

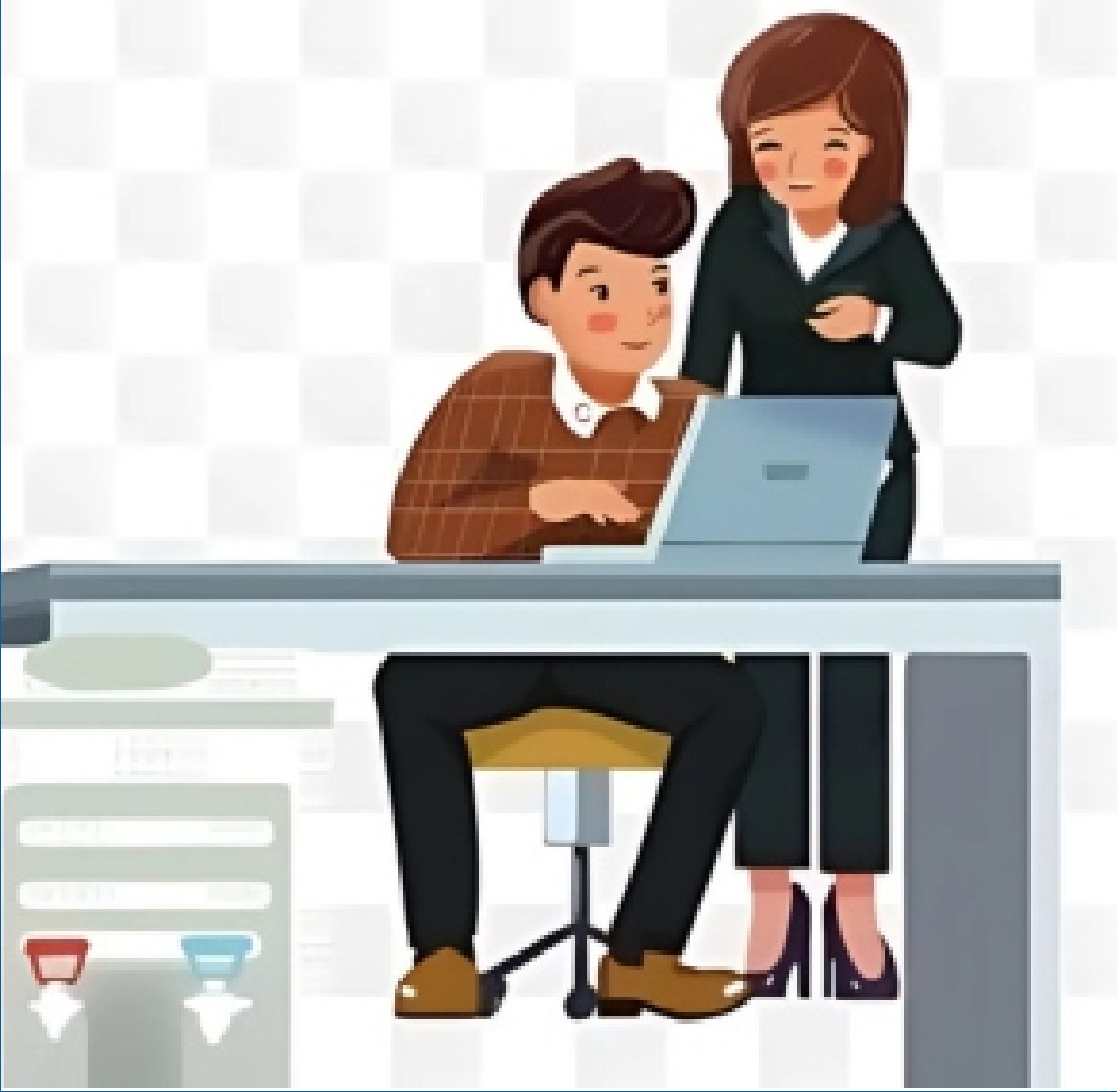


DOLPHIN (PG) INSTITUTE Of Biomedical & Natural Sciences



An Autonomous College

Code of Conduct For Administrative Staff





Dolphin (PG) Institute of Biomedical & Natural Sciences, Manduwala, Dehradun

Preface

The code of conduct outlines standards of personal & professional conduct that all the administrative staff members of the institute must strive to uphold and behave in an ethical & professional manner at all times.

The code of conduct has been established on the organizational values viz. integrity, honesty, consciousness, fairness, mutual trust & respect for all.

The policy applies to all the members of Administrative Staff of Dolphin (PG) Institute.

All members of the Administrative Staff are advised to go through the text of the policy with utmost care for compliance of the provisions contained therein to ensure the following:

1. Appropriate behaviour towards students, colleagues, seniors, juniors and other stake holders of the institute.
2. Excellent performance of their duties & responsibilities / obligations
3. Fulfilment of the Mission, Vision, Goals and other objectives set by the Institute.

Where there is a conflict or doubt on the application of the policy guidelines or the appropriate course of action to be adopted, the members of administrative staff should feel free to discuss their issues to clarify & clear their doubts with their seniors and move forward to accomplish their goals.


Principal
Dolphin (P.G.) Institute of
Bio-Medical & Natural Sciences,
Manduwala, Dehra Dun

Principal

Dolphin (PG) Institute of Biomedical and Natural Sciences,
Dehradun, Uttarakhand



Dolphin (PG) Institute of Biomedical & Natural Sciences

Policy Document

Code of Conduct Regulations and Professional Ethics

As an institution dedicated to maintain the apt ambience for learning and the highest level of academic performance, through its motto "to train youth who can be gainfully employed for the overall development of the society at large", Dolphin (PG) Institute is committed to excellence and integrity in all its endeavours. In this way, Dolphin (PG) Institute aims to maintain the trust and confidence of both the Institute's community and the stakeholders.

The management, administrators, employees, students and other stake holders are expected to undertake their responsibilities on behalf of the Institute with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness. Furthermore, it is expected from them to being respectful of the rights of others and forthright in all dealings with members of the Institute as well as third parties; protecting the privacy of confidential information and compliance with all applicable laws, rules, and regulations. Institute staff should not place their personal interests above the best interests of the Institute; even the appearance of impropriety must be avoided.

A. SCOPE

This Code of Conduct and Professional Ethics applies to all members of the Administrative Staff of the Dolphin (PG) Institute of Biomedical & Natural Sciences, Manduwala, Dehradun. It may be supplemented by specific Institute's policies that have been adopted in the past and that may be adopted in the future. This Code may be amended or supplemented from time to time by the competent authorities of the Institute.

B. PURPOSE

DIBNS has always upheld and will continue to uphold the highest levels of ethics, honesty, fairness and integrity in all its affairs. To this end, this Code of Conduct and Professional Ethics serves to:

1. Emphasize the Institute's commitment to ethical conduct and compliance with the law;
2. Set forth basic standards of ethical behaviour;
3. Provide reporting mechanisms for known or suspected ethical or legal violations; and
4. Help prevent and detect wrongdoing.

Given the variety and complexity of ethical questions that may arise in the course of carrying out the Institute activities, this Code can serve only as a general guide.

C. BACKGROUND

This Code of Conduct and Professional Ethics is guided by the Dolphin Institute's Mission & Vision of Education enunciated by Dolfin Educational Society of India, New Delhi.

This Code of Conduct and Professional Ethics of the Institute is prescribed as a set of written guidelines, which details the recognized ethical norms and values and professional standards of conduct to which all members of a profession must adhere.

D. ADMINISTRATION OF THE CODE OF CONDUCT AND PROFESSIONAL ETHICS

1. The code of conduct and professional ethics is to be stated in the form of independent handbook for the members of Administrative Staff.
2. The code of conduct and professional ethics should be displayed on the Institute website.
3. The Vision and Mission of the Institute is to be displayed at reception area of the Institute, hostels etc.

E. CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE

The committee shall comprise of the following:

Principal
Director
Additional Director
IQAC Coordinator, Convener, Code of Conduct Committee
Sr. Administrative Officer

F. RESPONSIBILITIES OF THE CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE

1. Identifying the Code of Conduct and Professional Ethics for the administrative staff members
2. Incorporating the Code of Conduct and Professional Ethics for the administrative staff members of DIBNS in the form of dedicated Handbooks.
3. Reviewing the Code of Conduct and Professional Ethics at specific intervals and reprinting the Handbooks/ circulating soft copy whenever necessary.
4. Monitor adherence to the Code of Conduct and Professional Ethics by periodic announcements to the administrative staff members in the form of notices, circulars etc.
5. Assist the Disciplinary Committee in undertaking appropriate disciplinary actions in instances of violations of the specified Code of Conduct and Professional Ethics.
6. Plan and organize in coordination with the IQAC professional ethics programmes for the administrative staff members.
7. Monitor the Annual Strategic Planning Exercise and Induction Programme for the new staff recruited from time to time.

Reviewed on 10th of July 2023


Principal
Dolphin (P.G.) Institute of
Bio-Medical & Natural Sciences,
Manduwala, Dehra Dun

Principal. Dolphin (PG) Institute of Biomedical & Natural Sciences, Manduwala
Dehradun

DIBNS Regulations for Administrative Staff

It was deliberated in depth and decided in the meeting of the management committee held in the recent past that there should be an amended coded document superseding the previous ones for conduct regulations & professional ethics. It was also decided that there should be a uniform policy for probation & confirmation, exit policy and leave rules. Accordingly the following have been framed for the guidance of all concerned viz. management, the members of administrative staff and the competent authority for the execution & implementation of these regulations.

In exercise of the powers conferred by the Management Committee, the Principal Office of Dolphin (PG) Institute after thorough deliberations and due diligence, codified the regulations as per the details given below:

These regulations may be called

- i) DIBNS (conduct) regulations 2023 for administrative staff.
- ii) Probation, Confirmation & Exit policy
- iii) Leave rules

- These regulations shall come into force w.e.f. 1st August, 2023.
- These regulations shall apply to all members of administrative staff of the Institute both existing and the new appointees.

DIBNS (Conduct) Regulations 2023

The detailed regulations pertaining to the conduct & professional ethics are as below:

1. Observance of Secrecy

- Every administrative staff member shall maintain the strictest secrecy regarding the affairs of the Institute and shall also not divulge directly or indirectly any information of a confidential nature either to the public & outside agency or to any employee of the Institute not entitled to such information unless
- Divulging of such information is in accordance with the law.
- Such administrative staff member is compelled to divulge such information by the orders of the judicial, quasi judicial or any other statutory authority.
- Instructed to do so by the superior officer in the discharge of his/her duties.

2. Observance of official timings

The official timings of the Institute shall be from 9:30 AM to 4:30 PM until & unless notified otherwise. It is to be ensured by the administrative staff members that they reach the campus latest by 9:15 AM so that the normal functioning of the institute start sharp at 9:30 AM. It may be noted that the working hours of the administrative staff members can be staggered / increased as per the requirement of the institute. It is relevant to mention here that the official timings as mentioned in the opening sentence is only indicative and the administrative staff is required to make themselves available for the performance of their assigned duties 24*7 and the technical staff of electrical & plumbing deptts. in particular.

- The members of administrative staff are expected to observe the notified official timings of the Institute meticulously i.e. the late arrival and early departure is not permitted. However the relaxation in late arrival maximum up to 10 minutes and that too on two occasions in a month for genuine reasons be permitted by the competent authority at its sole discretion. In the case of default beyond permissible relaxation, it shall be treated as short leave & the provisions of the leave rules shall also be invoked without any information to the defaulting employee. Further in case of persistent default the competent authority may deal with such cases on merits and may initiate disciplinary action if deemed fit.
- It is mandatory for the members of administrative staff to mark his/her biometric attendance or as advised for both IN/OUT of the Institute in the morning and evening.
- No member of administrative staff is allowed to leave the Institute during the period of official timings except with the written permission of the competent authority.

3. Performance of Official Duties

- The members of administrative staff are required to attend to the duties allocated to them from time to time sincerely & effectively and shall ensure not to give any chance of complaint to the superiors.
- Alongside during the performance of their routine duties the staff members shall exercise utmost care to maintain hygiene and clean environment in their respective area of operation.
- The members of administrative staff are advised to ensure before leaving the campus at the close of working hours that the lights, fans, ACs, electrical /electronic gadgets of the allotted class rooms, Labs & deptts. have been switched off. Also such staff has to ensure that the windows, doors etc. have been properly closed and locked and the set of the keys have been deposited with the Sr. Administrative Officer.
- The gardeners working in the institute have to ensure that the lawns, plantations and the pots are maintained properly so that the campus gives an aesthetic & soothing look.

- The administrative staff working in the transport deptt. shall keep their vehicles neat & clean and in good running condition. Also the vehicles must be orderly parked in the earmarked parking zone. Such staff members are advised to observe the traffic rules while driving and violation of any kind shall not be tolerated by the management. They are also supposed to keep the relevant documents pertaining to the vehicles valid at all the times
- The administrative cum technical staff of electrical, plumbing, carpentry and IT deptt. to ensure that the complaints originating from the different deptts. of the campus as well as the residential hostels for the students are attended to promptly as per the laid down procedure. It shall also be ensured to redress the complaints within the shortest possible time but in no case the complaint should remain unattended beyond 24 hours.

4. Absence from Duty

- No member of administrative staff shall absent himself / herself from his/her duties except in accordance with the leave rules and also shall not be late in attending the official duties.
- No member of the administrative staff shall leave the station without obtaining the prior written permission from the competent authority provided that in case of unavoidable circumstances the seeking of prior permission is not possible or is difficult, such permission may be obtained telephonically and the action be got ratified immediately on resuming the duties subject to the satisfaction of the competent authority.
- No member of administrative staff shall ordinarily absent himself / herself in case of sickness or accident without submitting the proper medical certificate provided that in the case of temporary indisposition or sickness of casual nature the production of medical certificate may at the absolute discretion of the competent authority be dispensed with.

5. Dress code

It is expected from the members of administrative staff that they should come to the Institute on all working days in proper & formal dress as the formal dress leaves a good impact while doing communication with students in and outside the class rooms, senior authorities, fellow colleagues and other stakeholders. Further it is required that the dress should be neat and tidy. The use of slippers, floaters etc. is strictly prohibited.

The administrative staff working in the labs of different departments must wear the lab coats provided by the institute while on duty.

The administrative staff working in the transport department has been provided with the official uniform. Accordingly they are supposed to wear the uniform while on duty.

6. Taking up Outside Employment

- No member of administrative staff except with the previous sanction of the competent authority, engage directly or indirectly in any trade, profession, business or undertake any other employment provided the teaching staff member may without such sanction undertake

any work of a social or charitable nature or occasionally work of a literary, artistic, scientific, cultural, educational, religious or social character subject to the condition that his/her official duties do not thereby suffer. However he/she shall not undertake and perform such work if so directed specifically by the competent authority.

7. General

- Every member of administrative staff at all times is required to take all possible steps to ensure and protect the interests of the Institute and discharge his/her duties with integrity beyond doubt, honesty, devotion and diligently.
- Every member of administrative staff shall maintain good conduct and discipline and show courtesy and attention to all persons in all transactions and negotiations.
- Every member of administrative staff shall take all possible steps to ensure the integrity and devotion to duty of all the persons for the timing being under his/her control and authority.
- No member of administrative staff shall in the performance of his/her duties and in the exercise of powers conferred on him /her act otherwise than in his/her best judgment except when he/she is acting under the directions of his/her superior/senior officers.
- The administrative staff members are expected to have deterrent on themselves to show any kind of favouritism or discrimination in their dealings with the Institute staff and students on the basis of their caste, colour, creed, race and religion.
- The administrative staff members are prohibited to approach and communicate with the outside agencies on any matter relating to the Institute without the written permission of the competent authority.
- The administrative staff members are barred from giving any kind of press release both in print and electronic media and to have any meeting with the media personnel on behalf of the Institute.
- The administrative staff members are debarred from involving themselves either directly or indirectly to carry out or promote any commercial activity which is paradoxical to the interests of the Institute.
- It is desired that the administrative staff members shall present themselves with dignity and decent behaviour. It is also expected that proper discipline and decorum shall be maintained in their respective area of operation and campus as a whole.
- The administrative staff members should desist from smoking, chewing of tobacco and use of liquor and other contrabands in the premises of the Institute. Any staff member found smoking, chewing tobacco or using contrabands or under the influence of liquor shall be liable for strict action which may include removal from the service.

- All the members of administrative staff should keep their mobile phones ON 24*7. The mobile phones be used strictly for official purpose & rarely for genuine and emergent personal cause during the working hours
- The administrative staff members should desist from playing cards and other games of similar nature in the premises of the campus.
- All the members of administrative staff must follow the guidelines embodied in the Code Of Conduct religiously and the non compliance of any of the guidelines shall tantamount to misconduct. The erring officials responsible for non compliance shall be subjected to suitable punishment as decided by the competent authority.

Dolphin PG Institute Dehradun

Probation & Confirmation & Exit Policy

Probation & Confirmation Regulations

- Every member of the administrative staff appointed in the Institute shall be on probation for a period of six months. In case the conduct of the appointed staff is not satisfactory during the period of probation as per the assessment of the competent authority, the probation period of such administrative staff may be extended for further period of three months and shall also be advised to improve upon his/her conduct during the extended probation period of three months. In case the conduct of such administrative staff is still not found satisfactory, the management may terminate the services of the concerned administrative staff immediately after the expiry of extended probation period and be relieved from his/her duties.
- Every appointed administrative staff shall be issued the letter of confirmation by the competent authority of the Institute immediately on completion of the probation period/extended probation period and such administrative staff shall be treated as confirmed staff only on issuance of confirmation letter by the competent authority.

Exit Regulations

- The administrative staff members shall normally be retired from the active service at the completion of 65 years of age and shall be relieved of his/her duties on the last day of the month in which he/she completes the age of 65 years.
- However, the management committee may grant extension in service initially for a period of 1 year to the deserving administrative staff members in view of the administrative exigencies and whose performance during the entire length of service in the Institute has been commendable. The management may also grant extension on year on year basis maximum up to the age of 70/75 yrs. at its sole discretion. No extension in service beyond 70/75 yrs. of age as applicable shall be granted.
- In case the administrative staff opts to resign during the period of probation/extended probation, such staff shall be required to serve a notice of minimum 30 days or shall have to deposit amount equivalent to 30 days of salary for immediate relieving otherwise such administrative staff shall be relieved of his/her duties after the expiry of 30 days of notice period. However, the management of the Institute has the right to terminate the services of the administrative staff during period of probation/extended probation without notice and without assigning any reasons and the salary shall be paid up to the date of his/her services in the Institute.
- In case the confirmed administrative staff member opts to resign from the services of the Institute, such administrative staff has to give a notice to the management for a minimum period of 30 days. In case such administrative staff members are not in a position to serve the notice for the required period of 30 days, shall have to deposit the amount equivalent to salary for 30 days. However, the management can terminate the services of confirmed

administrative staff by giving a notice of 30 days or making the payment equivalent to 30 days salary in lieu of the notice period and without assigning any reason.

- **Notes:**

- The competent authority for the administrative staff members is the Director /Additional Director through Sr. Administrative Officer of the Institute.
- The competent authority for relaxation in any of the regulations as mentioned above is the chairman of the Institute/ management committee.

Dolphin PG Institute Dehradun

Dolphin (PG) Institute of Biomedical & Natural Sciences

Leave Rules

Definitions:

1. Leave: Leave is a provision to stay away from work, for genuine reasons as per the leave rules with prior approval of the competent authorities.
2. Holiday: It is a provision to stay away from work without prior approval of competent authority, unless specifically called through an office order. (Holidays will be as per the declared list of holidays in the academic calendar)

Right of Leave:

1. Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.
2. Leave should always be applied for and got sanctioned before it is taken except in case of emergency and for unforeseen circumstances.
3. The leave year shall run from 1st August of every year to the 31st July of succeeding year.

Casual Leave:

1. The full time regular administrative staff of the Institute shall be eligible for maximum 12 days casual leave computed @ one day for each month of active service
2. Not more than three days casual leave shall be availed at a time.
3. Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by medical certificate.
4. Public Holidays and Sundays falling in between the Casual Leave shall be counted as part of Casual Leave.
5. Casual Leave availed for half the duty hours shall be treated as half day Casual Leave.
6. Casual leave cannot be carried over to the next year.
7. Casual leave not availed in any academic year shall stand automatically lapsed.

Privilege Leave:

1. The administrative staff is entitled for PL after successful completion of probation period / extended probation period.
2. The administrative staff shall be eligible for PL for maximum 06 days in a year computed @ half day for each completed month of service on duty.

3. Privilege leave can be carried forward and may be accumulated up to not more than 12 days at any point of time. The accrued leave beyond 12 days shall stand automatically lapsed.
4. For availing Privilege leave one shall have to apply not less than 7 days in advance to the sanctioning authority for consideration.
5. The Privilege leave shall not be allowed for half day.
6. There is no provision for encashment of the unavailed Privilege leave.
7. The administrative staff shall be entitled for full emoluments for the period of sanctioned Privilege leave.
8. Public Holidays , Sundays and other off days falling in between the Privilege Leave shall be counted as part of Privilege Leave.

Medical Leave:

1. An employee working on regular basis is entitled to 06 days of medical leave in a year after completion of minimum service of two completed academic sessions.
2. Medical Leave cannot be taken for half day.
3. Medical Leave not availed during the year shall be carry forwarded in the next year.
4. Not more than 12 days of Medical leave can be accumulated at any point of time and the leave accrued beyond 12 days shall stand automatically lapsed.
5. Medical Leave availed for more than 4 continuous days will be granted by the approving authority if it is supported by a Medical Certificate from a competent Medical Authority duly countersigned by the Medical Officer of the Institute at the time of joining after availing Medical Leave.
6. An employee who has availed medical leave for more than 04 continuous days will be required to submit a certificate of fitness at the time of resuming duties from the treating medical authority .
7. Submission of fictitious medical certificate as supporting document shall lead to disciplinary action against the employee.
8. To avail Medical Leave up to 04 days, submission of medical certificate is not required.
9. The medical leave can be clubbed with Privilege leave only on account of medical reasons.
10. Public holidays, Sundays and other off days falling in between the period of medical leave shall be treated as medical leave.

Marriage Leave

1. The bachelor administrative staff shall be eligible for marriage leave of maximum 10 days for the first marriage only.
2. The marriage leave shall be allowed with full emoluments.
3. The marriage leave can be clubbed only with the privilege leave.
4. Public holidays, Sundays and other off days falling in between the period of marriage leave shall be treated as part of the marriage leave.

Maternity Leave/Paternity Leave

1. Leave for maximum period of three months at a time may be granted by way of maternity leave to the female administrative staff members.
2. Maternity leave shall be granted on maximum two occasions with full emoluments for not exceeding three months in each case.
3. Within the maximum period of six months of maternity leave, the female administrative staff members may also be granted leave in case of miscarriage, abortion and MTP.
4. Maternity leave shall be sanctioned on production of medical certificate issued by registered qualified medical practitioner acceptable to the Institute inter alia indicating the number of days of rest required.
5. In case of miscarriage, abortion and MTP, maternity leave may be granted as a rule upto six weeks on the basis of medical certificate issued by competent medical practitioner i.e. a qualified gynaecologist.
6. The male administrative staff shall be entitled for seven days paternity leave on maximum two occasions on the same terms & conditions as applicable in the case of maternity leave.
7. The maternity/paternity leave shall be granted only to such administrative staff members who have rendered their services in the Institute for at least three completed academic years.

Summer Leave

The administrative staff members are not entitled for Summer Leave.

Short Leave

1. Short leave of maximum of 30 minutes duration on two occasions in a calendar month may be allowed by the competent authority at its own discretion.
2. In case the period of short leave exceeds 30 minutes half day leave shall be deducted.

3. In case the administrative staff members avail short leave for more than 2 occasions in a calendar month, full day casual leave shall be deducted on each occasion if due. If not due it will be treated as leave without pay.

Compensatory Leave

The compensatory leave shall be allowed to the administrative staff in lieu of the performance of official duty on saturdays, public holidays and off days. The said compensatory leave shall be availed by the concerned staff member maximum within next 15 days with the prior approval of the competent authority. The said compensatory leave shall stand lapsed automatically if not availed within the period of 15 days for any reason whatsoever.

Dolphin PG Institute Dehradun