

POLICY DOCUMENT

CODE OF ETHICS FOR FACULTY AND ADMINISTRATION

1. Maintain decorum both inside and outside the classroom and set the good example to the students
2. Should act with integrity, comply with the laws. Plagiarism of any nature is prohibited.
Maintain a professional work environment and comply with institutional policies.
3. Welcome and support people of all backgrounds and identities. This is not limited to members of any race, ethnicity, culture, national origin. Social and economic class, educational level color, immigration status, sex, age, size „family status, political belief, religion, mental and physical ability.
4. Always conduct professionally. Be kind to others. Do not insult or put down others. Treat others as you would like to be treated harassment and exclusionary behaviors aren't acceptable.
5. It is essential that one should avoid relationships and activities that hurt or appears to hurt, their ability to make objective and fair decisions and thus avoid conflict of interest.
6. Protect institution assets, including physical, intellectual, and electronic, digital properties.
7. To be regular and punctual in attendance. This means being in the college ready to work, at starting time each day. Absenteeism and tardiness burden others and the institution.
8. As per the rules of the institution staff members must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the HOD before going on leave, failing which the leave will be treated as unauthorized and necessary action will be taken up.

9. Being under the influence of illegal drugs, alcohol or substances of abuse are prohibited.
Working while under the influence of prescription drugs that impair performance is prohibited.

10. The institution executes a solid/firm policy on prevention and prohibition of sexual harassment at workplace. Sexual misconduct or harassment in a case sensitive deed, which includes but no limited to sexual assault, unwanted touching or persistent unwelcoming comments e-mails, or pictures of an insulting or degrading sexual nature.

11. Personal cell phone usage during work hours is discouraged, except in extreme cases such as an emergency.

12. Faculty should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and is respectful of others. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in faculty should support their ID cards in college.

CODE OF ETHICS FOR STUDENTS:

1. Treat Institute teachers, administrators, officers, employees, guests and visitors and other students with respect, dignity, impartiality, courtesy and sensitivity.

2. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and/ or a peer group.

3. Regularity to the college is a must and every student shall take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.

4. Violations of academic conduct like cheating on an exam, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.

5. Avoid any activity or behavior that would unfairly give advantage or disadvantage to another student academically.

6. Stealing, misusing, destroying, defacing or damaging college property or personal property of others is prohibited.
7. Refrain from getting involved in or encouraging any sort of discrimination, harassment or bullying of employees and other students.
8. Posting derogatory comments about individuals of the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute is prohibited.
9. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs is prohibited.
10. Use of cell phones in the campus is prohibited.
11. Audio or video recording in class rooms or actions of other students, faculty, or staff shall not be done without prior permission.



PRINCIPAL

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