

GURU NANAK INSTITUTE OF DENTAL SCIENCES & RESEARCH

(Affiliated to West Bengal University of Health Sciences & Research, Kolkata)



CODE OF CONDUCT

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CODE OF CONDUCT

*** Extracted As Per Service Rules approved in Board of Governors Meeting dated 5th September 2016 vide Circular Gn/Admn/16/375*

**** Extracted as per Minutes of Code of Conduct & Disciplinary Committee Proceedings of 16th November 2015 vide Circular Gn/Admn/15/473*

Extracted as per Minutes of Code of Conduct & Disciplinary Committee Proceedings of 1st Nov 2021 vide Circular Gn/Admn/21/442

CODE OF CONDUCT FOR EMPLOYEES **

These rules apply to all employees in the service of GNIDSR. The provisions shall apply, without exception, to all employees of the Institute. Every employee of the Institute shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

Every employee shall be governed by the following code of conduct, which is not exhaustive:

- 1) Every employee shall at all times be courteous and towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
- 2) Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules and regulations made from time to time.
- 3) Every employee shall carry out the work assigned to him by his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplaces or hospital premises of the institution. He or She shall also co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others.
- 4) No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.
- 5) An employee is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the institution.
- 6) Employees shall always be neatly dressed with neat white aprons , in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the institution.

- 7) Employees who have been provided with uniform/identity card shall wear it while on duty. Those who do not wear it are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action. Uniform provided by the institution shall not be worn during off-duty hours.
- 8) Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
- 9) Employees shall promptly report of any injury sustained in course of their duty. The management, in no way, is responsible for damage while on duty and all employees are expected to take out accident and/or other necessary insurance policies.
- 10) Employees shall promptly report of any physical or biological accident or biohazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith.
- 11) All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance by more than **15 minutes** for three days in one month shall entail forfeiture of a day's salary/wages. No one will be allowed to attend the Institute if he/she is late by 45 minutes ,and he/she will be marked "ABSENT" , except with prior permission of the concerned authority and in that event half day Casual Leave may or may not be granted at the sole discretion of the College Authority.
- 12) No employee shall misuse or carelessly use the material and facilities provided by the institution and its associated dental hospital.
- 13) No employees are permitted to accept gifts in cash or kind from visitors, patients, parents of the students, contractors, businessmen or any other party connected with the activities of the institution.
- 14) No employee shall tamper or cause to be tampered with the records or notices of the institution.
- 15) An employee shall not communicate directly or indirectly an official document or information to any other person.
- 16) No employee shall disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.

- 17) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.
- 18) No employee shall make a collection of money in any manner on the premises of the institution.
- 19) No employee shall interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
- 20) No employee shall deface, disfigure or damage or write on the walls of the institution.
- 21) No employee shall consume food articles, drink tea, coffee, soft drinks and smoke in the college premises except in places specifically assigned for the purpose.
- 22) No employee shall bring alcohol or intoxicant drugs to the school premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
- 23) No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
- 24) No employee shall undertake employment while in service of the institution other than his duties connected with the institution, or carry on, directly or indirectly a business or trade or private practice relating to tuitions or associate himself/herself directly or indirectly with any coaching classes to prepare students for public examinations.
- 25) No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
- 26) No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home assignments by students, or inflict corporal punishment on a student.
- 27) No employee, while marked present in the Institute, shall absent himself, except with the permission of the principal from the class or departmental duty.
- 28) No employee shall indulge in disclosing any secret or confidential matter relating to the affairs of the institution/college to an unauthorized person at any time.
- 29) Every employee shall at all time conduct himself in accordance with the specific or implied order of the management and the head of the institution regarding behavior and conduct which may be enforced and issued from time to time.

- 30) No employee shall indulge in activity which may embarrass the cause of the institution.
- 31) No employee shall lend money to a person on interest.
- 32) No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
- 33) No female employee shall be sexually harassed at the workplace.
- 34) No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.
- i. which has the effect of an adverse criticism of any policy or action of the College; or
 - ii. which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution as organization or members of public; or
 - iii. Which exploits the name of the College or his position therein. Provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.
- 35) No employee shall commit any act of dereliction of duty.
- 36) No employee shall be allowed to be on leave which has been refused or such leave has been cancelled and has been called to join duty.
- 37) An employee shall not furnish false or incorrect information/credential or withholding relevant or pertinent information at the time of appearance or any other time.
- 38) An employee shall not commit any act which is detrimental to the interest and prestige of the institution.

CODE OF CONDUCT FOR STUDENTS ***

CODE OF CONDUCT REGARDING ADMISSION

Gurunanak institute of dental sciences and research is an institution of private capacity affiliated to the West Bengal University of Health Sciences and recognized by the Dental Council of India (DCI). Admission will be strictly in accordance with all India entrance examinations as per DCI regulations with latest amendments and relevant state government counselling procedures. Canvassing in any form for influencing the admission by any candidate and/or his/her parents/guardians would result in his/her summary rejection for admission. The admission procedure is subject to modification, without notice, as per directions of dci or any competent authority. All applicants are instructed to follow the respective counselling websites on a regular basis for date of counselling and other details related to the admission process. All disputes pertaining to admission will be subject to the jurisdiction of courts of Kolkata only.

CODE OF CONDUCT FOR ACADEMICS

1. ACADEMICS, EXAMINATIONS & EVALUATION POLICIES

- Students have to abide by all rules and regulations framed by WBUHS and GNIDSR regarding academics, syllabus and curricula, which may change from time to time as per the policy of the university and GNIDSR.
- GNIDSR also reserves the right to assess the students through their own evaluation system and decide on the facilities to be provided to each student.

2. PROMOTION POLICY

The students are eligible for promotion based on the assessment of attendance record, academic progress (marks obtained) both in the university and internal examinations.

3. TUITION FEES PAYMENT POLICY

- Every student shall be liable to pay the whole fees for each session before the commencement of the same during their BDS/MDS tenure.

- The fees should be paid on the date indicated in the GNIDSR notice board / website from time to time.
- If a student leaves in the middle of their BDS/ MDS course he / she shall have no right to claim remission of any portion of the tuition fees and are liable to pay tuition fees for the remaining years.
- Students who do not pay the fees on or before the given deadline, will have to pay fine as may be imposed by the GNIDSR authorities. The students who do not pay the prescribed fees on or before the last date may not be allowed to appear for the yearly examinations.

Attendance rules: - A student shall be required to have the following percentage of attendance to appear for the final (annual) university examination:

1. A) 75% in theory and 75% in practical/clinical in each year in UG.
b) 80% in theory and 80% in practical/clinical in each year in PG.
2. In case of a subject in which there is no examination at the end of the academic year/semester, the percentage of attendance shall not be less than 70%. However, at the time of appearing for the professional examination in the subject, the aggregate percentage of attendance in the subject should satisfy condition (1) above (as per the DCI regulations, 2007 and its amendments and as per the regulations of West Bengal University of Health Sciences)

Academic dishonesty: - All forms of academic dishonesty and misconduct, including but not limited to cheating, fabrication, plagiarism, multiple submissions will invoke serious punishment from the college authority.

- **Cheating:** Cheating includes, but is not limited to, the use of unauthorized materials, information, or study aids in any academic exercise or the failure to observe the expressed procedures or instructions of an academic exercise (e.g. examinations instructions regarding alternate seating or conversation during an examination).
- **Fabrication:** Fabrication includes, but is not limited to, fabrication or invention of any information or citation in an academic exercise.
- **Plagiarism:** Plagiarism includes, but is not limited to, the use of another's words or ideas as if they were one's own, including but not limited to, representing either with

the intent to deceive or by the omission of the true source, part of an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student's original work or representing the identifiable but altered ideas, data, or writing were the student's original work.

- ***Facilitating academic dishonesty***:- Facilitating academic dishonesty includes, but is not limited to knowingly helping another student commit an act of academic misconduct (e.g. : cheating, fabrication, plagiarism, multiple submissions).
- ***Coercion regarding grading or evaluation of coursework***: Threatening personal or professional repercussions or disciplines against a faculty / staff to coerce the faculty / staff to change an assessment grade or otherwise evaluate the students work by criteria not directly reflective of coursework.

CODE OF CONDUCT FOR CLINICS

During clinical postings, students should conduct themselves appropriately when dealing with the patients. Students should adhere to patient's rights, including respect for patient's confidentiality. Students should have attained the clinical work/ appointments at proper time and should not keep patients waiting for long hours. They should be well prepared, appropriately dressed and with necessary armamentarium. Students should adhere to clinic and laboratory cleanliness protocols established at the college and comply with infection control and safety guidelines of the institutions. Unethical behaviour on part of either the student or the patient must be reported to the concerned faculty.

On every occasion the student should not directly or indirectly take confrontation with the patient or patient party. In case of any complication arising in treatment protocol, the student / students should always take help of the concerned faculty and on no occasions should the student arbitrarily handle the patient without the notion of his / her respective faculty / guide. The student should also document all clinical cases in appropriate record maintenance hard copies and must also put his / her signature for identifications. Casual attitude towards patients and casual absence from clinics without legitimate reasons will be dealt strongly by the college authority.

CODE OF CONDUCT FOR VIRTUAL MEETINGS/CLASSES #

- Background should be Virtual / Professional for the Meeting.
- Movement of People behind the background should be avoided to prevent flickering.
- Use of a laptop/desktop should be preferred mode for the meeting rather than mobile phones.
- Dress code of all attendees (Students/Faculties) should be formal only.
- All Attendees must Join meeting on time and maintain punctuality.
- Language of communication should be preferably English only , unless deemed necessary by the organiser/incharge.
- Attendance of participants and report generation and communication to all stakeholders is the responsibility of the organizing department / incharge faculty / student council member
- All attendees should maintain clarity of audio/video during meeting.
- The attendees should be muted , unless instructed by the organizer / faculty incharge.
- It is the responsibility of the organiser / faculty incharge to check network , audio quality , and microphone functionality and illumination prior to meetings. Secondary (fall back option) for network support should be kept handy
- Distortion of pronunciation of names to be avoided by all attendees.
- Mobile phones of all attendees should be kept on silent mode.
- Attendees must refrain from using any abusive or negative language during the meeting.
- Any attendee using abusive or foul language during the meeting shall be removed immediately from the meeting and strict action will be taken by the COCD committee.
- Professional ethics to be maintained at all times.

LIBRARY RULES AND REGULATION

- Absolute silence must be maintained in and around the library. Loud consultation, animated conversation etc., are strictly prohibited.

- All faculty, staff, scholars and students of the institute are entitled to become library members.
- Membership for faculty is allowed only after submitting a duly filled in and signed membership form, duly recommended by the office order of joining in the institute and stamp size photo. The members are supposed to be conversant with and agreeable to the library rules.
- Membership for students is allowed only after submitting required documents i.e. Stamp size photos and ID card or fees book. The students are supposed to be conversant with and agreeable to the library rules.
- Library cards are not transferable.
- Users should carry his/ her library card while entering the library.
- The library will remain open between 9.00 a.m. And 5.00 p.m from Monday to Friday and from 9.00 a.m. to 2.00 p.m on Saturday. In case of any deviation from this schedule, there will prior notification by the appropriate authorities.
- Library card has to be renewed every year at the very beginning of a new academic session.
- With effect from 1st January, 2019 any student who is unable to produce original library card; a general diary (GD) has to be registered and duplicate card will be issued on payment of rupees five hundred (Rs.500/) only.
- Only one book and one CD (supplementary) will be issued at a time by BDS students and maximum two books may be consider for MDS students and faculty members.
- Books will be issued for a period of 7 (seven) days for BDS students, 21 (twenty one) days for MDS students and faculty members. Books may be reissued for another period of seven days on a special consideration depending on the availability.
- Reading card will not be used for home issue.
- Reference book/ reading copy and journals will not be issued as 'home issue' under any circumstance.
- A late fine of Rs.5/ (five) for BDS students and Rs.15 (fifteen) for MDS students will be charged per day from the date of expiry of the due date of return of the books/ CDs
- In any circumstances the book must be returned within one month along with the fine. Failing of which the students will not be allowed to avail any library facility and his/ her card will be blacklisted.
- Students are requested to check the condition of the book before being issued.

- Defaulters are liable to replace the book if found mutilated or damaged or lost within 15 (fifteen) days along with the fine as mentioned above.
- Students may use library internet only for educational purpose.
- Drinking water bottles may be brought into the library, but food and any other forms of drinks are not allowed inside the library premises.
- Using of mobile phone is not allowed in library.
- Readers are not allowed to displace chair/ table in library reading room and computer section.
- Purposeful damaging of library resources inside the library will incur heavy penalty.
- The library is a shared environment; please treat staff members and fellow users with consideration and respect.
- Members can get library clearance certificate after surrendering library cards and application letter to the librarian.

CODE OF CONDUCT FOR SEXUAL OFFENCES

Sexual assault, sexual misconduct, sex offences, threats of sexual violence, threatens the health and safety of any person.

Sexual assault occurs when a person knowingly causes another person to engage in a sexual act by:

- A) Physical force, violence, threat, intimidation and/ or coercion
- B) Ignoring the objections of the other person
- C) Causing the others intoxication or impairment through the use of drugs or alcohol, or
- D) Taking advantage of the other person's incapacitation, state of intimidation, helplessness or other inability to consent.

Situations involving physical force, violence, threat, intimidation and/ or coercion fall under the definition of sexual assault.

Sexual misconduct occurs when a person having failed to take appropriate steps to gain effective consent, engages in a sexual act with another under the unreasonable belief that effective consent has been obtained.

- Sex offences include, but are not limited to sexual assault upon a child, incest and consensual sexual intercourse with an individual under the age of maturity (18 years of age as per Indian law).
- **Sexual harassment:** Sexual harassment is defined as – unwelcome sexual advances, requests for self favor, and other verbal or physical conduct of a sexual nature. When submission to or rejection of this conduct, explicitly or implicitly affects a person’s work or educational performance, or creates an intimidating hostile or offensive valuing or learning environment in the interest of preventing sexual harassment, the college will respond accordingly to the reports of any such conducts.
- **Stalking:** Stalking is a behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in fear for his or her safety or the safety of his or her family where the threat is reasonably determined by the college to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the college to serve no legitimate purpose.

CODE OF CONDUCT AGAINST USE OF / POSSESSION OF NARCOTICS AND ALCOHOL

The unlawful possession, use, purchase or distribution of alcohol on college property or as part of any college activity is prohibited. The unlawful possession, use, purchase or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia, or misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed – is prohibited on college property or as part of any college activity.

The overarching priority of the institution with respect to alcohol and drugs is to help ensure the safety and well being of students and comply with all applicable laws. The institution is committed to providing guidance so that students can learn to develop a responsible approach to social challenges, including whether to consume alcohol, how to do so in moderation, and how to comply with local, state, and federal laws governing alcohol consumption.

The institution believes that everyone has the right to work and study in an environment free from the effects of substance misuse and those individuals who develop problematic levels of using may be a danger to themselves and others.

CODE OF CONDUCT FOR RAGGING

Ragging is defined as: the doing of any act which causes or is likely to cause any form of physical or psychological harm to a student, and includes, but is not limited to –

- A) Teasing or abusing or playing practical joke, or causing hurt to any student, and / or
- B) Abusing any student to do any act, or perform anything which he / she will not be willing to do or perform in the ordinary course.

Ragging is a grievous offence. Anyone indulging in ragging will be severely punished. The punishment may take form of expulsion from the institution, suspension from the institute or classes for a limited period or fine with a public apology.

The punishment may also take the shape of –

- A) Reporting to the police and lodging a fir
- B) Withholding scholarships and other benefits
- C) Debarring from representation in events
- D) Withholding results
- E) Suspension or expulsion from hostel or mess, and the like.

If the individuals committing punishment may be awarded to act or a deterrent, all affected students are at liberty to approach anti- ragging committee / squad on telephone numbers prominently displayed in the institution.

A) WHAT CONSTITUTES RAGGING?

Ragging constitutes one or more of any of the following acts:

- 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 a fresher or any other student;
- Indulging in rowdy or indiscipline 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 fresher or any other student,

- 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 fresher or any other student,
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher,
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by senior students;
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person,
- 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 fresher or any other student,
- Any act that affects the mental health and self- confidence of a fresher or 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 fresher or any other student.

B) PUNISHABLE INGREDIENTS OF RAGGING

- I. Abetment of ragging
- II. Criminal conspiracy to rag
- III. Unlawful assembly and rioting while ragging
- IV. Public nuisance created during ragging
- V. Violation of decency and morals throUGh ragging
- VI. Injury to body, causing hurt or grievous hurt
- VII. Wrongful restraint
- VIII. Wrongful confinement
- IX. Use of criminal force
- X. Assault as well as sexual offences or unnatural offences
- XI. Extortion

- XII. Criminal trespass
- XIII. Offences against property
- XIV. Criminal intimidation
- XV. Attempts to commit any or all of the above mentioned offences against the victim (s).
- XVI. Threat to commit any or all of the above mentioned offences against the victim (s).
- XVII. Physical or psychological humiliation
- XVIII. All other offences following from the definition of 'ragging'.

C) WHAT IS THE PUNISHMENT OF RAGGING?

As per the directive of hon'ble supreme court, such punishment shall be "exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents". Depending on the nature and gravity of the offence as by the anti-ragging committee of the institution, the possible punishment for those found guilty of ragging at the institutional level shall be any one or any combination of the following:

Punishment at the institutional level

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Debarring from appearing in any test / examination / other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc
- Suspension / expulsion from the hostel
- Cancellation of admission
- Rustication from the institution for period ranging from 1- 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period of time
- Fine of rs.25000/- up to 1 lakh
- Collective punishment: when the person committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

D) PUNISHMENT AT THE APPOINTING AUTHORITY LEVEL

The authorities of the institution particularly the head of the institution shall be responsible to ensure that no incidence of ragging takes place in the institution. In case any incident of ragging takes place, the head shall take prompt and appropriate action against the person(s) whose dereliction of duty led to the incident.

Legal provision of ragging

The seriousness with which ragging is viewed is underscored by the way the supreme court in its landmark judgment in 2001 defines it:

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student or asking the students to do any act or perform something which such student will not in the ordinary course do, and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

FIRE SAFETY

Fire is a serious and constant threat to people and property. GNIDSR authority takes very seriously issues related to fire safety.

Residences are to be evacuated immediately whenever a fire alarm sounds, day or night. In addition, all living space is inspected by college personnel for issues of maintenance, health, and fire safety throughout the year. Students are expected to cooperate fully in these matters and to be conscious of fire-safety precautions.

The following are important standards and regulations concerning fire safety:

1. The setting of a fire in any building, whether deliberately or accidentally, will result in dismissal from college and a minimum fine of Rs. 5000/-. This includes, but is not limited to, setting fire to papers in a student residence, and improperly extinguishing smoking materials such that a fire results.
2. Setting off a false alarm will result in suspension and/or dismissal from the college and a minimum fine of Rs. 2000.

3. Improper use, vandalism, or destruction of fire-safety equipment (e.g., fire extinguishers, fire hoses, exit signs, emergency lights) will be grounds for suspension or dismissal from the university, as well as a minimum fine of Rs. 5000.

4. Any student and/or student group found participating in any of the following will be subject to GNIDSR discipline, plus a minimum fine of Rs. 2000.

A. Failure to evacuate a building during a fire alarm.

B. Tampering with wiring, including electrical or cable television wiring.

C. Possessing or discharging fireworks.

D. Causing or contributing to a fire-safety hazard. This includes, but is not limited to, obstructing exits, stairwells, hallways; careless use of smoking material; and using non-college-issue waste containers.

Where required by the state law, the college authorities will report fire-safety violations to law enforcement authorities for investigation and possible criminal charges.

CODE OF CONDUCT FOR OTHER MISCELLANEOUS OFFENCES

- ***Forgery:*** Forgery, alteration, or misuse of any college university document, record, key, electronic device or identification.
- ***Theft:*** Theft on conversion or misappropriation or damage to, or destruction of any property of others while on college premises or at official college university functions or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.
- ***Unauthorized use of college resources or name:*** Unauthorized entry to possession of, receipt of, or use of any college services, equipment, or instruments or properties, including the colleges name, insignia, or seal.
- ***Other forms of dishonesty:*** Other forms of dishonesty includes, but not limited to fabricating information and knowingly furnishing false information or reporting a false emergency to the college.
- ***Obstruction or disruption:*** Obstruction or disruption of teaching, research, administration, disciplinary procedures or other college or university activities.

- ***Disorderly conduct:*** Disorderly or lewd conduct.
- ***Disturbing the peace:*** Participation in a disturbance of the peace or unlawful assembly.
- ***Failure to comply:*** Failure to identify oneself or comply with directions of a college / university official or other public official acting in the performance of his / her duties while on college property or at official college or university functions or resisting or obstructing such college or university or other official in the performance of or the attempt to perform their duties.
- ***Prohibited substances:*** Except expressly permitted by law, possession use, distribution, sale or dispensing of prohibited substances such as alcohol, destructive devices, weapons and controlled substances.
- ***Violation of disciplinary conditions:*** Violation of the condition controlled in a notice of interim or suspension issued by the college authority.
- ***Unauthorized use or sale of the college materials:*** Except as provided herein, no student will give, sell, or otherwise distribute to others or publish any recording made during any course presentation without the written consent of the institution and the instructor / presenter. This policy is applicable to any recording in any medium, including hand written or typed notes. In addition to the consent of the college and the instructor presenter, it may be necessary to secure permission from those other parties before any recording, distribution, publication, or communication is legally permitted.
- ***Damage:*** Negligent or intentional damage to personal or college property (e.g., kicking or shaking pole lights, damaging floor tiles, railings and furniture) is prohibited, and it will subject an individual to disciplinary action and repair or replacement costs. Acts of intentional damage will result in an additional monetary fine.
- ***Prohibited areas for student access:*** The students are strictly prohibited from going to the roofs of college and hospital or residences/hostels or any other buildings. Students who allow others to access the roof will also be held accountable. The authorities assume no financial or legal responsibility for injury due to this prohibited act.
- ***Violation of law:*** Violation of laws of the union of India.

COMPUTER & EMAIL RULES AND PROTOCOL

Academic computing at GNIDSR is a vital tool in the educational experience. Computer access is a privilege extended to all students and members of the administration, faculty, and staff at GNIDSR. All students are responsible for knowing library and information services (LBIS) policies on computer use. All students are given computing accounts, including internet access, which may be used at stipulated time without charge. The following policies are in place to maintain control and availability to the community at large.

A) Users of GNIDSR computing systems are not charged for their use of the systems. The institute provides reasonable supplies of expendable resources. Charges may be levied for unusual consumption of supplies, such as paper, or for access to commercial services over the network. Students are expected to provide their own USB drive / CD for data storage.

B) Never lend your account to someone else. You are fully responsible for anything which happens through access to your account.

C) Do not access files other than your own, unless you have specific permission to do so. This includes any effort to obtain root access to the campus computer network.

D) Do not use computing resources for any activity which may intimidate, harass or threaten others.

E) Do not use GNIDSR-provided computing resources or facilities for profit-making purposes.

F) Do not use GNIDSR-provided computing resources to invade or alter private records, data, or communication belonging to individuals, to the university, or to others.

G) Unauthorized copying of software is illegal. You may not use or store pirated software on any university computing system.

H) Violation of computer and network use policies may lead to suspension of usage of university computing facilities, accounts, and/or resources. Repetitive or particularly egregious violations will be referred to higher authorities for disciplinary action.

GENERAL AWARENESS

Economic use of water and electricity in the university/hostel to preserve the college as well as natural resources.

- To switch off the light, fan, computers, equipments while going out of the room/ lab.
- To carry the identity card and produce it on demand.
- Not to write on benches, walls or doors.
- To throw the garbage only in the dustbins.
- To keep our campus neat and clean for all of us to stay.

JURISDICTION

All offences including criminal offences will be dealt within the jurisdiction of the courts of Kolkata.

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