



# SRI RANGAPOOPATHI COLLEGE OF NURSING

Govt G.O. No.35, Approved by Indian Nursing Council,  
Recognized by Tamilnadu Nursing Council,  
Affiliated to Dr. M.G.R. Medical University

Alampooni, Gingee Taluk, Villupuram Dist, Tamilnadu. Pin : 604151.

## CODE OF CONDUCT FOR ALL EMPLOYEES

1. Every employee, always, maintains integrity, be devoted to the duty assigned and be honest and impartial in his/her official dealings. An employee shall, always be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. She/he shall exhibit utmost loyalty and shall always act in the interests of the institution.
2. Every employee shall endeavour to remain clean and keep one's operational area tidy.
3. Demonstration and strikes are not allowed and will result in summary termination of employment.
4. Criticism of Institution without offering constructive remedies will attract disciplinary action.
5. Unauthorized communication of information is regarded as misconduct and will attract disciplinary action. No employee in ordinary course of his/her duties, give any information of the Institution to any outsiders.
6. Conduct of any business, lending and borrowing money is not allowed in Institute campus.
7. Insolvency and Habitual indebtedness will invite removal from employment.
8. Consumption of intoxicating drinks and drugs in the campus or entering the campus in any state of intoxication or under the influence of any drug will attract dismissal.
9. Failure to carry out the legitimate orders of a superior will result in a show cause notice being issued. Any failure to render a satisfactory explanation shall lead to imposition of penalty that range from a warning, at the very least to the dismissal from service when the disobedience is serious.
10. Regularity of attendance and punctuality is expected of all employees. An employee may communicate inability to arrive on time or attend work by telephone or by sending a written note to the superior or assistant so that alternate arrangements can be made. Habitual irregularity or neglect of punctuality shall attract disciplinary action.
11. All employees shall desist from damaging or misusing institutional property and material.
12. Criticism of one's colleagues, senior or junior, will constitute misconduct.

## DONTS FOR EMPLOYEES

1. Knowingly or wilfully neglect his/her duty.



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2. Propagate through his/her teaching lessons or otherwise, a communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activities.
3. Discriminate against any students on the grounds of religion, caste, creed, language, gender, place of origin, social and cultural background, or any relationship.
4. Indulge in or encourage any form of malpractices connected with examination or other activities of the Institution.
5. Give room for sustained neglect in correcting class work or home work done by the students.
6. While being present in the Institution, absent himself/herself except with prior permission of the Head of the Institution from the class which he/she is required to attend.
7. Remain absent from the Institution without leave or prior permission of the Head of the Institution, provided that such absence without leave or without prior permission of the Head of the Institution is due to beyond the control of the teacher (serious emergencies). It shall not be deemed breach of the code of conduct, if on return to duty, the teacher has applied for and obtained, post-facto necessary sanction for the leave.
8. Accept any job of a remunerative or any non-remunerative character from any source other than the Institution or give private tuition to any student or other person or engage himself/herself in any business unless permitted by the Head of the Institution.
9. Prepare or publish any book or books, articles in press and media whether directly or indirectly without the permission of the Head of the Institution.
10. Ask for or accept (except with the previous sanction of the Head of the Institution) any contribution or otherwise associate himself/herself with the raising of any fund or make any other collections, whether in cash or in kind, in pursuance of any subject whatsoever.
11. Engage himself/herself as a selling agent or canvasser for any publishing firm or trader.
12. Enter any monetary transactions with any student or parent nor shall he/she exploit his/her influence for personal matters in such manner that he/she has to incur a debt beyond his/her means to repay.
13. Interfere or indulge in admission or the examination unless assigned a specific duty to be carried out.
14. Cause or incite any other person to cause any damage to Institutions' property.



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15. Behave or encourage or incite any student, teacher, or other employee to behave in an unpleasant or disorderly manner in the Institution premises.
16. Be guilty of or encourage, violence or any other conduct which involves moral turpitude.
17. Organise or attend any meeting during the Institution working hours except where s/he is required or permitted by the Head of the Institution to do so.
18. Be guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher, or other employee of the Institution.
19. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent or any person with whom he/she comes into contact by virtue of his/her position in the Institution.

## HOURS OF WORK & HOLIDAY

- a) Duty hours in the different department and sections of the Institution are to be followed as notified from time to time.
- b) The duty hours may be changed as per the requirement of the Institution from time to time and the employees shall attend duty accordingly.

## ATTENDANCE

- a) All employees shall mark their attendance by way of the biometric attendance system and in respective attendance register maintained in different Departments or sections. as the case may be.
- b) Employees reporting beyond the grace time of the time for reporting to duty are to attend duty after explaining the reason for late coming to the Head of the Institution.
- c) All the employees are expected to be at their allotted place of work throughout their duty time.
- d) Any employee found absent from his/her place of work space during the working hours without prior permission of the Head of Institution is liable to be treated as absent from the duty.
- e) Coming late beyond the grace period or being absent from place of work, will result in deduction of salary.
- f) An employee should work for minimum of 15 days in a month for consideration of pay for Sunday, Saturday, and other intervening holidays of the absence, if not salary will be computed only for the number of days present.



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## DRESS CODES

Dress Code for Teaching Faculties:

- i) For men : Formals (with formal shoes)
- ii) For women: Sarees, NO jeans pant allowed even on weekends.

Dress Code for Non-teaching Staff: Formal dress, NO jeans pant allowed even on weekends.

## MISCONDUCT

The breach of any condition specified in service rules shall be deemed to be an act of misconduct and will be dealt with accordingly. Without prejudice to the general meaning of the term, amongst others the following acts and omissions shall be treated as misconduct in addition to breach of those acts mentioned in the code of Conduct Rules:

1. Theft, fraud, and dishonesty in connection with the property of the Institution.
2. Demanding, accepting, or offering bribe or any illegal gratification whatsoever.
3. Drunkenness, fighting, riotous or disorderly or indecent behaviour within the premises of the Institution.
4. Wilful insubordination, or disobedience whether individually or in group with other to any lawful and reasonable order of a superior.
5. Sleeping while on duty.
6. False statement made in the application for employment/subsequently.
7. Anywhere within the establishment, causing or threatening to cause mental or physical pain or injury to other employees/students either individually or in collusion with others.
8. Committing any act likely to harm or endanger the Institution property by the act of sabotage.
9. Conviction of any criminal offence including moral turpitude.
10. Refusal to accept any communication charge sheet from the authority of the Institution.
11. Abstaining from appearing before any enquiry authority committee.
12. Refusal to wear uniform provided by Institute to Drivers, Attenders, Helpers and Night watchmen and others.
13. Failure to produce documents/ papers etc., when called for.
14. Habitual neglect of work.



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15. Smoking, chewing tobacco/gutka/pan masala/chewing gum any another prohibited material within the Institution.
16. Habitual indiscipline or loitering.
17. Refusal to work on any bonafide assignment
18. Habitual irregularity in attendance.
19. Gambling within the premises of the Institution.
20. Leaving the Institution before time without permission.
21. Habitual absence without leave or overstaying when on leave.
22. Holding of unauthorised meeting in the Institution.
23. Discourteous behaviour.
24. Resorting to or abetting sexual harassment.
25. Wearing objectionable dress/ indecent exposure of the body.
26. Attending natures call/spitting in open in the Institution and not maintaining the highest standards of hygiene, sanitation, and cleanliness.
27. Attending duty or visiting institution in an inebriated condition.
28. Employee shall not resort to bad propaganda through posters.
29. Employee shall not give police complaint/go to the court on fellow employee without prior intimation to the Head of the Institutions.
30. Employee shall not interact/communicate with external agencies without the permission of Head of the Institutions.

## **CODE OF CONDUCT FOR ALL THE STUDENTS**

- i.** Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- ii.** All the students are expected to be present in the class well -within time and late coming will attract a fine of Rs 100. Late coming will also result in loss of attendance for the corresponding hour.





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- iii. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- iv. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Miss" when the teacher leaves the class room.
- v. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- vi. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
- vii. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- viii. No students shall wander or gather in verandah, corridor, and staircase etc.
- ix. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
- x. Students shall come to the college in approved uniforms with formal shirts tucked into trousers with black belt and black shoes or semi covered chappels. Hawai type rubber or plastic chappals are not permitted. In addition, lady students will have a blazer over their shirts. Besides those who are in laboratories shall wear their respective lab-coat.
- xi. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HOD and any violation of this will attract a fine and repetition of this could result in suspension from the college.
- xii. All the students are expected to attend all college functions in college uniform unless otherwise specified.
- xiii. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
- xiv. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of academic values will be referred to the discipline committee.




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- xv. Any dress code violation noticed within the campus will attract a fine and could initiate further disciplinary actions.
- xvi. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- xvii. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- xviii. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
- xix. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HOD will be treated as a case of indiscipline.
- xx. All the students are advised to follow the Mobile phone policy and bring to the notice of the authorities violations if any.
- xxi. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.

  
PRINCIPAL  
Sri Rangapoopathi College of Nursing  
Alampoondi-604 151,  
Gingee Taluk., Villupuram Dist.