

Rules & Regulations for the code of conduct for College Teachers of SDCRI

1. It is the responsibility of every teacher to advance and disseminate knowledge through his/her professional activities, a teacher should always try to give his/her best to the students and to the institution and always adhere to honest dealing and fair play.
2. The teacher shall perform the academic duties assigned to him/her in accordance with the rules.
3. The teacher shall not victimize and discriminate against students, colleagues and other staff.
4. The teacher shall not, incite the students against other students, colleagues, college administration and its employees. A teacher, however, shall have the right to express his/her opinion and ventilate differences or matters of principle in formal meetings with the Board of Management.
5. The teacher shall not raise question of caste, creed, religion, race or sex in his/her relationships with students, colleagues and other staff, with a view to furthering one's prospects.
6. The teacher shall not practice or incite any student to practice casteism, or communalism.
7. The teacher shall not misbehave or encourage any student, teacher or employee to behave in a rowdy or disorderly manner in college.
8. The teacher shall not indulge or encourage any form of malpractice connected with examinations or any other college activity.
9. The teacher shall not remain absent from college without leave or without the previous permission of the Principal of the college.

10. The teacher shall not accept any job of a remunerative character from any source other than the college or giving private tuition to any student or other person or engaging himself in any business.
11. The teacher shall not commit or encourage an act of violence.
12. The teacher shall not organize or attend any meeting during the college hours except where he is required or permitted by the Principal of the college to do so.
13. The teacher shall not refuse to carry out the decisions of competent authorities/bodies and officers of the college in due exercise of their functions.
14. The teacher shall not accept or permit any member of his family to accept any gift in cash or in kind for his own benefit from any student. The expression gift include free transport, boarding, lodging, lavish hospitality or frequent hospitality from the students.
15. The teacher should give one month prior notice to the Director, if the case may be of his/her intention to leave/discontinue services.
16. Misconduct – Misconduct shall include as follows:
 - a) Any action by the teacher contrary to the provisions prescribed in the foregoing rules
 - b) Going on illegal strike, abetting including instigation or action in furtherance thereof.
 - c) Theft, fraud or dishonesty
 - d) Habitual break of any standing orders, rules
 - e) Wilful or negligent damage of the college property
 - f) Refusal to accept charge sheet, order or other communications served according to rules.

- g) Neglect of work or negligence in discharging any duty or failure to give the days out-turns.
- h) Violence or inciting violence
- i) Stopping work either singly or with other teachers or inciting anyone else not to work.
- j) Allowing anyone within the premises of the college whose entry is prohibited without the permission of the competent authority.
- k) Falsification or tampering any paper or record of the college.
- l) Making any false or exaggerated allegations against any colleague or authority.
- m) Committing nuisance during the working hours by being found intoxicated otherwise.
- n) Committing any act involving moral turpitude.

Penalties: Anyone or more of the following penalties may for good and sufficient reasons, such as misconduct, moral turpitudes, neglect of duty, violation of any term or condition of service, indiscipline, are imposed upon any teacher of the college.

- a) Censure
- b) Fine
- c) Withholding of increments
- d) Withholding of promotions
- e) Reduction to a lower stage in time scale of pay for a specified period.
- f) Dismissal from service

Rules and Regulations for the Code of Conduct for College

This rule may be called Discipline of students of Surendera Dental College & Research Institute.

The smooth functioning of the college depends upon observance of discipline by the students. The institution can help the students better when rules of discipline are observed properly. Violation of these rules deprives the students of the advantages of different facilities provided by the institute. Following are some of the important rules of discipline. Parents/guardians are requested to direct their wards to observe the following rules of discipline:

1. Students will strictly obey the instructions given by Director/Principal/heading staff from time to time.
2. Students will attend lectures, practicals, tutorials etc as per the time table. They must not abstain themselves from classes, practicals, tutorials, tests, examinations etc. without written permission of the Principal.
3. Ragging is strictly prohibited. Any student found guilty, shall be dealt appropriately.
4. Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside the institute shall, on conviction, be punished as per Central Government ragging Act.
5. The identity card is meant for identifying bonafide students and is used for permitting the student to participate in various activities and programmes of the college. Every student must wear the Identity card and apron as long as he/she is in the college campus. It must be produced by the student whenever demanded by a member of the teaching or non teaching staff of the college. Every student must bring his/her identity card to the college every day. In case the identity card is lost, the matter should be immediately reported to the Director/Principal and an application should be made for a duplicate card which will be issued on payment of charges.
6. A student must not indulge in any activity either inside or outside the college that will in any way interfere with its academic or administrative activities.
7. The conduct of the students in the classes and in the premises of the college shall be such as will cause no disturbance to teachers, fellow students or other classes.

8. Students shall conduct themselves in a polite manner, both towards the members of the staff (teaching and administrative) and towards their fellow students, insubordination, unbecoming language or ungentlemanly conduct including teasing etc. shall be severely dealt with.
9. Strict silence should be observed in the class rooms, library, library reading hall, laboratory.
10. In order to inculcate a sense of discipline in students through a strict dress code, students are expected to wear dress/uniform prescribed by the institute. Not following the same will be liable for disciplinary action.
11. No society or association shall be formed in the college and no person should be invited on the college campus without the specific permission of the Director Principal. The Principal has a right to refuse such permissions.
12. The students shall read the notice board regularly and the institute will not be responsible for the loss or any disadvantage caused due to negligence of reading notice on the part of the student.
13. No student will be allowed to conduct any political activity in the college premises.
14. Outsiders are not permitted in the college premises without the prior permission of the Director/Principal. College students are not allowed to bring their relatives/friends to the college premises without the prior permission of the principal. Strict action will be taken against the concerned outsider as well as the college student who is instrumental in bringing outsiders to the college premises.
15. All meetings, cultural programmes, debates etc. organized in the college premises must be held in the presence of teaching staff members and with the prior permission of the Dean/Director Principal.

16. No picnics, social ceremony, excursions or tours shall be arranged without prior written permission of the Director/ Principal. The same can be obtained applying in the prescribed form at least two weeks prior to the date of the trip. If a student joins any unofficial picnic or tour, the college shall not be responsible for the conduct in public. Such tours shall be accompanied by teacher.

17. Students must take proper care of the college property. Strict action will be taken against the students damaging college property.

18. Students involved in malpractices at the College/ Board / University Examinations will be published as per SDCRI Rules/ Regulations.
19. Smoking and chewing of Gutka/ paan/ tobacco/ drinking of alcohol/ drugs are strictly prohibited in the college and hostel premises.
20. Students are expected to keep any dangerous or harmful weapons or materials, etc. with them.
21. If for any reason, the continuance of a student in the college is found detrimental to the best interest of the college, the principal may ask the student to leave the college without assigning any reasons and the decision will be final and binding on the student.
22. Playing music on transistors, tap-recorders, car-stereos, mobile telephones or any other similar gadgets with or without earphones is strictly prohibited in the college premises. Defaulters will be punished and their instrument confiscated.
23. Use of mobile telephones is strictly prohibited in the academic area of the college which includes college buildings, lecture halls, hospital, laboratories, library building, open areas between buildings and in front of college building up to car parking area. Students may use them in canteen building, students' common room, hostels and from car parking area up to entrance gate. Defaulters will be penalized and their instrument confiscated.
24. Students shall leave their bicycles, scooters or motorcycles/ cars in the shed provided for the purpose. No bicycles, scooters or motorcycles/ cars shall be parked in any other part of the college premises.
25. Students must not loiter on the college premises while the classes/ practical's/ clinical and OPD are at work. Boys found loitering near the Girl's Common Room and/ or hostels are liable for punishment.
26. Students must not attend classes other than their own without the permission of the authority concerned.
27. Students shall do nothing inside or outside the college that will interfere with the discipline of the college or tarnish the image of the college.

28. Students are not allowed to communicate any information about college matters to the press.
29. All students applying for bonafide certificate, character certificate, transfer certificate must apply to the Principal/ Dean of the college through the concerned clerk in the college office.
30. Students are advised to keep sufficient number of Xerox copies of their SSC/HSC marksheet and leaving certificate because original leaving certificate cannot be returned as per institute Rules.
31. Students must take care of their property like books, purses, umbrellas, bicycles etc. The college will not be responsible for any loss.
32. Students have to collect their Hall tickets for the university examinations on the date specified by the college otherwise fine will be imposed.
33. Students have to obtain 'No Dues Certificate' at the time of issuing Hall tickets.
34. It is the responsibility of every candidate/ student to submit proper documents. Any attempt to submit documents which are not genuine, will lead to cancellation of admission of the candidate, forfeiture of fees, deposits and expulsion of the candidate/ student from the college by the Principal or by his authorized official. The name of such candidate/ students shall be deleted from the Merit list.
35. Matters not covered above will be decided at the discretion of the Panel hearing of Grievance Redressal committee/ Director/Principal.
36. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:
 - i. Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of members of the college, including any attempt to prevent any member of the college or its staff from carrying on his or her work; and any act reasonably like to cause such disruption.
 - ii. Damaging or defacing college property or the property of members of the college or any other property inside or outside the college campus.

- iii. Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the college or camping inside or creating nuisance inside the boundaries of the houses of teachers, officers and other members of the college.
- iv. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act calculated to further the same.
- v. Furnishing false certificate or false information to any office under the control and jurisdiction of the college.
- vi. Consuming and possessing alcoholic drinks, dangerous drugs or other intoxicants in the college premises.
- vii. Indulging in acts of gambling in the college premises.
- viii. Arousing communal, cast or regional feelings or creating disharmony among students.
- ix. Tearing of pages, defacing, burning and destroying of books or any library or seminar.
- x. Unauthorized occupation of hostel, rooms or unauthorized acquisition or use of college furniture in one's hostel room or elsewhere.
- xi. Accommodating guests or other persons in hostels without permission of the Provost or warden.
- xii. Any act of moral turpitude.
- xiii. Any offence under law.
- xiv. Committing any of the offences specified in the examination (Control of unfair means and Disorderly conduct) Regulations of the University.
- xv. Violation of the Traffic Rules on campus and outside.
- xvi. Improper behavior while on tour or excursion.
- xvii. Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings
- xviii. Any act of physical abuse including all variants of: sexual abuse, stripping, forcing obscene and lewd acts, and gestures, causing bodily harm or any other danger to health or person.
- xix. Any act or abuse by spoken words, emails, post, and public insults which would also include deriving perverted pleasure, sadistic thrill from actively or passively participating in the discomfiture to any other student.

Officers authorized to take disciplinary action

Without prejudice to the powers of the Chairman, as specified under Rules and Regulations of Surendera Dental College & Research Institute, the following persons are authorized to take disciplinary action by way of imposing penalties.

1. Director/ Principal of college
2. Heads of Departments
3. Grievance and Redressal committee

Nature of Penalties

The following penalties may, for act of indiscipline or misconduct or for sufficient reasons, be imposed on a student, namely;

- i. Written warning and information to the guardian.
- ii. Fine up to Rs. 1000/- which may extend up to Rs. 10,000/-.
- iii. Suspension from the Class/ Department/ College/ Hostel/ Mess/ Library/ or availing of any other facility.
- iv. Suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation to the effect to the sanctioning agency.
- v. Recovery of pecuniary loss caused to college property.
- vi. Debarring from participation in sports/ NCC/ NSS and other such activities.
- vii. Disqualifying from holding any representative position in the class/ college/ hostel/ mess/ sports/ clubs and in similar other bodies.
- viii. Hostel shift and Hall shift.
- ix. Expulsion from Department/ Faculty/ Hostel/ Mess/ Library for a specified period.
- x. Debarring from an examination.
- xi. Expulsion from the university for a specified period.
- xii. Disqualifying from further studies or prohibition of further admission for re-admission.

If there is a case against a student for a possible breach of code of conduct, then a standing investigating committee will be formed by Grievance redressal committee to recommend a suitable disciplinary action, which shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student within fourteen days.

No penalty, provided in above Rule shall be imposed without giving the student a reasonable opportunity of being heard.

If the student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Managing Director. The Director may decide on one of the following:

a) Accept the recommendation of the committee and impose the punishment as suggested by the committee or modify and impose any of the punishments as stipulated in this code which is commensurate with the gravity of the proved misconduct.

Or

b) Refer the case back to the investigating committee for reconsideration.

In any case, the Director's decision is final and binding in all the cases where there is a possible misconduct by a student.

Discipline Rules for Foreign Students

1. At Surendera Dental college campus, all foreign students are expected to abide by all the rules and regulations of the college and the code of conduct as applicable to Indian students of the same courses. Any act within the campus that may violate or spoil the academic atmosphere in the college will not be appreciated and the student found guilty of such offense will be dismissed and sent back to their country without any cost to the institution.
2. Any complaint or reporting of misbehavior, violence, anti-socialism, unethical and anti national activities involving international students will be dealt with in accordance with the State and Central laws that are in force. Surendera Dental College & Research Institute will not take any responsibility for any criminal or non-criminal acts done outside the campus, when the students are in the rule of the college.