



CODE OF CONDUCT

The matter of policy for Code of Conduct for Teaching & Non Teaching Staff of VSPM's Dental College & Research Centre, Nagpur was under due consideration of the management and is as follows;

I. Aim: -

The aim of the policy is to define the Code of Conduct for the Teaching & Non-Teaching Staff of VSPM's DCRC, Nagpur in order to bring in more clarity with respect to it and thereby helping in administrative discipline, individual staff responsibilities towards the institute and improving work culture in the institute. The policy will help to define minimum standards/norms/rules for responsibilities & expected behaviour in day to day work from employees in the institute and in order to take action against the ones who are not complying with the same.

II. Definition: -

A **code of conduct** is a set of rules outlining the norms, rules, and responsibilities of, and or proper practices for an individual.

III. Policy

Code of Conduct for the staff of the institute is as follows:

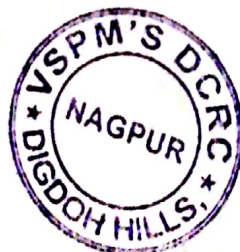
1. Staff should not get indulged in any kind of discrimination against any employee based on age, sex, religion, region, caste etc. in the organization.
2. Every staff member should treat others with respect and dignity. They should treat all patients, patient relatives, clients, co-workers with respect & dignity.
3. Every staff should follow proper channel for raising their complaint/grievance related to work/individual.
4. Every staff member should try to be compassionate and maintain good harmonious relationship with everyone in the institute.



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5. Every staff should first discuss about any issue with their immediate supervisor/HOD before approaching the higher authorities.
6. Staff should inform their supervisor/HOD before availing the leaves & take proper approvals from them before proceeding for the leaves. They should avail leave after sanctioning it from HOD & intimation to the HR department.
7. Staff should obey the orders of the supervisor/HOD/higher ups and should not argue with them for any work.
8. Staff should do all the work as mentioned in their job profile.
9. Staff should seek clarification and obtain information from seniors in case they are unaware about anything / working of any machine/ hazards with respect to job.
10. Staff should follow the directives of the higher ups.
11. Staff should attend all trainings in the institute if they have been called up for the trainings.
12. Staff should get themselves proper orientation of the job before going for actual work.
13. Staff should not hide any known issue from seniors/higher ups.
14. Staff should not indulge in any kind of unrecognized union, instigation of other staff, indulging in bad mouth about the institute, fighting inside the campus, harassment of other staff, use foul or derogatory language, spread gossips & rumors & any other kind of anti-institute activities.
15. Staff should always believe in Collective Bargaining by indulging in health dialogue with the authorities rather than resorting to unwanted & unfair means.
16. Every staff member should take details of risks & hazards related to any specific work from their colleagues & supervisor. Staff should follow all health & safety norms of the work and should not take undue risks that would put their health/life in danger. They should learn and follow safety rules and practices that has been established for the job position. Employer can't discipline the employee for willful violations of

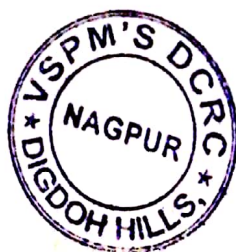


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any safety rules or standard. Every employee has to comply with safety standards & protocols; wear proper masks & follow hand hygiene; report unsafe & hazardous work conditions to the supervisor; report the job-related injuries; and seek treatment promptly.

17. Staff should adhere to professional work practices as per the hospital's rules, regulations and practices.
18. Staff should provide complete and accurate information to the hospital management as mentioned in their resumes & interview during employment process.
19. Staff should maintain confidentiality of all things related to the institute. Employee should not divulge confidential data / secretes or any other valued information gained during the employment to any other individual or institution while in service or even after leaving the service.
20. Staff should understand and adhere to patient's rights and responsibilities and should not divulge patient information to others.
21. Staff should report for duty on time and should not waste time by indulging in unproductive & unrelated work.
22. Employee represents the hospital, so they should behave professionally on & off the job and should come in descent formal clothing/uniforms. Staff should come in designated uniform & wear id cards daily without fail.
23. Employees should not consume any kind of toxic substances (tobacco, pan masala, or alcohol) on & off the job.
24. Staff should use the mobile phones /landline of the hospital for official purpose only.
25. Staff members should enroll their biometric Punching (In & Out) on daily basis in time without fail. They should punch in and out in the biometric machine daily at the time of arrival and departure from the institute.
26. Staff should inform HR department in writing if there is any change in the permanent/local address.



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27. Staff should not interfere or misuse any material resource provided by the hospital. They should ensure office stationary is minimally used & is not misused. They should switch off fan / A.C / light / computer etc. while leaving the work place and should not waste water.

28. Staff should accept, where applicable, adaptation to the environment to ensure a safe & secure stay in the hospital for self, co-workers, patients and others.

29. Staff should not get indulged in any kind of malpractice or corruption and any type of harassment to fellow colleagues.

30. Staff should report immediately to the Hospital Management or HR about others with respect to untoward incident, dangerous unsafe practice, any kind of malpractice or corruption from fellow colleagues and any type of harassment.

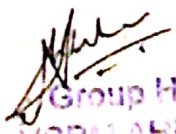
31. Employee should not put the organization in any legal or financial trouble due to their off-the-job behavior.


IV. Consequences of not following Code of Conduct:-

- The staff is generally expected to behave responsibly in the institute as per the above mentioned points in the Policy.

- If the staff is not following the Code of Conduct in the Institute, they are liable for disciplinary action if they are found guilty of it. And the policy acts as a guideline for deciding future course of action by the management in case staff is deviating away from the Institute's Code of Conduct.

The policy has been issued in the interest of the Institute.


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WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF

VSPM's Dental College and Research Center recognize the contribution of the employees towards the development and progress of the Organization. The Institution offers/provides rewarding welfare schemes to all the employees to ensure and increase their work efficiency. Some of the welfare schemes prevalent in the Institution are:

1) Provident Fund:

VSPM's DC & RC as the employer contribution to PF at the 'rate of 13%' of the basic wages. Provident Fund is available to the members of both teaching and non-teaching.

2) Medical Facility:

- The self-financing social security and health welfare scheme, Medical facility is provided to all the teaching and Non-teaching faculty members of VSPM's DCRC from the inception of the institute.
- Special Medical leave upto 01 year is granted for severe diseases like Cancer, TB, Kidney Failure.
- 50% concession/discount on Investigations/IP is given to all employees & their Spouse, Children (2) and dependent parents (mother & father).
- Free Annual Health check-up for all staff members.

3) Maternity Leave:

All women members of staff are given maternity leave for a period of 180 days with full paid salary.

4) Abortion Leave:

All female staff are given abortion leave of 45 days with full paid salary.

5) Special Paid Leave for Blood Donation:

Special paid leave for Blood Donation is given to all staff members (an be availed max. 2 times in a year).

6) Loan Facility:

All the employees of the Institution can avail loan with lesser interest and higher rate of interest on FDs can avail in the Employee Credit Co-Operative Society for both teaching and non-teaching staff members.

7) Creche Facility:

Creche facility for Children of employees upto 03 years is given at the basement area of Ganesh Temple in the Campus.

8) Free Transport:

To ensure the comfort travel of all the teaching and non-teaching staff, VSPM's DCRC provides free transportation from selected pick up points.

9) Subsidized Accommodation:

VSPM's DCRC provides cheaper/free accommodation (depending on case to case basis) for teaching and non-teaching staff in the Institutions, Hostels and Quarters near the campus.

10) Conference sponsorship:

Sponsorship / Grants is being provided for the teaching faculty to attend Seminars / Conferences / Paper Presentations / Paper Publications both in India and Abroad during the last 5 years.

11) **Vacation Leave:**

A 15-days paid summer and winter vacations are given for teaching faculty members. Faculty members are also given sabbatical (max. upto 01 year) to pursue their higher studies.

12) **Dress:**

One pair of uniform is provided free of cost to all the Non-teaching staff members.

13) **In campus facilities:**

- Σ Food courts are available for food and refreshment with subsidized rates.
- Σ A 24 hr ATM is available. During working hours, a bank "Arvind Sahakari and Co-Operative Bank" is available for the benefit of faculty.
- Σ A 24x7 Pharmacy is also available inside the campus with 10% discount on medicines.
- Σ Wi-Fi is available for students and faculty members
- Σ Subsidized Parking facilities for faculty and students
- Σ A spacious guest house (free of cost) is available inside the campus for new employees on request.

14) **Development Programs:**

For the benefit of teaching and non-teaching faculty members, training and Skill Development courses are conducted regularly.

15) **Attendance:**

- SPINE Biometric Attendance system is implemented for all the teaching and non-teaching faculty members for more transparency in the leaves & attendance for all employees.
- 2 hours Benefit can be availed by all staff twice in a month for their personal work.

16) **Appointment of one family member in case of untimely death of staff in service:**

In case of untimely death of staff in service, one family member (wife/son/daughter) is appointed on contractual basis after approval of management (on case to case basis).

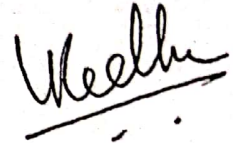
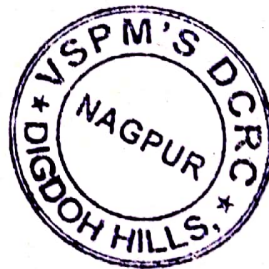
17) **Appointment of spouse of existing staff in case of vacancy:**

Preference is given to spouse of existing staff in case of vacancy if they fit the required criteria of the job profile with respect to qualification and work experience



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