



दिल्ली भेषज विज्ञान और अनुसंधान विश्वविद्यालय  
DELHI PHARMACEUTICAL SCIENCES & RESEARCH UNIVERSITY  
( दिल्ली सरकार, Govt. of N.C.T. of Delhi )  
( Opp. Sainik Farm Gate No.-1, M.B. Road, Pushp Vihar, Sector-III, New Delhi-110017 )  
( सैनिक फार्म गेट नंबर-1, एम.बी. रोड, पुष्प विहार, सेक्टर-III, नई दिल्ली-110017 )

## DELHI PHARMACEUTICAL SCIENCES AND RESEARCH UNIVERSITY, GOVT. OF NCT OF DELHI



### POLICY DOCUMENT ON CODE OF CONDUCT

  
Co-ordinator, IQAC  
DPSRU

  
Registrar  
DELHI PHARMACEUTICAL SCIENCES &  
RESEARCH UNIVERSITY  
Govt. of N.C.T. of Delhi



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## HAND BOOK FOR CODE OF CONDUCT

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**7.1.9. Code of conduct handbook exists for students, teachers and academic and administrative staff including the Dean/Admin./ Official and support staff.**

### **CODE OF CONDUCT FOR ADMINISTRATION**

1. Administration has authority to take all the necessary actions as and when required to maintain discipline in the University.
2. The Administration should form various University level committees which are necessary for the development of the University.
3. The Administration should encourage faculty members to update their knowledge by attending seminars/ workshops/ conference.
4. The Administration should encourage Faculty Members to author text books and publish research papers in reputed International/ Indian Journals/ Magazines and Periodicals.
5. The Administration should provide leadership, direction and co-ordination within the University.
6. The Administration should periodically review this Code of Conduct.
7. The Administration should plan the budgetary provisions and go through the financial audited statements of the University.
8. The Administration should oversee and monitor the administration of the academic programs and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
9. The Administration should look after the development of academic programs of the University.
10. The Administration should arrange meeting of any of the authorities, bodies or committees, as and when required.
11. The Administration should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
12. The Administration 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.
13. The Administration should ensure that the long-term and short-term development plans of the Institute in their academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
14. The Administration should forward confidential report of all staff members of the University and submit it to the Management.



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15. The Administration shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programs to the various committees and Management.
  16. The Administration is expected to present proper demeanour towards the staff and pay attention to their requirements.
  17. To protect the collective interest of different sections of the University so that each and all can perform freely and give their highest for the institution building.
  18. To maintain and promote academic activities in the college in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.

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## CODE OF CONDUCT FOR HEAD OF DEPARTMENT

1. The work load (teaching and departmental) of all the staff should be distributed by the Head of the department as per curriculum.
2. The teaching load should be allotted by the HOD often taking into account of the Faculty Member's interests/choice.
3. The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Administration.
4. The head of the department should arrange the weekly meetings of the staff to apprise the progress of academic and administrative work.
5. The head of the department should encourage faculty members to update their knowledge by attending seminars/ workshops/ conference.
6. The head of the department should encourage faculty members to author text books and publish research papers in reputed international/ Indian journals/ conferences.
7. The head of the department should arrange for feedback responses from the students, and the parents on quality-related department processes.
8. The head of the department should look after the maintenance of department library books, specimen, instruments, charts, stock register, attendance registers of staff and students.
9. The concern head of the department (clinical dept.) should look after the presence of their staff in OPD.
10. The head of the department should write confidential report for all staff members of his/her department and submit it to the Administration.

  
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## CODE OF CONDUCT FOR TEACHING-FACULTY

1. The Faculty appointed in the University will be on probation for one year from the date of joining subject to the approval of her/his qualifications by Delhi Pharmaceutical Science and Research University.
2. On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his/her commitment to the vision, mission and goals of the University.
3. During the probationary period if the teacher wants to leave the service at the end of an academic year, he/she should give one month notice or one month pay in lieu of the notice.
4. If a Faculty wants to leave the service after the completion of probationary period at the end of an academic year, he/she shall give three months' notice or three months' pay in lieu of notice.
5. Any Faculty who wants to leave the service in the middle of an academic year shall pay three months' salary.
6. The Faculty agrees to execute all the work assigned to him/her by the head of the institution and the head of the department from time to time honestly and sincerely and carry out all the orders of the superiors
7. The Faculty undertakes to fully abide by the leave rules and the code of conduct, copies of which have been linked to him/her and to which he/she is fully submitted as an integral part of the contract of employment with the University.
8. The University management has the full authority to terminate his/her services by virtue of its authority and discretion, after issuing one month's notice or one month's salary in lieu thereof in respect of confirm teachers who are not found to be compatible with mission of the University.
9. The Faculty undertake not to carry on any other trade, business, or activity which goes against the contract of employment with the University, He/she shall not accept any work outside the University without the permission of the admin of the University, conduct any trade, business or like activity, raise/ receive any money/ donation without in any way tarnishing the name and goodwill of the University.
10. The Faculty shall actively associate, involve, participate himself/herself in all the University activities and programs irrespective of the department actively involve, associate and participate in the various programs and activities of the University.
11. The Faculty shall not only confine his/her activities to the classroom teaching but involve himself/herself in all the efforts of the University in giving extra inputs to the

  
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- students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
12. The Faculty shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
  13. The Faculty shall not directly apply for or seek another job.
  14. The Faculty shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any police station, court or forum.
  15. The Faculty shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the management in writing, for any particular fund-raising program.
  16. The Faculty shall abide by the code of conduct and leave rules enclosed with terms and conditions of service hereto.
  17. The university may at any time, terminate the service of any probationary or confirmed Faculty, if he/she is found guilty of any of the acts like professional incompetence, violation of the code of conduct, wilful negligence of duty, failure to discharge any of the duties assigned to his/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.
  18. Every Faculty shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the college management from time to time.
  19. Every Faculty shall update his/her knowledge and skill to equip him/herself professionally for the proper discharge of duties assigned to him/her.
  20. Every Faculty shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
  21. No Faculty shall absent himself/herself from duties at any time without prior permission from higher-ups.
  22. No Faculty shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the university management.
  23. No Faculty shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
  24. No Faculty shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
  25. No Faculty shall participate in any strike or demonstration and indulge in any criticism of university management policy or of the government for any reason whatsoever.



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26. No Faculty shall act in any manner that violates the norms of decency or morality in his/her conduct.
  - a. No Faculty shall incite, provoke or instigate any university management, or that seeks to disrupt the academic activities of the college.
27. No Faculty shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
28. Every Faculty in the service of the University shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
29. The faculty member should report to the college at least 10 minutes before the commencement of college timing.
30. 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/ University.
31. 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 emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
32. The staff should involve themselves in demonstration models, charts and innovation methods of teaching for better and improved interaction with students.
33. Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.
34. All the staff members are required to submit their self-evolution report at the end of every term of the academic year in the prescribed format.
35. Faculty members are expected to update their knowledge by attending seminars/ workshops/ conference, after obtaining necessary permission from the head of the department and principal.
36. Faculty members should attempt to publish research papers and articles in reputed international/ Indian journals, magazines and periodicals. Further they should also author and co-author textbooks as per changing curriculum.
37. Every faculty member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extracurricular activities.
38. In addition to the teaching, the faculty member should take additional responsibilities as assigned by HOD/ Principal in academic, co-curricular or extra-curricular activities.
39. Staff should get casual leaves, medical leaves, earned leaves, vacations as per rules of institute and DPSRU.



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## CODE OF CONDUCT FOR SUPPORTING STAFF

### ADMINISTRATION STAFF

1. Administrative staffs are expected to demonstrate courtesy and respect in all dealings with students, academic employees, and support staff.
2. Establish and maintain co-operative and collegial relationships with other administrative staff members and shall avoid any false, malicious or indiscriminate injury to or criticism of the professional reputation or work of others.
3. The administrative staff should work diligently and maintain a respectfully, co-operative and collaborative approach to all working and work-related relationships and take all reasonable steps to resolve issues at the lowest possible level in a fair and timely manner.
4. They should be fully conversant with all aspects of the college policies and procedures and be prepared to implement them.
5. The administrative staffs strive to avoid conflicts to avoid conflicts of interest.
6. Communications and information either given in confidence or such that confidentiality is required to serve the best interests of the immediate employer shall not be revealed by the administrative staff.
7. The administrative staff shall not accept outside employment or accept any form of compensation from outside sources which would impair the efficiency and effectiveness of the administrative section.
8. The administrative staff shall strive to maintain and enhance the dignity, status, competence, and standards of the profession and seek training in those areas where they are not equipped to meet the priorities of the college. Make reasonable efforts to actively engage in learning and in personal and professional development to continually improve skills and knowledge relevant to the role and area of expertise and for personal growth.
9. The administrative staff will cooperate with other members in extending public knowledge and appreciation of the profession and its achievements and will strive to protect it from misrepresentation and misunderstanding.
10. Administrative staff shall resist, and if necessary, report to the proper authorities, instances in the workplace of harassment for reasons of sex, creed, race, or age.
11. The administrative staff must consider the promotion and preservation of the safety and welfare of the students another staff to be the paramount duty.

  
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12. The administrative staff will behave in a way that uphold the mission both as individuals and as representatives of the college and be committed, respectful, and honest, courage's and maintains sustainability.
13. The administrative staff should have a fundamental concern for justice and equity and for the dignity of all human beings. They should value and celebrate difference and diversity and the ideas, contributions, choices and approaches of others. Behave and communicate in a manner that does not intimidate, offend degrade or humiliate, and which does not harass, sexually harass, unlawfully discriminate or bully.
14. The administrative staffs are required to show consideration for the workplace and property of the college and others and behave in ways that uphold the mission, values, reputation and name of the University.
15. The administrative staff should respect the confidentiality and privacy of students, other staff.
16. Use all forms of social media platforms and online activities belonging to or connected with the university in a responsible and appropriate manner, and will not bring the college into disrepute through the personal use of social media.
17. Be accountable in all work that they do and act with authenticity, sincerity and truthfulness; disclose all relevant information applying to effectively performing my role at the college. Perform duties diligently, ethically and conscientiously and in accordance with reasonable and lawful supervisory directions and comply with college policies and procedures.
18. Not engage in unlawful behaviour.
19. Avoid any conduct, including alcohol or substance abuse or miscues. Which would adversely affect the work performance
20. Only make public comment when relevant to do so and will not bring the university into disrepute through my comments.
21. Admit and take responsibility for the mistakes or involvement in situations that result in unfavourable outcomes and work to rectify problems as quickly as possible.
22. Provide constrictive and accurate comments and feedback to students, staff and other members of the college community.
23. Work for sustainability and the protection of the environment more broadly. Use the resources of the college as efficiently and effectively as possible and to avoid waste.
24. Actively participate and contribute to the workplace to foster productivity and equity in work load and a positive inclusive workplace culture.
25. Confidential report of the department should be part of personal file of the employee and should be kept confidential by staff members working with his department.
26. Staff should take additional responsibilities if required as assigned by Administration.



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## OFFICE SUPERINTENDENT

1. Office superintendent should supervise the work assigned to staff working directly under his charge day to day.
2. He/She should maintain the record of valuable files, documents, registers of the office.
3. He/She should maintain the leave record of the staff working in the university.
4. He/She should check the facts and records on the files before put up to administration/ Administrative officers.
5. He/She should assist to administration/ administrative officers for personnel matters of the institute and also help to subordinate staff for administrative matter.
6. He/She should bring into notice the daily activities of the university.
7. He/She should work as per the directions given by the management/ administration of the University.

  
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## ACCOUNTANT

1. Accountant should prepare, examine, and analyse accounting records, financial statements, and other financial reports.
2. Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements,
3. Accountant should establish tables of accounts, and assign entries to proper accounts.
4. Accountant should report to the registrar regarding the financial status of the college at regular intervals.
5. Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
6. Accountant should provide all the necessary account statement and documents for various committees of the university.
7. Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

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## STUDENT SECTION

Student section should

1. Ensure the eligibility of the students and prepare related documents to submit them to Delhi Pharmaceutical Science and Research University within prescribed time limit.
2. Submit the various students' welfare scheme forms to DPSRU within time limit.
3. Ensure timely submission of examination forms to University.
4. Ensure caste certificate/caste validity from concern divisional office.
5. Provide all necessary student data to prepare various committee reports.

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### LAB ASSISTANT

1. Lab. assistant should help the lab in-charge to carry out the lab related work.
2. Lab. assistant should maintain attendance register.
3. Lab. Assistant should keep the setup ready before conduct of the practical.
4. Lab. Assistant should ensure the cleanliness of laboratories.
5. Lab. Assistant should follow the dos and don'ts of lab.
6. Lab. Assistant should follow the SOPs of lab. Procedures.
7. Lab. Assistant should careful for handling hazardous chemicals.
8. Lab. Assistant should maintain expiry record of different solutions.
9. Lab. Assistant should discard the biomedical waste as per the government rules.

### LAB. ATTENDANT

1. Lab attendant should help the lab assistant to carry out the lab related responsibilities.



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## CLERK

1. Clerk should maintain service book of all staff of the university.
2. Clerk should maintain college level/department level all document files.

## PEON

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

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## STORE IN-CHARGE

1. Stock-in charge should receive the materials supplied by the vendor as per the purchase order placed by the various departments of the university.
2. He should check the materials thoroughly for quality, quantity, specification condition etc.
3. He should categories materials category-wise and stock in the appropriate locations.
4. He must ensure shelves and racks are properly stocked and products do not fall off the shelves.
5. He should take appropriate action for care and preservation of the materials.
6. He should do periodical stock verification and ensure correctness of stock at all times.
7. He should take safety measures for the safety by store hours, materials and person working in the store.
8. He should maintain the neat and tidiness of store house.
9. He should issue materials to the departments as per the indents schedule by issue slip.
10. He should check the bills of materials received from vendor and send it to accounts dept. for payment after giving Goods Receipt Notes.
11. He should carry out periodical condemnation board for the unserviceable materials.
12. He should maintain all the documents up to date.



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## LIBRARIAN

1. Librarian should supervise and administration of library.
2. He/she should arrange a library committee meeting to discuss and solve library related issue.
3. He/she should allocate budget for purchasing books for library and send bills to account section of the institute.
4. He/she should do classification and cataloguing of books.
5. He/she should supervise stock verification, misplacement of books.
6. He/she should solve the problems of students.
7. He/she should maintain record of transaction of books to staff and students.
8. He/she should render information service to the users.
9. He/she should maintain e-library.

  
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## CODE OF ETHICS AND PROFESSIONAL CONDUCT

1. Staff must respect the person, privacy of students and other staff members of the University.
2. Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
3. Staff should respect the dignity, rights and opinions of colleagues and students.
4. Avoid any activities that would involve stakeholders in any practice that is not in compliance with the code of conduct of the university.
5. Act with the highest standards of honesty and ethical conduct while working on the university premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the university.
6. Staff should respect cultural, ethnic and religious differences of colleagues and students.
  - Staff should always practice in compliance with the philosophy and principles of Ayurveda.
  - Staff (Doctor) should be honest and trust worthy and never abuse their professional position.
  - Staff (Doctor) should put the well-being of the patient before all other considerations.
  - Staff (Doctor) should cause no harm to patients and protect them from, any risk of harm.

  
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- Staff (Doctor) should treat all patients equally; regardless of religion, nationality, race, culture, sex, politics, disability, sexual orientation or social standing.
- Staff (Doctor) should cultivate and promote their own personal development, well-being and self-respect alongside the patients' welfare.
- He should respect the right of patients to take part in decisions about their care and actively involve them.
- He should respect and protect confidential information.
- He should recognize and always work within the limits of their professional competence.
- He should refer every patient whose condition is beyond their expertise to an appropriate health care practitioner or to a primary care doctor.
- He should be willing to consult and cooperate with colleagues.
- He should respond promptly and constructively to any criticism or complaint from any source.
- He should continue to update their professional knowledge and skills in accordance with standards currently being developed.
- He should make no claim for the cure of any specific illness or disease.
- He should refrain from using any titles or descriptions suggesting medical, academic or educational qualifications that the professional has not officially acquired.
- He should comply with all applicable state and federal laws that affect their practice.
- He should respect the privacy and dignity of patients.
- Good communication between professionals and patients is essential for effective care and relationships of trust.



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## INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

### DISCIPLINE

1. Student's first priority at university is to learn, avoid distractions that interfere with or are counterintuitive to that mission.
2. Students are supposed to follow strictly the basic rules and regulations of the university while attending classes during regular hours or during college sponsored activities.
3. The student should follow the academic calendar as per the instructions of Head of the Department.
4. Any act of indiscipline or misbehaviour by any student will be punishable.
5. Any type of damage to university & campus property will be punishable.
6. To make the university campus and classrooms clean and free from plastic and litter, students shall only use the waste bins for disposing waste materials.
7. Students should park their vehicles in parking zone only. Any student found breaking the rule will be punished.
8. It is mandatory for students to use helmets while traveling, without wearing helmets they will be restricted to enter college campus.
9. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
10. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
11. against students indulging into eve teasing, molestation, ragging, harassment, bullying, and untoward incidents.

  
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12. All educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the parents/ Guardian of the students' and with the written consent of the management.
13. Unauthorized entry of outside into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the college or hostels.
14. Any case of criminal activity or violation of law and order in the college compass will be reported to the place.

## I-CARD

1. Every student must carry with him/her in university and campus I-card every day while attending lectures and appearing for various examinations. The student should take his/her Identity card and Library Card for Home Lending, from the Library at the beginning of the year.
2. The student should carry identity card with him/her regularly and the identity card should be produced when demanded by the authorized persons of the university.
3. If student has lost library card or I-card, it should be reported immediately to the coordinator/HOD and the librarian with an application.

## HUMAN VALUES

1. Be honest in all academic activities and with all the stakeholders of the university.
2. Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
3. Believe in loving, sharing and caring.

  
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## DRESS CODE

1. No dress codes applicable for the students & the Faculty.

## MOBILE PHONE

1. The student should switch off their mobile phones while in the classroom, laboratory, library etc as per notification.
2. Mobile phone is strictly prohibited in the exam hall during the examination.
3. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

## RAGGING

1. Action to be taken against students indulging and abetting in Ragging as per the Direction of Hon'ble Supreme court of India.
2. Cancellation of admission and also debarred from taking admission in any university in India.
3. Suspension from attending classes.
4. Withholding/ withdrawing scholarship/ fellowship and other benefits.
5. Debarring from appearing in any test. Examination or other evaluation process.
6. Withholding results.
7. Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
8. Suspension/ expulsion from the university.
9. Collective punishment if larger number of students is involved in the act of ragging.
10. A FIR filed without any exception with local police station.

## ATTENDANCE

  
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1. Students should be regular in attendance for all sessions during the day.
2. Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
3. If the students are found irregular in attendance, disciplinary action will be taken.
4. The student coming late shall not be allowed to enter the class.
5. The student must report about the sickness to their parent-guardian teacher/ office/ Administration.
6. On no account will students be allowed to remain absent for any term end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
7. The student should complete all the Practical's and term work such as Journals, Assignments, compilations project & theirs.

## EXAMINATION

1. Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious actions.
2. Expected to spend their free time in the Library/Reading Room.
3. Be in the assigned place with appropriate materials, ready to work at the designated time that class begins.
4. Be polite and respectful to everyone including students, teachers, administrators, support staff, patients and visitors.
5. Follow individual teacher instructions, class rules and expectations at all time.
6. Student's appearance, personal hygiene and demeanor should always be modest and reasonable conventional.

  
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## CODE OF CONDUCT FOR PROJECT/ THESIS/ RESEARCH PAPERS

1. Students are instructed to follow the information and guidelines given by the project/thesis/ research paper guide from time to time and make the timely submission of their projects/ thesis/ research papers completed in all respect.

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