending e mail to Senior Librarian.

Since Databases in LIC are constantly updated as and when new documents are added. Our users can have quick access to latest information either by visiting LIC or from their Departments because our whole campus is networked through Wi-Fi technology. All most all the functions of LIC such as (a) Acquisition, (b) Serial Control, (c) Cataloguing (d) Circulation (e) OPAC (f) Documentation (g)SDI (h) Compiling Bibliographies (i) Reports Generation (j) Library Stock Verification (k) Management of LIC are automated.

There is not only saving precious time of users, but also enhanced the efficiency of functioning of LIC, since bar coding is done for documents are issued to users.

There are 14 PC's with broadband connections in internet section of LIC.

The whole campus is networked through Wi-Fi Technology to share the information of LIC.



## HELINET

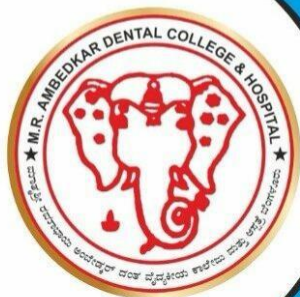
HELINET is an Health Sciences information Network which enables our members of faculty and students to have quick and easy access to e-resources and printed documents (Hard copies), such as : - (1) 42 e-journals in Dental Sciences; (2) 242 e journals and 34 e books in Medical sciences; (3) 80 print Indian Journals and 66

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Print International Journals (Hard Copies) in Medical Sciences through Document Delivery System and (4) 218 LWW Lippincott William Wilkins) archival e-journals in Medical Sciences available for Document Delivery @RGUHS from Vol-1 and Issue-1. In case of e-resources at serial numbers 1 and 2, our members of faculty and students are having access to 284 e-journals and 34 e books daily, in the internet section of our Library and Information Centre. Whenever they need any paper or part of a book, they download and take hard copies, since two printers are available.

In case of e-resources at serial numbers 3 and 4, they can have access to content electronically and whenever hard copy of the full text of the same is required, they can request our Senior Librarian who will provide the same after obtaining it from RGUHS, under Document Delivery System.

E-resources of HELINET as mentioned above are for the year 2014. These e-resources will be enriched by RGHUS periodically and the same will be available to us.

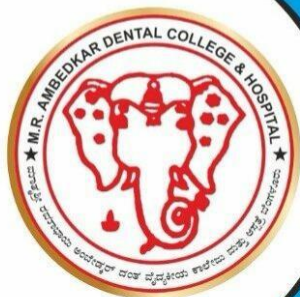
## SERVICES

1. Bibliographic Service
2. Reference Service
3. Referral Service
4. Internet, Printing, Scanning Services
5. Reprographic Services
6. Current Awareness Service
7. Inter Library Loan Service
8. Book Bank Service



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9. News Paper Clipping Service
10. Content Page Service
11. Mail Alert Service
12. Lending Books
13. Overnight issue of current and back volumes of journals
14. Helping in access to e journals and e books from HELINET
15. Providing borrowing facilities from British Library, Bangalore

## Transaction hours

Book issue transaction on cards will be made between 9 AM and 4 PM on all working days of the library, No transaction will be made on Sundays and other declared holidays.

Reference books will not be issued. Reservation of Library material can be made online through the OPAC system.



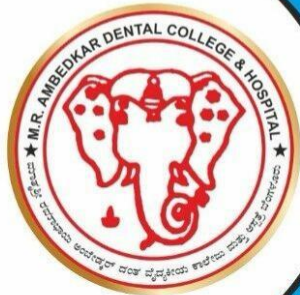
## Issue System

Issue of Books to UG and PG Students will be as below:

UG Students: - 2 Books per Member for the Period of 15 Days

PG Students: - 3 Books per Member for the Period of 15 Days

Books will be issued on presentation of the library card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.



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## Care of library borrower card

Take special care to maintain the library borrower cards. Do not fold, alter entries made on the cards, members are responsible for the entire set of library borrower card issued to them.

## No due Certificate

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

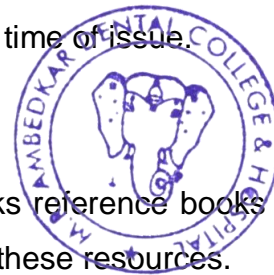
## Care of Library Books

Students are require to handle the books/ Journal very carefully; marking with pencil , writing or highlighting , tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

## Reference section

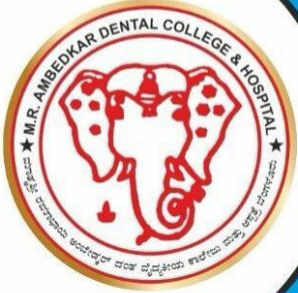
This section has Encyclopedia, dictionaries, Text books reference books etc. which are only available for reference. User can make use of these resources.

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## Journal Section

In these section journals, general magazines and newsletter are available. They are arranged alphabetically. The latest issues are displayed on display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in rack alphabetically and are meant only for reference within the library.



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### Reprographic Section

Reprographic services in Library such as Xerox, Printout's are provided at nominal charges to staff and students.

### Damages to Books

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

### Loss of Books

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



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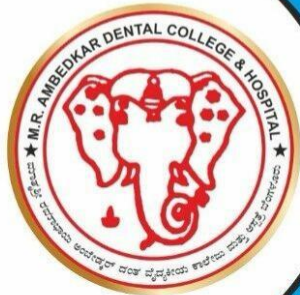
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## CODE OF CONDUCT FOR TEACHERS

Our Values:

Respect

Integrity

Diversity

Achieving our Values:

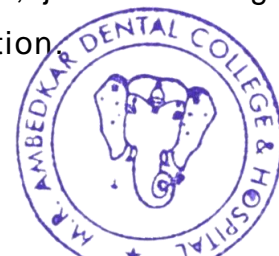
To achieve this we, the employees of M R Ambedkar Dental College at all levels are required to follow certain "Code of Conduct". This Code is only inclusive and not exclusive or exhaustive.

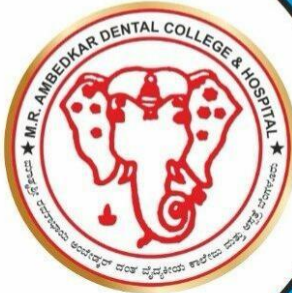
## DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution

## LEAVES

Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of





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emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested

## CONTINUOUS ASSESSMENT

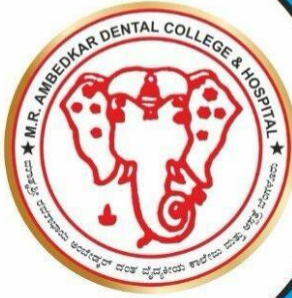
- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format
- The Staff should not involve himself/herself in any unethical practice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



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## CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

Our Values:

- . Respect
- . Integrity
- . Diversity

Achieving our Values:

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

Commitment under the Code

Background

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

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

Mutual trust and respect very critical

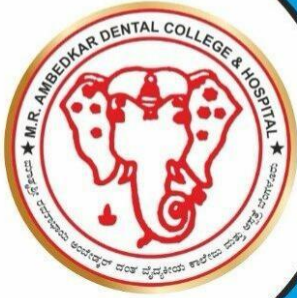
- We believe in the dignity of labour and no one shall suffer any humility or insinuation by virtue of his/ her hierarchy, origin, colour, sexual orientation, personality trait or disability of any kind.

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- Any attempt to do so explicitly or otherwise, by words, conduct or behaviour may amount to breach of the code. Every employee, irrespective of hierarchy to be treated humanely and with due respect.
- Any favouritism, distinction or classification made showing preference or favouritism to protect/ promote interests of certain individual or set of individuals without any reason or business purpose, may amount to discrimination and therefore a code breach.
- Employees are required to wear uniform in a presentable manner keeping in mind the image of the Institution.
- Employees should not involve in gossiping, spreading rumours or wasting time sitting with others without any official purpose.
- Employees are required to adhere to the official timings and to avail leave with prior approval.
- Women employees are to be treated with due respect, decency, modesty and absolutely professionally.
- Employees are required to work in team and to avoid working in silos.
- Employees should believe in themselves and have "positive" and "Can do" attitude in each and every work in which he / she is assigned / involved.
- While dealing with employees, external agencies, stake holders especially in cases of monetary or personal / professional interests leading to any conflict of interest should be informed to the Management. In such an event, the Management may nominate another person to deal with such cases. However, responsibility lies with the employee to keep the management informed of such conflict of interest at the first instance. Any violation of this will be a breach of this code and attract serious consequences.
- Employees are required to arrange their travel as per travel guidelines and expenses to be claimed as applicable only.

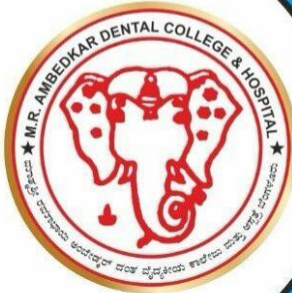
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- Employees are required to ensure the Data Security of Institution system and proper internet usage as per IT guidelines.

Promotion of diversity and providing a conducive work environment

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

Freedom and protection for reporting under the Code

It is expected that every employee considers compliance of this Code as his/her personal responsibility and inform / alerts the Leadership Team with any abrasion / violation to the code,

as and when it comes to the knowledge of the employee.

An employee is guaranteed confidentiality with regard to his identity for reporting such matters and no employee shall suffer any victimisation for raising genuine issues with the Leadership Team.

Responsibility under the Code

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

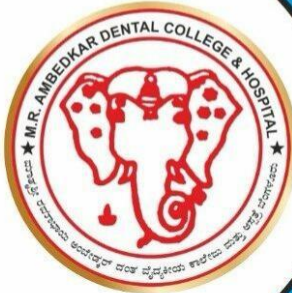
- Raise issues which are code breaches. It is the responsibility of the employee to ensure that they do not misuse the code by raising frivolous issues, to settle personal scores / differences etc.
- Any such incident will be viewed seriously.
- Use the Institution assets judiciously and exclusively for assigned purposes, as if it is their personal property.



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- Absolute Care to be taken in using the institution assets in personal possession, while applying them for personal use, in the course of official work e.g. mobile phone, laptop, etc.
- It is the responsibility of every employee to protect and must maintain absolute confidentiality of information which he / she get to know or acquire during the performance of his / her work. Confidential and business specific information cannot be provided to external parties without the written approval of the concerned Head of Business and the Managing Director.
- Confidential information means any information, which is not in the public domain.
- While in the employment of the company, devote 100% time and resources to company work and not be involved in any other vocation or a job for monetary benefit otherwise honorary, except for hobbies and pursuits done as a part of academic and cultural excellence.
- Do not use the power vested on to any individual for personal gains and shall be governed of schedule of authority and strictly adhere to process of clearances appropriately required.
- Conduct self with utmost professionalism and deal with customers and internal stakeholders with utmost sensitivity it deserves
- Any clarification under this code can be sought from the Institution Authority. Interpretation given by Institution Authority is final and conclusive.



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## CODE OF CONDUCT FOR ACADEMIC STAFF

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- . Diversity

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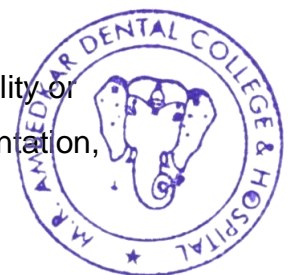
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Mutual trust and respect very critical

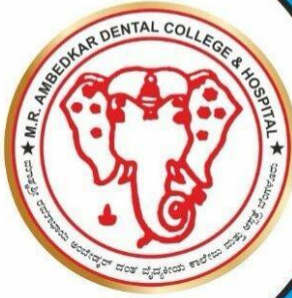
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- Employees should not involve in gossiping, spreading rumours or wasting time sitting with others without any official purpose.
- Employees are required to adhere to the official timings and to avail leave with prior approval.
- Women employees are to be treated with due respect, decency, modesty and absolutely professionally.
- Employees are required to work in team and to avoid working in silos.
- Employees should believe in themselves and have "positive" and "Can do" attitude in each and every work in which he / she is assigned / involved.
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- Employees are required to arrange their travel as per travel guidelines and expenses to be claimed as applicable only. Employees are required to ensure



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the Data Security of Institution system and proper internet usage as per IT guidelines.

Promotion of diversity and providing a conducive work environment

The organisation is committed to promoting diversity, and encourages adequate mix of people with different cultural, educational, social background and rich experience provides a

collaborative work culture; leveraging competency of every individual is supplemented by each other and work in a seamless manner and enhanced performance and productivity.

Freedom and protection for reporting under the Code

It is expected that every employee considers compliance of this Code as his/her personal responsibility and inform / alerts the Leadership Team with any abrasion / violation to the code,

as and when it comes to the knowledge of the employee.

An employee is guaranteed confidentiality with regard to his identity for reporting such matters and no employee shall suffer any victimisation for raising genuine issues with the Leadership Team.

Responsibility under the Code

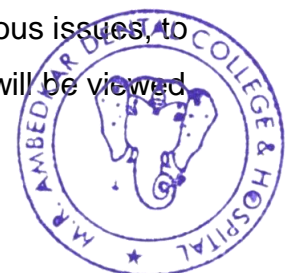
As compliance to the above commitment on the part of the employees, the employees have following responsibility under the code-

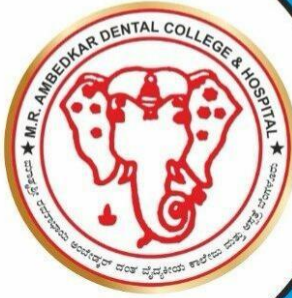
- Raise issues which are code breaches. It is the responsibility of the employee to ensure that they do not misuse the code by raising frivolous issues, to settle personal scores / differences etc. Any such incident will be viewed seriously.

*P.R.P.*

PRINCIPAL

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

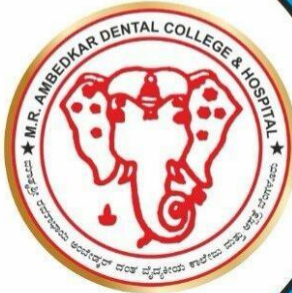
Any clarification under this code can be sought from the Institution Authority.  
Interpretation given by Institution Authority is final and conclusive.

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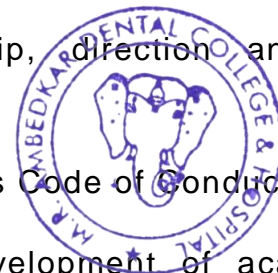
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## CODE OF CONDUCT FOR DEAN/PRINCIPAL

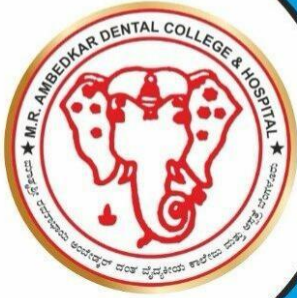
- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
- The Principal is responsible for the development of academic programmes of the Institute.



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- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

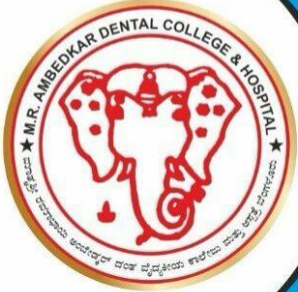


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## CODE OF CONDUCT FOR SUPPORTING STAFF

### ADMINISTRATIVE STAFF

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

### ACCOUNTANT

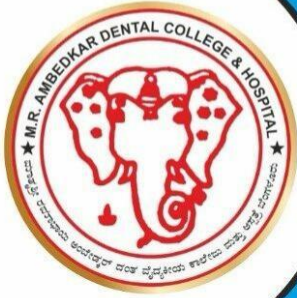
- Accountant should prepare, examine, and analyse accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements
- Accountant should establish tables of accounts, and assign entries to proper accounts.



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- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.



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