

Policies

Grievance Redressal Policy



ARMY COLLEGE OF DENTAL SCIENCES

Jai Jawaharnagar Post, Secunderabad – 500 087, Telangana
Ph: +914029708384, 9347411942 Email : army_c@rediffmail.com
NAAC Accredited 'A' & Certified

GRIEVANCE REDRESSAL POLICY

The College has a Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any student/faculty, and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment.

Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Redressal Committee or Principal.

Objective:

The aim of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student- teacher relationship etc.

1. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
Suggestion / complaint box have been installed in front of the Administrative Block in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
2. Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of fault arises.
3. Advising All the Students to refrain from encouraging Students against other Students, teachers and College administration
4. Advising all staffs to be affectionate to the students and not behave in a vengeful manner towards any of them for any reason.
5. Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be immediately brought to the notice of the principal.



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Scope:-

6. The Committee deals with Grievances received in writing from the students about any of the following matters: -
7. Abuse:
8. unfair practices, complaints of alleged discrimination by students of Scheduled Caste, Scheduled Tribe, OBC, Women, Minority, differently abled students and addressing the scholarship issues and sexual harassment cases and to provide a mechanism to innocent students and stakeholders for redressal of their grievances.

Academic Matters:

9. Related to timely issue of duplicate Mark-sheets, Transfer
10. Certificates, Conduct Certificates or other examination related matters.

Financial Matters:

11. Related to dues and payments for various items from library, etc.
12. Other Matters:
13. Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc.

Functions: -

The cases are attended at earliest day on receipt of written grievances from the students.

The Committee formally meets to review all cases, prepares a statistical report about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure: -

The setting of the Grievance Redressal Committee for students will be widely published.

The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations.



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• The GRC will act upon those cases which have been forwarded along with the necessary documents. The GRC will take up only those matters which have not been solved by the different departments.

Exclusions:

The Grievance Redressal Committee shall not entertain the following issues:

1. Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
2. Decisions with regard to award of scholarship, fee concessions, medals, etc.
3. Decisions made by the University with regard to disciplinary matters and misconduct.
4. Decisions of the University about admissions in any courses offered by the Institute.
5. Decisions by competent authority on assessment and examination result.

Establishment of a Grievance Redressal Committee:

In order to comply with the various Regulation of affiliating university for addressing, student or Parent's grievances, ACDS, Secunderabad has constituted "Grievance Redressal Committee" as per guidelines.

The Student or Person, who are willing to launch any complaints, shall send their representation for redressal of their grievance to the Grievances Redressal Committee.

All aggrieved parents and the stockholders may also thenceforth approach to the Grievance Redressal Committee.

Any member of ACDS, Secunderabad(staff/student) can represent their issue through electronic or paper media to any designated member in the department, cell or committee or through mail to principal. The institute has the following committees to deal with specific matters in order to maintain good order, discipline and harmonious environment on campus.

The designated bodies are:

Internal Complaint Committee: The main role of the committee is to address the complaints from Students and Staff.



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Anti-Ragging Committee: The role of the committee is to monitor, prevent and deter Ragging incidents in the Institution. SC/ST Committee: The role of the committee is to monitor, prevent and deter Caste, Scheduled Tribe, OBC, Women, Minority, and differently abled student's related incidents in the Institution.



Namana
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[Signature]
Principal

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Green Campus Policy



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A Green Campus is a place where combination of eco-friendly initiatives and education jointly promotes the sustainable and environment friendly practices in the campus. The green campus idea offers an institution the chance to take the lead in structuring its environmental culture and developing new models by creating sustainable solutions to ecological, societal and financial needs of the mankind.

College environmental aims and objectives:

1. Develop the institution on a self - sustainable basis in the areas of energy, water and hygiene.
2. Contribute collectively to develop an environmentally sustainable campus and circulate the concept of eco-friendly philosophy to the nearby public and also to the community wherever possible.
3. Create the responsiveness about environmental issues among students and employees including air and noise pollutions.
4. Measure and reduce hazardous atmospheric emissions with the implementation of eco-friendly practices.

In pursuing our program of improved environmental concern, we prosper

Upon following major areas:

1. **Waste Management**
2. **Water Management**
3. **Climate Change**



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Activities relevant to different areas as a part of the policy are presented below.

1. Waste Management

- Increase the green cover in and around the campus.
- Adopt methods for waste segregation
- Take appropriate actions to reduce or recycle municipal waste inside the campus.
- Manage, collect and dispose e-waste appropriately
- Reduce hazardous waste and its management
- Take actions to reduce consumption of plastic in the campus.
- Encourage paperless work culture and recycling/ reuse of paper.
- Display waste management instructions/alerts at prominent/relevant locations in the campus.

2. Water Management

Following measures are adopted in campus to reduce water consumption

- Rain water harvesting
- Change of taps which are either more water efficient or sensor based taps
- Use of recycled water for watering plants, trees etc.

Climate Change

Following measures are included to protect the environment and to contribute to minimizing climate change.

- Reduce greenhouse gas emissions due to energy consumption
- Use of energy efficient lamps/sensor-based lamps where ever possible like corridors, toilets etc.
- Use of energy efficient equipment, air conditioners, refrigerators, condensers etc. in laboratories/ classrooms/ canteen
- Restricted entry of automobiles into campus.





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- Promote the use of public transport.
- Create awareness by organizing seminars, debates, activities related to climate change, environmental protection, and environmental issues.
- Promote some projects/experiments in the education system as part of regular curriculum which is related to environmental aspects.
- Take action to reduce greenhouse gas emissions.
- Encourage the concept of green brigade so as to maximize the students' involvement.

We intend to pursue a programme of continuous improvement in our procedures and practices, and review the policy on a regular basis to evaluate continued relevance and to monitor compliance


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**Code Of Conduct –
Principal**



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The Principal is the academic and administrative Final Authority of the institute and works for the growth of the institute.

- He/She will Introduce the policies approved by the highest decision-making body of the college.
- He/She shall Maintain coordination among Different statutory committees and non-statutory bodies.
- He/She is the ex-officio member of Board of Governors and also Chief Controller of Examinations.
- He/She Supervises admissions, examinations, evaluation for smooth functioning of the system.
- He/She is Vested the Power to nominate Coordinators, Convenors and other administration functionaries in the administration, with the approval of the Board of Governors.
- He/She conducts the meetings of the Governing Body as per Set for the guidelines.
- He/She holds Academic meetings as per the norms.
- Coordinates and motivates the faculty, administrative authorities and the supporting staff, so as to fulfil their respective roles more effectively.
- Works to reach the common goal to providing effective education and guide to enable the students to from out promising career and lifelong learning.
- In the matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Council of the college.
- In matters of admissions, the principal will be supported by Coordinator Admissions.
- In matters related to academic work, he/she will be assisted by the Heads of the Departments as well as Co-ordinations.
- Shall closely monitor the class work as per the timetables and the academic calendar with assistance of faculty in-charges.



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- Shall closely observe various academic activities like conduct of conferences, seminars, workshops etc.
- Shall hold meetings of the heads of departments to review the progress of the academic work and suggest effective measures to achieve desired academic Results.
- Shall instruct, if necessary, the heads of the departments to conduct remedial classes academically to support the slow learners.
- In matters related to internal examinations, semester end examinations (both theory and practical), result analysis, detained
- Principal shall also ensure quality assurance and he/she should be assisted by coordinator IQAC. Should promote industry-institute interaction for better employability of the students.
- Shall promote internal revenue generation activities with the help of staff and students.
- Arrange finishing school for the students with the active association of Convenor Placement and Counselling cell.
- Shall make efforts to look after the overall welfare of the staff and students.
- Shall forward monthly salary bill of all staff members of the college to the finance department for necessary action.
- Shall countersign all kinds of scholarship bills in respect of the students of the college.
- Shall have powers to sanction the purchase of stationary, library books, periodicals, consumables for laboratories, etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of the budget.
- Shall countersign T.A bills.
- Shall have powers to sanction advances and final withdrawal of GPF of the staff

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Principal
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Code of Conduct for Faculty



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CODE OF CONDUCT FOR FACULTY

General

1. A person who chooses teaching as a career, assumes the obligation to conduct himself or herself at all times in accordance with the highest standards of the teaching profession, aiming at quality and excellence in work and conduct, setting an example which will command the respect of the pupils, the parents and colleagues.
2. Teaching, in its true sense, is not mere instruction but influence. The faculty's duty is not merely to communicate knowledge in specific subjects but also to help students grow to their fullest potential and unfold their personality. In this responsible task what matters most is the personal example of the faculty.

Code of Conduct

3. The following has been laid down in the 'Code' for the guidance for faculty of the AWES Professional Institutes: -
 - (a) Every faculty member shall, by precept and example, install in the minds of the students entrusted to his/her care following values: -
 - (i) Values of patriotism.
 - (ii) Respect for law and order.
 - (iii) Feeling of universal brotherhood and tolerance for all religions.
 - (iv) Spirit of co-operation and social service.
 - (b) Every faculty member has an immense responsibility towards students. He/ she must : -
 - (i) Be impartial in his/her relations; be sympathetic and



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helpful to slow learners.

- (ii) Aim to improve physical, mental and moral wellbeing of students leading to overall personality development.
- (iii) Ensure that students do not take part in active politics.

- (iv) Promote freedom of thought and expression coupled with discipline and dignity.

- (c) Every faculty member should be above board in his/her personal conduct. He/ She should: -
 - (i) Be temperate and sober in habits. He/she should scrupulously avoid chewing of betel leaves, smoking and such other undesirable habits in the presence of students and within the precincts of the institution.
 - (ii) Have an exemplary moral character. His /Her dealings with the members of the other sex in the college/institute or outside it, should not be such as would cause reflection on his/her character or bring discredit to the college/institute.
 - (iii) Be bodily neat and clean and dressed in a dignified manner.

 - (iv) Abide by the rules and regulations of the college/institute and show due respect to the constituted authority and diligently carry out instructions issued to him/her.

 - (v) Be punctual in attendance and all work related to academics and any other work or duty assigned to him/her by the Director/Principal/Dean.

 - (vi) Consider college/institute property and funds as if placed in trust with him/her and shall exercise the same prudence and care, as he/she would do in respect of his/her own property or funds.



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- (vii) Promote dignity and Solidarity of his/her profession.

- (viii) Be polite and courteous towards parents and guardians.

- (d) A faculty member must Not: -
 - (i) Divulge confidential matters related to the institution.
 - (ii) Be a member of any political party or indulge in activities, either openly or in camera, in support of any such party.
 - (iii) Be a member of the State or Central Legislature. He /She shall resign his/her job before standing for election as a candidate.
 - (iv) Indulge in or encourage any form of malpractice connected with examinations or other college/institute activities.
 - (v) Undertake private tuition of students of the college/institute. Extra coaching organized in the college/institute campus after the college/institute hours will not be considered
 - (vi) Represent his/her grievances if any, except through proper channel, nor will he/she canvass any non-official or outside influence or support in respect of any matter pertaining to his/her service in the college/institute.
 - (vii) Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from



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any pupil, parent or any person with whom he/she has come into contact by virtue of his/her position in the institute.

Notes: -

1. The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no official dealings with him/her.
 2. A casual meal, lift or other social hospitality of a casual nature shall not be deemed to be a "gift".
 3. On occasions, such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice, a faculty member may accept gift if the value thereof does not exceed Rs 1000/-.
- (viii) Ask for or accept contribution to or otherwise associate with the raising of any funds or other collections in cash or in kind in pursuance of any object, whatsoever, except with previous sanction of the competent authority.
- (ix) Discriminate against any student on the ground of religion, caste, language, place of origin, social and cultural background and/or any of them.
- (x) Neglect in correcting assignments or neglect other duties assigned to him/her by the college/institute authorities.
- (xi) Remain absent from the college/institute without leave or without prior permission of the head of the college/institute.
- (xii) While being present in the college/institute absent



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Himself/herself (except with the prior permission of the Director/Principal/Dean) from the class which he/she is required to take/attend.

(xiii) Practice or incite any student to practice casteism, communalism or untouchability.

(xiv) Cause or incite any person to cause any damage to college/institute property.

(xv) Propagate through his/her teaching lesson or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal and sectarian activities.

(xvi) Behave or encourage or incite any student, faculty member or other employee to behave in rowdy or disorderly manner in the college/institute premises.

(xvii) Be guilty of misbehavior or cruelty towards any parent, guardian, visitor, student, faculty member or other employees of the college/institute.

(xviii) Organize or attend any meeting in the college/institute except where he/she is required, or permitted by the Director/Principal/Dean of the college/institute to do so.


(xix) Carry out monetary transactions with the pupils and parents and/ or exploit his/her college/institute influence for personal ends.

(xx) Indulge in immoral activities. Pass any sexist remark against female, colleagues, students, parents and visitor and/or cause any sexual harassment to them.

4. The above code of conduct will also apply to Dean, Director, Principal, Registrar & Head of Administration and members of non-teaching staff of the college/institute.

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RESEARCH POLICY

Academic institutions are expected to perform threefold activity which includes teaching, research and extension. Research happens to be one of the pioneer aspect of academic activities which help the institution to achieve excellence in the field of education. It also includes the quality of learning and knowledge development. Research and developmental activities help to create and disseminates new avenues in knowledge, promotes innovation and these will motivate better learning and teaching among faculties and students of ACDS.

Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations, ACDS framed and implemented its Research Policy.

Purpose

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and inculcate research aptitude among the students. The policy shall serve as an overall framework within which research activities may be carried out. It also aims to identify thrust areas of research having social relevance and thereby supplementing the Vision and Mission of the college. The Research policy also emphasizes contribution towards society and to the nation at large.

Scope

This Research Policy forms the basics of the research ethics of the college .

Custodian of the Policy

The implementation and updating of the research policy are carried out by the Director, Research Council. The Research Policy shall have a Research Advisory Cell to function under the Principal ACDS to assist and advise in matters related to research within the college.

Objectives of Research Policy

The Principal objectives of the Research Policy are as follows:

1. To develop desired awareness regarding research in the faculty of ACDS.
2. To establish a right kind of research culture through various research initiatives and programs.
3. To establish Research Centre in different disciplines with emphasis on socially relevant topics.



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4. To encourage faculty members to publish research papers and undertake various research projects of social and academic importance.
5. To publish a research journal, to provide a dais to the faculty members, as well as researchers and academicians in the college as well as in those from academia across the country.
6. To create awareness in the society through various research initiatives and by giving due publicity to the socially useful research projects that will be undertaken by the college.

Research Policy

The college shall have a well-defined research quality which shall act as a guideline for the scholar, teachers and all other concerned personnel.

1. To encourage original quality basic and applied research in the fields science, literature commerce and all related and other relevant fields.
2. To identify the emerging areas of research and encourage the faculty members to undertake research in these areas.
3. To establish linkage with industries and business organizations to identify potential areas of research, surveys and other basic research enquiry.
4. To acquire projects, market surveys and other research activities to acquire assistance from other business houses, industries, NGOs, boards and forums.
5. To identify faculty members who can work as leaders in the field of research and encourage them to undertake research projects, studies and surveys.
6. To provide financial assistance for publication of research papers and research findings.
7. To offer a suitable platform to the faculty members, scholars and students of ACDS to publish their research findings and encourage them to bring to the notice of society issues of contemporary importance.
8. To organize various workshops to develop appropriate research skills among the scholars and faculty members.
9. To depute faculty members to various workshops, symposia, seminars and conferences in their respective fields as well as in areas of contemporary importance.

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Policy for Maintaining Facilities



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POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

1. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose as per the requirements in the interest of students.
2. Laboratory: Record of maintenance account is maintained by Lab Technicians, Lab In charge and supervised by HODs of the concerned departments.
3. Maintenance of laboratories are as follows: - The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

Library:

1. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the principal.
2. Suggestion box is installed inside the library room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
3. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

Sports:

Regarding the maintenance of sports equipment in the college physical director is deputed. College participated in various indoor and outdoor sports competitions organized inside and outside college.



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Computers:

1. Centralized computer Centre established to enrich the staff and students.
2. Each Department having appropriate computer for their requirements.
3. Internet and WIFI Enabled campus.
4. Open access journals facilities are available.

Classrooms:

1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the principal regarding classroom furniture and other.
2. Administrative officers will take in charge for student's academic requirements.

Additionally:

There are lab assistants in every department, who maintains the stock register by physically verifying the items round the year.

1. Department wise annual stock verification is done by concerned Head of the Department.
2. Regular maintenance of Computer Laboratory equipment's is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge.
3. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
4. College campus maintenance is monitored through regular inspection.



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5. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
6. Updating of software's is done by lab assistants.
7. Maintenance is done for the maintenance of wooden, furniture, electrification, and plumbing, a Regular maintenance of the water cooler and water purifier is done regularly. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

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IT-policy



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IT POLICY

Background and Scope:

ACDS College Secunderabad has developed the Computer and Network Use Policy to guide individuals in the acceptable use of computers, information systems, and networks owned, leased or used by the institution. All such systems and networks are considered College's property for purposes of this policy. This policy is also intended to describe best practices to ensure availability, integrity, reliability, privacy, and confidentiality of the College's computers, information systems, data, and networks. The institution makes computing and network resources available to faculty, staff, students, and, to some extent the general public, to support the educational, scholarship, research, and service mission of the College.

This policy supplements other Institute's policies and procedures, including, but not limited to the E-Mail Policy, Peer-to-Peer File Sharing Policy, Social Media Policy, and Connecting Devices to the College Network, should be read together with those policies.

The College reserves the right to amend this policy at its discretion with or without notice. In case of amendments to the policy, the College will make efforts to inform users of changes.

POLICY AND USER RESPONSIBILITIES:

ACDS College's computing and network resources and services should be used wisely and carefully with consideration for the needs of others. By using the College's computers, information systems, and networks, "you" - user of college computing resources, assume personal responsibility for acceptable use in conformity with this policy, other applicable institute's policies, and with applicable federal, state, and local laws and regulations.

All communications and information transmitted by or through, received by or from, or stored in these systems are College records and property of the institution. You have no right of personal privacy in any matter stored in, created, received, or sent over College computers, storage devices, email, internet, or voicemail system. This includes and not limited to: Citrix, databases, Student Information System — SonisWeb, Blackboard, Simplicity, in-house software applications,



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Be aware that even deleted or erased computer, e-mail and voicemail messages may remain stored in College computer servers or telephone systems. By placing information on College's computer systems or servers, or using any equipment, you have consented to the College's right to capture, edit, delete, copy, republish and distribute such information.

The ACDS College Secunderabad Harassment and Bullying Policies and the policy with respect to Confidential Information apply to all forms of communication including written, e-mail and voicemail.

ACDS College Secunderabad provides access to Internet services such as web-browsing. Use of the College's internet services are only for educational use. This restriction includes any Internet service which is accessed on or from College's premises using College's computer equipment or via College-paid access methods and/or used in a manner that identifies you with the College.

The following is a non-exclusive list of prohibited use of ACDS College Secunderabad technology resources. In a constantly changing world of information technology, it is impossible to enumerate all non-acceptable uses of College computers, information systems, and networks. The institute reserves the right to prohibit any use of its computing facilities by any person(s) if and when such use appears to be inconsistent with this policy, other computer uses policies, the mission of the college, or any applicable federal, state or local law.

PROHIBITED USES:

All users may not...

1. In Attempt to use technology resources without proper authorization;
2. Attempt to obtain privileges or access for which you are not authorized;
3. Attempt to learn another user's password(s) or personal information;
4. Attempt to alter or obscure your identity or your computer's identity, including but not limited to IP Address and email address, while communicating on any network, system or application;
5. Attempt to access, modify and/or delete another user's files, configuration or application without the expressed agreement of the owner or by an Administrator;



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6. Share confidential computer, system, application, or network password with any other person;
7. Attempt to interfere with or disrupt computer or network accounts, services or equipment of others including, but not limited to, consumption of excessive IT resources, (e.g., local area network or Internet bandwidth) through the propagation of worms, Trojans, or viruses;
8. Attempt to "crash" any College computing facilities, including any so-called "denial of service attack";
9. Attempt to monitor, intercept, analyze or modify network traffic or transactions;
10. Attempt to alter or reconfigure any IT resources, (e.g., network infrastructure, servers, wireless);
11. Attempt to use unauthorized devices when connecting to the College network - view device policy on the College Website
12. Attempt to remove, duplicate or export confidential / sensitive data in any digital format, outside of College systems and network, without prior written consent by an administrator. This includes any/all data stored: on premise and/or externally hosted third party provider.
 - Examples of confidential / sensitive information include, and are not limited: social security numbers; financial account information; Family Education Rights and Privacy Act (FERPA) protected records, Health Insurance Portability and Accountability Act protected records; employee records; and accounting records.
 - Contact the IT Department or IT Administrator for more information.
13. Download and/or share copyrighted material for which you do not have the proper authorization — view email policy on the College Website
14. Attempt to copy software or any intellectual property in a manner that appears to violate copyright law, or otherwise infringing on any intellectual property rights of others;
15. Compose, transmit, or access data containing content that could be considered discriminatory, offensive, pornographic, obscene, threatening, harassing, intimidating, or disruptive to any other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or



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images that could reasonably offend someone on the basis of race, colour, religion, creed, sex, gender, gender identification, sexual orientation, ethnicity, national origin, ancestry, age, disability (including HIV-AIDS status), marital status, military status, citizenship status, predisposing genetic characteristics, or any other characteristic protected by law.

16. Abuse email privileges — view email policy on the College Website.
17. Consume any food or drink in any ACDS College Secunderabad computer lab.

Federal, State and Local Laws:

All computer and network users are bound by applicable federal, state, and local laws relating to harassment, copyright, security, and privacy relating to digital media. The IT Department will cooperate fully with any local, state or federal law enforcement officials investigating any illegal use of institute's information technology resources.

IT Department Responsibilities:

Beyond controlling access and protecting against unauthorized access and computer or network threats, the IT Department plays a proactive role in developing, implementing and enforcing security or network procedures. Using hardware infrastructure and software tools, utilities and applications, the IT Department will maintain a network and computing environment enabling authorized campus users secure, reliable access to internal and external networking resources and applications.

The IT Department will respect and strive to ensure users' privacy and intellectual property while managing the computing and network infrastructure and information application transactions and data.

At times the IT Department may need to reconfigure network and/or computing resources. These actions include, but are not limited to, temporarily disabling access to an individual system, temporarily disabling access to/from a specific segment of the College Local Area Network. Though rare and short in duration, these steps are necessary to isolate problems and threats, enable quick resolution, as well as for periodic system maintenance/upgrades.

Policy Enforcement:

ACDS College Secunderabad at all times retains the right, without notice, to search all directories, indices, data storage devices of any type, files, databases, e- mail messages, voicemail messages, Internet access logs and any other electronic transmissions contained in



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or used in conjunction with College's computer, e-mail, voicemail and Internet access systems and equipment.

IT Department senior staff and administrators will investigate alleged violations of this policy in order to ensure compliance. The IT Department may restrict individuals from the use of computers and networks where violations of this policy or federal, state, or local laws is suspected and/or found. Violations of this policy by a student may result in disciplinary action.


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Code of conduct

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Code of Conduct - Governing Body

BOARD OF GOVERNORS

Need for Good Governance:

Independent and fully empowered Governing Body to:

1. Support a stated vision, mission and objectives.
2. Nurture a stimulating environment and culture to attract talented faculty.
3. Encourage a culture of innovation that improves productivity and support the sustainability and development of the institution.
4. Develop a Sound strategy and Continual growth development .

Scope of Good Governance:

5. The benefits of Good Governance are demonstrated through:
6. Processes in place for monitoring the quality of teaching and learning, within institutions for improving that quality with appropriate student involvement.
7. Flexible and Competent administration.
8. Strong and transparent financial systems, especially regarding procurement and strong external and internal audit.
1. Effective and transparent mechanisms to determine remunerations at all levels.
2. Strong Human Resources processes such as appraisal, development and dealing with poor performance.
3. Effective student support arrangements.
4. Student participation in management and governance at all levels.



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Genesis of the Institution:

5. ACDS was established with the Vision of "Providing Quality Education for Everyone" with envisaged importance of holistic development of students.
6. ACDS was started in the academic year 2001-02 and soon it became one of the Top Colleges in the state.

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Code Of Ethics For Plagiarism- Policy



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Code of Ethics for Plagiarism

Preamble:

Ethics and honesty are the two most important components of the academic activities (be it teaching or research). Teaching & research is a novel profession based on high moral values. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times, it is observed that some of the "academicians" knowingly or unknowingly publish or present other's work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual.

It is therefore important for an academic institute like Vijayam Science and Arts Degree College to have in place a policy on plagiarism to avoid such type of acts.

1.Definition of Plagiarism:

Plagiarism is defined as presenting another person's work as one's own work. Presentation includes copying or reproducing it without the acknowledgement of the source. Plagiarism involves copying of phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source. Plagiarism could be intentional (dishonest plagiarism) or no intentional (negligent plagiarism).



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2. Objective

1. To create academic awareness about responsible conduct of research, study, project, assignment, thesis, dissertation, promotion of academic integrity- and prevention of misconduct including plagiarism in academic writing among students, faculty and other members of academic staff as well as any employee of the institute.
2. To establish institutional mechanism through education and training to facilitate responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty or staff committing the act of plagiarism.

1. Detection of Plagiarism

It is the prime responsibility of an institute or individual to distinguish original content from plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism.

Our Institute will use the best software to detect plagiarism. It is of an at-most important for an academic institute to educate its student and teaching community about what constitutes plagiarism, how it is detected and of course the action that is going to follow if plagiarism is proved.



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2. Procedure for handling alleged Plagiarism

a, Procedural Fairness:

The Institution is committed to deal with alleged plagiarism in accordance with the principles of procedural fairness, including the right to:

1. Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond.
- Have a reasonable period of time within which to respond to the allegations against them.
2. Have the matter resolved in a timely manner.
3. Impartiality in any investigation process.
4. An absence of bias in any decision making.

Identification and Assessment of Alleged Plagiarism:

Where an examiner detects or is made aware of alleged plagiarism by any person, the examiner must report the alleged plagiarism to an empowered body which confirms first if there is a plagiarism or not; if it is, then whether it is negligent or dishonest type and what is the degree of plagiarism. This empowered body will then submit its report along with its recommendation to statutory bodies which are empowered to take disciplinary actions. The severity of plagiarism can be categorized as Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- Similarities up to 15% - excluded
- Level 1: Similarities above 15 to 45%
- Level 2: Similarities above 45 to 65 %
- Level 3: Similarities above 65%



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c. Counselling:

As the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. Institution needs to take steps to strengthen the moral of students so that they do not take support of the unfair-means.

5. Guidelines for Action:

The Institution will form a committee of about 5 experts who will establish whether there is a plagiarism or not, if it is then what is the level. This committee will have a Head of the Department or the Principal as an ex-officio member. This committee will submit its report to the Academic Council for a final decision in this regard.

The committee of experts will use the best possible software's provided National Knowledge Commission for detecting the plagiarism.

Depending on the severity of crime the punishment could be:

1. Fine or warning.
2. Rustication for limited period
3. Rustication for Permanent

Teaching and Research is a novel profession based on moral values. Ethics and honesty are very important components of teaching and research. Presenting others work as their own is not healthy practice. It may distress on the reputation of the institute. The Research & Development Committee of the college motivates faculty members and students to take up innovative and creative projects, participation at national and international level competitions and publishing research work in the form of journals or books. In practice, due care is taken in terms of



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Code of ethics and plagiarism. All Students and staff must follow the code of ethics:

Rules for the promotion of Academic Integrity and Prevention of Plagiarism

1. Students enrolled in academic program must follow the code the ethics. Violation of code of ethics includes submission of item of academic work that has previous been submitted without fair citation of the original work or authorization by the faculty member supervising the work.
2. It is responsibility of a faculty of the institute to distinguish original content from plagiarized work. The disclose of the plagiarism is a judgement to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person would also be aware of the tools available to detect the plagiarism.
3. Every student of the college submitting project report/ research paper in U.G. or P.G. thesis is required to submit an undertaking by stating that the report or the document that has been prepared by him/her is the original work and is free from plagiarism. There must also a statement in the undertaking that the report has been checked through a plagiarism tool. A plagiarism report must be included in the project report.
- iv. A certificate must be submitted by all the guides or project supervisors indicating that the work done by the student under him/her is free of plagiarism.
- v. If anyone detects that a case of plagiarism has happened in any document, he/she shall report the matter to the principal and the complaint will be referred to the College authorities to take appropriate action.



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Code of Ethics: Plagiarism

Plagiarism is a Cognizable Offence.

The core work carried out by the student, faculty and staff shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism.

The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.

Every submission related with research will be accompanied by an undertaking by the researcher indicating that the document is his/ her original work and free of any plagiarism and contain a bibliographic reference of the copied part.

Follow Good Research Practice

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Code Of Ethics



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ACDS has well defined code of ethics for its students and employees. Both the codes are explained below.

Student's Code of Ethics

ACDS adopted a similar Code of Ethics, cited by its members during the convocation day which states:

"I, as a student of ACDS, shall recognize this code for guiding my conduct throughout my studies, personal life and career. I shall act at all times with honesty and trustworthiness towards my peers and society.

Accordingly, I shall:

1. Hold paramount the safety, health and welfare of the public within the Institution and workplace by promoting a welcoming, respectful and ethical environment that values everyone equally.
2. Uphold the academic integrity of ACDS and of the Faculty of Institution and submitting work that is founded on personal achievement and without plagiarism.
3. Conduct myself with fairness and avoid conflicts of interest.
4. Give credit where it is due and accept, as well as give, honest and fair professional comment.
5. Report any concerns to the appropriate governing body."

Employee's Code of Ethics

1) Individual Responsibility: As an employee of ACDS, you have an

individual responsibility to deal ethically in all aspects of your work and to comply fully with all laws, regulations, and policies. You are expected to assume the responsibility for applying these standards of ethical conduct and for acquainting yourself with the various laws, regulations, and policies applicable to your assigned duties. Institution's administration, department heads, and others in supervisory positions must assume responsibility for ensuring that their conduct and the conduct of those they supervise complies with this Code. If you are ever unsure about the appropriate course of action, please immediately request assistance from the head of the Institution. However, no one at Institution is authorized to instruct you to engage in any illegal activities under any circumstances.



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2) Confidentiality: The Institution is entrusted with many kinds of

confidential, proprietary, and private information regarding its stakeholders and other associates. It is imperative that those who have access to this information do not make any unauthorized disclosures of the information, either during or after employment.

Records containing personal data of employees and students are confidential. They are to be carefully safeguarded and kept current, relevant, and accurate. They should be disclosed only to authorized personnel having a "need to know" or pursuant to lawful process as approved by the Head of the Institution.

3) Honesty and Fairness: ACDS expects from each of its employees honesty and fairness in dealing with others. You are expected to accept responsibility for your actions and to report information accurately to fellow employees and supervisors. Supervisors have a responsibility to set examples of honesty and fairness in their relationships with their employees.

4) Institutional Records All Institutional records and other essential

data must be prepared accurately. Preparing an intentionally false or misleading report or record of measurement is a serious offence..

5) Government Corrupt Practices: You are strictly prohibited from

giving governmental officials business gratuities or gifts. You should be aware that the Government of India can and has imposed criminal sanctions on individuals and entities that have improperly given gifts to Indian government personnel, and the promise, offer, or delivery to an official or employee of the Indian Government of a gift or other gratuity would not only violate Institution's policies, but might also be a criminal offense.

6) Honesty and Fair Dealing: ACDS aims to meet its goals honestly and

fairly, and seeks advantages through superior performance, hard work, and intellectual skill. The Institution believes that strong competition is the cornerstone of its economy and that unethical or illegal business practices have no part in this competition. The Institution strives in all instances to deal fairly with its customers, suppliers, alumni, competitors, officers, employees, and students and their families.



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7) Reporting Requirements: From time to time, ACDS is required to report matters to public or government agencies. Whether or not you are directly involved in that process.

8) Conflict of Interest: Each employee should be sensitive to situations

that could raise questions of potential or apparent conflicts between personal interests and the Institution's interests. If you become aware of an unapproved conflict of interest on the part of anyone at the Institution, you must report it to the Head of the Institution.

9) Use of Institutional Resources You *have* a responsibility to use

Institution's resources, including time, materials, and equipment, for business purposes only. You may not use Institutional property (such as grounds, buildings, office equipment and systems, tools, materials, assets, and facilities) for anything other than Institutional purposes. Institution's property shall not be sold, loaned, given away, intentionally damaged, destroyed, or otherwise disposed of, regardless of condition or value, without proper authorization. Copyright or otherwise licensed material (including books, articles, computer software programs and tapes) should not be infringed.

10) Reporting Any Illegal or Unethical Behaviour If you ever think that anyone connected with the Institution may have taken, or is about to take, any illegal or unethical behaviour, or has otherwise violated this Code, you should promptly report Institution immediately.

11) Retaliation: ACDS will not tolerate retaliation of any kind against any person who in good faith reports to the Institution's potential issues relating to violations of law or this Code by another party or parties.



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11) Consequences of Violations of ACDS's Policies: You are responsible for ensuring that your own conduct and the conduct of anyone reporting to you fully comply with this Code and with the Institution's policies. Violations will result in the taking of appropriate disciplinary action up to and including discharge from employment. Disciplinary action will be taken in accordance with the procedures applicable to faculty or staff, as the case may be. Conduct representing a violation of this Code may, in some circumstances, also subject you to civil or criminal charges and penalties.

If you are ever unsure about whether some action or situation would be consistent with this Code of Ethics, or If you encounter a situation and you are unsure what to do, you should discuss it with your supervisor or an appropriate authority of the Institution before taking further action.



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Principal

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Environment and Energy Usage Policy



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Environment and Energy Usage policy

The Environment and Energy Usage Policy of ACDS College Secunderabad is to use energy in such a methodical way so as to lessen its impact on the environment. The policy implies to explore the renewable energy resources to reduce the problem of the greenhouse effect and to find out other available resources as solutions to the optimum use of the available energy sources.

This environment and energy policy has been made compulsory for all the components of the institution and shared with stakeholders. It will help us to enhance efficiency and brings environmental awareness among all stakeholders. Furthermore, it helps us realize our plans, makes us committed to conservation of natural resources and guides us minimize its usage. The Institution is devoted to spread environmental awareness, to undertake green initiatives, and to conduct awareness programmes on conservation and environmental protection.

Key points about the policy are mentioned below.

1. Assess our energy usage and measure its effect on the environment.
2. Quantify CO2 emissions generated by our means of transportation Vehicles.
3. Reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads. Install photo voltaic solar panels for the generation of alternate energy.
4. Install LED bulbs in the whole campus to save energy.
5. Develop systematic waste management mechanism.
6. Develop rain water harvesting units.
7. Undertake tree plantation drive.
8. Take additional measures to continuously improve our energy consumption.
9. Encourage use of advanced technology to minimize energy consumption, atmospheric emissions and noise, particularly from our vehicle fleet.
10. Engage in dialogue with the government agencies, municipal corporation and the affiliating university and actively work with the local organizations in the areas of environment, energy efficiency and sustainable development.

This policy will be communicated to the students and employees via internal communication channels, and will be made available to all the stakeholders on the institutional website. The environment and usage policy will be followed in letter and spirit at the Institution.



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Code of Conduct for Students



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SECTION 1: RULES OF CONDUCT

General Rules

1. As future Dentists, it is incumbent on all students to develop self-discipline of the highest degree. It should, therefore, be the endeavour of every ACDS student to observe all rules and regulations as a matter of habit rather than fear of the consequences. They will, at all times, conduct themselves with proper decorum and cultivate correct manners and etiquette. Students of ACDS must be aware that violations of the code of conduct shall invite disciplinary actions as stipulated in this Code of Conduct.
2. In order to make it easy for students and parents to understand what is expected of them at the campus, they are enumerated in the succeeding paragraphs.
3. **Attendance.** Minimum 75% attendance is mandatory as per Kaloji Narayana Rao University of Health Sciences, Warangal to appear in Annual Examination. However, as staying in Hostel is compulsory for ACDS students, they are required to have a minimum of 90% attendance. The Management also reserves the right to deny hostel facilities to students who have been detained in the exams due to lack of attendance without acceptable reasons in the previous year. **Condonation** of absence accrued due to medical reasons or absences accrued due to representing ACDS at Dental Events, Sports or extra-curricular events, will only be granted by the Principal/ Registrar.
4. **Ragging.** Ragging is strictly forbidden and not acceptable in any form. Any form of abusing, harassing, ill-treating, manhandling, bullying or awarding undignified or unauthorized punishments/ tasks to students by any other student is considered as ragging. Victims of ragging shall report the incident to the College Anti Ragging Committee without any loss of time. All students, student representatives, administrative and faculty members are bound to ensure that this code of conduct is



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implemented in letter & spirit. Any student noticing such an event will immediately bring the incident to the notice of the College Anti Ragging Committee. Strict disciplinary action will be initiated against the offenders as per the directions of the Honourable Supreme Court of India. Students, are expected **NOT** to raise false complaints/ allegations of ragging. Such instances if proved shall result in disciplinary action.

5. **Mobile Phones and Electronic Devices.** Students are forbidden from using mobile phones during class hours in the Academic Block. Students are also forbidden from using mobile phones during any functions, lectures, seminars etc. In any function, event or programme, when an announcement is made by the conducting individuals or by the authorities requesting students to switch off mobiles, they are expected to do so. Carrying of mobile phones or any electronic device that can be misused in examination in the examination hall or attempt to use it during any examination internal or external, is strictly forbidden.

6. **Place of Duty.** Place of duty is any place where students are required to be present for prescribed organized classes/clinics/ seminars / PT/Yoga/ Games / extra-curricular functions and address by Chairman, Principal/Registrar or any staff member. In the event of a lecture being organized by the ACDS and if the student is expected to be there, the place is considered as place of duty.

7. **Wearing of Uniform / Prescribed Dress.** All students are expected to be dressed properly in accordance with the dress code. College uniform/ prescribed dress will be worn by all students every Monday and Friday as well as on all formal events/ visits by dignitaries. Prescribed dress will also be worn during classes on other designated days and other organized academic/ co-curricular activities as per order promulgated from time to time. All students appearing in internal or external examination will have to be dressed in college uniform/ scrubs as directed.

8. **Paying Respects and Compliments.** Students are expected to pay proper compliments to Principal, Registrar & Faculty as per the custom while meeting them/coming across them within and outside the College Campus whether during



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college hours or otherwise. Similar respect and compliments will also be extended to senior students.

9. **Lending and Borrowing of Money.** ACDS expects students to be self-sufficient for money and articles of use. Students should refrain from borrowing/lending money or incurring debts while undergoing training at the Institution. Students are advised against lending or borrowing any articles or items from each other. The student and his/her parents shall be solely responsible for any outcome / adverse situations arising out of lending or borrowing of money or any article. The ACDS has no liability or accountability for the situations resulting from any student borrowing or lending anything from any person organization or institutions.

10. **Cheating.** Any student who is found cheating or endeavours to cheat by taking unauthorized books, pamphlets and papers or by making use of technology in the examination hall or trying to gain information from fellow students while in the examination hall will render himself liable to disciplinary action as per code of conduct. If an act of cheating is observed /caught during the University examinations, disciplinary action will be initiated as per university norms. If such an act is done during the internal examination or any test organized by ACDS, the student shall be liable to be debarred from taking the examination and disciplinary action initiated.

11. **Thefts.** Students joining ACDS are advised not to bring any items of jewellery, curios and other fancy or valuable items with them. If students are found to be in possession of such items, these are liable to be confiscated and returned to their parents by courier at the cost to student. Any student who is found stealing or in possession of stolen private or public property will be liable to disciplinary action. Students are responsible for the safe custody of their personal belongings. They will not leave any money or valuables lying about in their room or in the pockets of their dresses. Any student who is found stealing or in possession of stolen library books, any articles of the institution or individuals is liable to disciplinary action as per code of conduct.



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12. **Liquor, Drugs and Cigarettes.** ACDS Campus is a Alcohol, Drug & Tobacco free zone. Possession / consumption of alcoholic beverages, drugs and smoking cigarettes within the College premises is strictly forbidden. In case a student is suspected of having consumed liquor / drugs, the student is liable to be subjected to alcoholic or drug tests in a private hospital at his/her cost. Possession of any such article either wilfully, or at the instance of others will invite disciplinary action. Any student found acting as courier/ carrier for such article will attract the same provisions of discipline. All performance enhancing drugs are also prohibited. Students are also not allowed to be in possession of habit-forming prescription drugs without prescription of an authorized medical Practitioner. The management reserves the right to verify the prescription and the drugs used by any student in the campus or in the hostel. Quantities of such prescription drugs held above the prescribed limit will be considered as an offence. The room mate of an individual who refuses to or does not intimate use of cigarettes/ drugs/liquor by his/her roommate is considered to have abetted the breach of discipline and is liable to disciplinary action. Students will also report any matter of a colleague indulging in the same or forcing others into these activities. The Management reserves the right to hand over any student caught distributing banned substances inside the campus to Police for civil/ criminal proceedings as envisaged by law of the land.

13. **Gambling/Betting.** All forms of gambling/ betting are forbidden.

14. **Damage to Property.** Students are expected to take care of college property. Any damage/ defacement of any property belonging to the College or private individual or the government including library books shall invite disciplinary action.

15. **Servants.** Students are not allowed to employ private servants during his/her stay at the College. Food Plates will not to be taken to room. Hostel Mess workers or other civilian workers employed by the college will not be dispatched by students on private errands nor will they be employed on any work other than the regular authorized work allotted to them by the College administration.

16. **Cleanliness.** Students will ensure that their rooms and surroundings are always well kept and clean. Periodical check will be carried out without any



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announcement by Chief Warden/ Wardens/ Registrar. The occupants of hostel rooms that are not maintained well will be given two chances to have the rooms tidy and clean and failing to do so having been given reasonable notice will invite suitable disciplinary action as per Code of Conduct.

17. **Cars & Two Wheelers.** Only Final Year/Interns/PG students, are permitted to possess or drive any mechanical transport within the Campus. These students must possess valid driving license and Registration documents of the vehicle. They will, also comply with the safety regulations given in the standing orders or prescribed by the college authorities from time to time. Students are expected to register their vehicles with ACDS. All students while driving two wheelers, will wear helmet. Pillion riders will also wear helmets. Vehicles will be parked only in designated places.

18. **Out of Bound Areas** The following places will be "Out of Bounds" for students:

- (a) Principal Bungalow & Faculty Residences unless invited.
- (b) All offices unless specifically called.
- (c) Students Mess Kitchen (except for mess committee members).
- (d) Any other place so promulgated in college order.

19. **Security.** Students are not allowed to let any unauthorized person (s) inside their rooms, classes or stay in the campus. Any undesirable element seen will be reported to the security staff immediately. Students must entertain visitors only at the Cafeteria / Guest Room Common Area or any other areas designated from time to time.

20. **Visiting Hours.**

- (a) Working day - 5 PM to 7.30 PM
- (b) Sundays & Holidays - 10 AM to 1 PM & 5 PM to 7.30 PM



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be served in the guest room. All parents will dine in Girls' Hostel Dining Hall for which

21. Parents visiting their wards would be permitted to stay in the guest room only with the permission of Registrar, subject to availability of the guest room. Food will not

a separate table has been provided. However; breakfast may be served in the guest room. Brothers/ sisters visiting will dine in respective messes as per their gender. Visitors are not permitted inside hostels, mess halls etc. No visitor will be permitted beyond the Guest Room Block Common Area. Visitors will be allowed only after recording their full particulars and showing document proving their identity. Wardens will personally establish credentials. If required, parents will be contacted by the Warden before allowing visitors for students. The management has the right to search any person including visitors to the ACDS. Such search could be conducted on person, belongings or vehicles.

22. **Guest Rooms.** Six Guest Rooms are available in the College. These will be allotted ONLY to the parents/siblings/spouse of students strictly on first come first serve basis on written request of students duly approved by the Registrar. Parents or Siblings of students will not be permitted to stay with the student.

23. **Fire Order.** Students will make themselves conversant with the College Fire Orders to take appropriate measures in the event of an outbreak of fire. They will participate in firefighting drills as a part of training when asked to do so. Operating of Portable firefighting Appliances without specific orders of the Registrar/ Warden is strictly prohibited except in the case of fire emergency.

24. **Collection of Funds.** Students are NOT permitted to collect funds for any event from their college-mates or any other source/agency. Specifically authorised collections can be made under orders of the Principal/Registrar for events such as Social Evenings/ Welcome Party to Fresh BDS Batch/ Send-off Party to Graduating Batch/ Ganesh Pooja etc which will be promulgated in the College orders by Registrar. A proper record of such collections/ expenditure will be maintained by the event in-charge and put-up for perusal of the principal within 48 hours of conclusion of the event.



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25. **Political Activity.** Political activity in any form is prohibited within the campus.
26. **Organising/Holding Functions.** Student(s) is /are NOT allowed to organize any function without prior permission from Principal/ Registrar. Birthday parties can be celebrated only inside the Dining Hall/ Recreation Room after obtaining permission from Registrar/ Chief Warden.
27. **Reporting of Unusual Occurrences.** Any unusual occurrences in the college or hostels will immediately be reported by students to the Chief Warden, respective Wardens, Registrar or any other staff available personally/ over mobile. Students are forbidden from entering into altercations/affrays between/amongst themselves, with students of other colleges or other personnel. They will also scrupulously avoid situations which lead to altercations/ affrays with anyone.
28. **Out Living.** It is mandatory for all students, those who are allotted rooms in hostels, to stay in hostels. Out-living may be permitted only at the discretion of HQ AWES.
29. **Removal from College/Hostel.** A student may be removed from Hostel on academic/ disciplinary grounds as decided by the ACDS Management Committee & approved by HQ AWES. A student may be rusticated for a maximum of 10 days by Principal with permission of Chairman and for any number of days by College Management Committee on disciplinary or administrative grounds. During the period he/she will forfeit all normal dues for that period and will not be allowed to stay in the hostel.
30. **Leave and Vacation.** 1st to 4th Year students will be entitled to 15 days leave in May/ Jun and 15 days in Dec/ Jan. No leave, other than leave on medical grounds, compassionate grounds (illness/death of close relative) will be granted. Leave to attend marriage of real brothers and sisters may be granted at the discretion of Principal, if the performance of the student is satisfactory. No student will be permitted to leave the College for home without prior permission of Principal/ Registrar. Students are permitted to go to their respective homes during their vacations. They will not be



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permitted to stay in the College during vacations without permission from Principal/Registrar. Week-end leave to visit registered local guardian or parents living in station will be permitted with the approval of the Registrar/ Chief Warden provided request is made by parents in writing through email/WhatsApp.

31. **Day Out Pass.** This will be allowed for specific inescapable requirement only. The procedure for the same will be as follows:

- (a) Respective Wardens to maintain Batch wise Register.
- (b) Students will fill Roll No, Name, Date, Particulars Address/Contact No/Place of visit, purpose, time out-in and sign one day in advance.
- (c) Students will prepare an application for the same and obtain approval signatures from all faculty whose classes they will be missing.
- (d) Registrar will countersign this application. Warden(s) will issue Out-pass. Students will show this at the gate along with and deposit their Out-pass Card at Gate.
- (e) Security will hand over the deposited-Out Pass Card to the student on return. Out-pass Card of those who come late will not be handed over to the student but to the Registrar/ Warden by the Security. Students will be Interviewed by the Registrar next day.

32. **Evening Out Pass.** Students less First Year are allowed to go out once a week during weekdays after classes with permission of Warden and within the timings notified from time to time. Students will endorse the requisite details in the Register at the gate and hand over their Out-pass Card to the Guard. Those being picked up by someone or hiring taxi, auto shall ensure that the particulars including vehicle number and the name of the person picking up are filled in the Register. Security Guard will return cards to those who return within time allotted. The out-pass cards of those not



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returning within stipulated time will be deposited with the Warden/Registrar. Those who fail to do so shall be dealt with as prescribed in this rule.

33. **Week End/Night Out Pass.** Student wanting to go out week end/ night-out pass shall fill in particulars in the prescribed Register and submit it to Warden latest by Friday. They shall have to ensure that parents send a written request to the Chief Warden/ Warden by WhatsApp/ email followed by a telephone call. The Chief Warden/Warden is entitled to call up and confirm from the parent to check the veracity of the document. Wardens after confirming that the parents have accorded permission will put up the Register to Registrar/ Chief Warden by Saturday/24h before the week end/holiday. Night / out pass will be issued by the Warden after authorization by the Registrar/ Chief Warden. Student will enter particulars at gate, show permission slip & deposit out pass card. Security Guard will return card of those within time and handover out pass to the Registrar of those late. Warden will report all cases of breach of night/weekend out pass rules to the Registrar/ Chief Warden.

34. **Special Leave.** Application by parents and also phone call by them to the authorities is mandatory for medical leave or compassionate leave.

35. **Picnic / Excursions.** Students are not allowed to organize private picnic / excursion without permission. Excursions / picnics will be organised by the College in consultation with the students & their parents.

36. **Local Guardians.** Students are permitted to have only one local guardian. Details of the local guardian with his/ her photo will be submitted at the time of joining the Institute on the prescribed Performa. Such document shall be signed by the parent at the time of admission to the hostel. Change of local guardian will be accepted only on the request of parent/ guardian in writing. The guardian will be required to confirm in writing that the student stayed with him for duration of leave.

37. **Present Address.** The home address given at time of admission will be considered for all considerations and dispatch of official Institute mail. It is the duty of



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parents/students to intimate change of address on occurrence. No amendment will be done on verbal intimation.

38. **Identity Cards.** All students on admission to ACDS will be issued with smartidentity cards and Out Pass Cards by Registrar. It is the duty of the student to ensuresafe custody of these. Identity cards are the property of the College and the holdersare responsible for safe custody at all times. Loss of I-card will be reported to the Warden in writing immediately by students. The Registrar will take further action to issue a new identity card on payment by the student. Making and Keeping duplicateID card / Out Pass Card is an offence.

39. **Mechanism of Redressing Grievances.** Grievances if any should be routed through, Warden/ Faculty to the Registrar and Principal. To facilitate the process, complaint boxes have been placed in the Messes and in the administrative block. Student(s) can officially meet the Principal or Registrar to air the grievance between 1500 to 1530 hrs on working days. The grievances / suggestions will be politely put across.

Hostel Rules.

40. Though it is compulsory for all students to stay in Hostel for the complete duration of the Course, ACDS Management reserves the right to deny the hostel facilities to any student it thinks should not be allowed. Expulsions from the hostel can be on grounds of indiscipline, non-performance in academics, non-payment of fees or any grounds so considered by the Management headed by the Chairman and approvalby higher Head Quarters.

41. **Purpose of Hostel.** Hostel facilities are provided to the students to facilitate their efforts to focus on studies. Campus living should enhance sense of camaraderie amongst students and build professional bonds that would help them to do well in their careers. ACDS Management endeavours to upgrade the facilities within the hostel premises from time to time with a view to improve creature comforts and safety of the inmates.



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42. **Change of Room Once Allotted.** A room once allotted cannot be changed by the student on his/her own. Mutually agreed interchanges or shifting into another room on one's own accord is permitted provided they shall apply in writing to the Registrar and only when such a change is allowed can students interchange the room. The Management also reserves the right to make changes to the allotted rooms at any time during the Course of their stay at ACDS due to administrative/ health related reasons.
43. **Expectations from Hostellers.** Hostel inmates are expected to maintain a high standard of discipline. They are expected to keep their rooms clean, neat and tidy. Students are not allowed keep pets in the hostel.
44. **Responsibility of Safety of Personal Belongings.** ACDS or the management is not responsible for any loss or damage to private property. All students are advised to lock up their personal belongings whenever necessary. ACDS management will NOT compensate any loss of or damage to property of any individual staying in the hostel.
45. **Use of Electrical / Electronic Gadgets.** Students are NOT allowed to keep any electronic/electric gadget except laptop and table lamp (with LED bulbs only) without proper permission. Any student found / reported / caught using any electric or electronic equipment (like Iron box, Fridge, Electric cooker or water heater) other than laptop and table lamp will face a pecuniary penalty as well confiscation of the item. Confiscated items will be returned when the student proceeds on leave to home.
46. **Use of Electricity and Switching off Appliances.** Interference of any sort with electric fittings will render the students liable for disciplinary action. Lights and fans will be switched off when the student leaves the hostel room or when not required in bath rooms. Failure to do so will make them liable for fine.
47. **Care of Hostel Property.** Students are expected to take care of all hostel property. Any damage, de-facing of hostel property, caused by them will invite levy of penalty.



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48. **Safety of Personal Belongings During Absence.** Property of the student, if kept in the hostel during temporary absence or leave, must be kept under lock. Students are responsible for the safety and security of their belongings. The College authorities are not responsible for any loss of property.
49. **Roll Call.** Attendance in Roll call is mandatory whenever conducted. Exemptions from attending roll call will have to be given by Registrar/ Chief Warden. Such exemptions are allowed only in case of sickness, if so, considered by the Warden with the explicit permission of the Registrar/ Chief Warden. Attempt to mark presence of a student by another in the roll call will invite serious disciplinary action. While attending roll call, proper respect and decorum of Wardens office will be maintained. Roll call will be taken by respective Wardens by 2200 hrs and report submitted to Registrar by 2215 hrs. Discrepancy if any, will be immediately reported to the Registrar.
50. **Meals in the Rooms.** Meals will be served only in the dining room except in case of sickness when meals may be served in residential quarter under special permission of the Warden on medical grounds.
51. **Visitors to Hostel.** At the time of admission to the hostel every student will hand over a letter to the Warden from his/her parent or guardian containing the names, the relationship, addresses and contact numbers of friends and relatives with whom he/she allows his/her son/ward to visit or to be visited and spend the weekend.
52. **Temporary Absence From Hostel.** Students proceeding on leave or academic related absence will endorse their full particulars with signature in the departure registers with Warden and college gate. The students when reporting back from such absence shall also endorse their full particulars and signature in arrival registers kept at the hostel office and college gate.
53. **Day Scholars.** Though it is compulsory for all students to reside in the Hostel for the complete duration of the studies, some students may be permitted by



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Chairman/ HQ AWES to stay with their guardians/ parents under exceptional circumstances. They will be termed as Day Scholars.

54. **Frisking /Checking.** The management reserves the right to detail personnel and carry out planned, announced or surprise checks of rooms, personal belongings of the students in the hostel. The check /search can be done on person or belongings or items being carried on person including college /hand bags /purses/ pockets of the dresses etc. Students may be checked at random at any time of entry/departure by the Authorities assigned for it at the gate, or anywhere in the campus /hostel premises. Such checks/searches may be carried out, if such a contingency arises or otherwise as part of routine checking to ensure prohibited items are not brought inside the hostel. However, it will be ensured that frisking of females & checking of rooms of Girl Students will be carried out by Girls Warden/ Female Faculty only.

55. **Water Conservation.** In our quest to conserve water, we expect students to exercise economy while using water. Taps will not be left open under any circumstances. Violation of this rule will invite penalty.

56. **Common Room.** A common recreation room is provided in each of the hostel. Care shall be taken to ensure that the property and fittings in this room are looked after by each inmate. Magazine / periodicals / newspapers should not be taken out from this room. TV/ music systems are to be operated by student nominated only. These shall be operated only during specified times. Use of common room will be as per the following timings: -

- (a) Working days - From 1600– 21.30 hours
- (b) Holidays and Sundays - 0900 to 2200 hours.

57. **Payment of Dues (Fees & Hostel Charges).** Students are expected to pay their Fees and Hostel charges or levies in time. As per AWES Rules late payment of fee will attract a fine of Rs 50/- per day for a max of 30 days. Thereafter, the student can be sent home till the fees due is paid. All transactions will preferably be done through DD/NEFT/RTGS/Bank Transfers. Any dues not paid will be adjusted against



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Security Deposit. This will also be endorsed in the relevant document were considered necessary.

58. **Complaints Against Mess/Housekeeping Staff.** If any student has any complaint against any hostel/mess staff, he/she may report to the Warden/ Mess Secretary / Student members of Mess Committee immediately. Abusing/manhandling the Mess/Housekeeping staff by any student is a punishable offence.

59. **Cafeteria** Students' cafeteria will remain open as per timings issued from time to time to cater to the students' requirements of tea / coffee / cold drinks, snacks and meals on payment. No credit payment method is permitted. Students are not allowed to enter into arguments / use physical violence with cafeteria contractor or his staff or force their entry when cafeteria is closed. Any such behaviour will invite disciplinary action. In case they have any complaints, they can bring it to the notice of the Chief Warden / Registrar.

Student Mess Rules.

60. Mess is a place where community dining is the norm. It is essential that diners conform to certain means and methods of conduct while in the mess and during dining. This will ensure that the area is kept clean, all diners get their meals in adequate quantity and in edible conditions. Thus, the rules stipulated in the following paragraphs are expected to be adhered to by all.

61. **Behaviour Expected of Diners.** Dining in Faculty & Students will observe proper mess etiquette and familiarize themselves with the correct use of cutlery and observance of table manners. Students will carry out their conversation in a low voice so as not to disturb other students. They will address the mess staff in a polite manner at all times and will not get involved in any argument with them. If they have any complaints, they will enter these in the complaint / suggestion book provided in each mess. On urgent matters the students should approach the respective Mess In charge/ Warden/Registrar.

62. Meal timings for UG Mess will be as under: -



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- (a) Breakfast - 0730 to 0815 hrs
- (b) Lunch - 1330 to 1400 hrs (on holidays 1300-1430 hrs)
- (c) Dinner - 1930 to 2100 hrs

63. Meal timings for PG Mess will be as under: -

- (a) Breakfast - 0730 to 0815 hrs
- (b) Lunch - 1400 to 1600 hrs (on holidays 1300-1430 hrs)
- (c) Dinner - 1930 to 2100 hrs

64. Dining in Faculty & Students are expected to be dressed appropriately while coming to the mess. Students other than members of the mess committee or any student so authorized by the mess committee members are not permitted to enter the kitchen/service area. Meals will not be served in the rooms except on medical grounds. Cooking utensils/crockery and cutlery shall not be removed from the mess. Mess staff will not be employed by students for their private work. Students Mess will have a mess committee to run the affairs of the mess.

65. Mess Committee. Mess will be managed by a Mess Committee nominated by the College Management to run the daily affairs of the mess. The Mess Committee will comprise of a Mess Secretary (appointed from one of the Resident Faculty) and two office bearers from Intern Batch, as nominated by the Registrar, on a monthly rotation. In addition to the daily menu, the office bearers will also be responsible for the smooth functioning and decorum of the Mess. They will organise a Mess Meeting once a week and place on record all decisions in a Register. All messing purchases will be directly supervised by the student members.



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- (b) If the student is caught cheating in the examination conducted by the College, the student will be awarded zero marks in that exam and paper cancelled and fine of Rs 1,000/- will be imposed.
- (c) In both above cases, the incident will be indicated in conduct sheet issued.

70. Offences Related to Thefts, Stealing or Pick Pocketing

- (a) A student caught for committing theft, stealing or for pick pocketing shall bear the cost of the property stolen, which is to be paid to the aggrieved student/person after due investigation/ inquiry by the management.
- (b) A student may be suspended for a maximum one month from the College & Hostel in case of theft. A Board of enquiry headed by a HoD shall fix the cost of the stolen items. Any student caught stealing more than once shall have his/her conduct sheet / character certificate endorsed with details of the incident.

71. Offences Related to Theft of Property of the College Including Books from The Library & Scribbling/ Tearing Pages from Library Books. The student guilty of this offence shall return the items and be subject to pay a fine as decided by the Disciplinary committee. In case the item is NOT recoverable the student shall bear the cost equal to the of purchasing and placing the new item similar to the item that was stolen by the student. Any student caught stealing more than once shall have his/her conduct sheet/character certificate endorsed with details of the incident. Students found tearing/ teared pages from Library Book/Dental Journals or scribbling in the pages of Books will be treated as having committed a Major Offence and will have to pay for the cost of a New Book. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines.



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72. Offences Related to Cigarettes, Liquor and Drugs.

(a) **Smoking.** Smoking in the campus is a Major Offence. The first offence of smoking shall invite a fine of Rs.500. Subsequent offences will invite the same fine but will also include five days suspension from classes. Repeated offences by the same individual will result in suitable endorsement in the character certificate. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines.

(b) **Consumption of Alcohol.** Consumption of alcoholic drinks or found being under the influence of alcohol or in possession of any alcoholic substance/drinks or empty /partially filled /filled, bottles/cans of alcoholic drink is a Major Offence. A student guilty of this offence shall be liable to pay a fine of Rs.500/- for the first time. Those found guilty of this offence for a second time shall be fined Rs. 1,000/- and can be expelled from the hostel for a period not less than one month and up to six months depending on the directions of Chairman. Any student subsequently found guilty of this offence will be fined Rs. 5,000/- and will be debarred from applying for the hostel accommodation. Repeated offences by the same individual will result in suitable endorsement in the character certificate. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines.

(c) **Drugs.** Any student found consuming/under the influence of/in possession of any banned substance/ habit forming drug or any other psychotropic substances including cocaine, pot, weed, marijuana, ecstasy, LSD, Hafim, opium, ganja, bhang etc. shall be considered to have committed the offence of consuming drugs. Consumption of / or being in possession knowingly or unknowingly of any drug or banned substance is a Major Offence. Any student caught for drug related offence, will be expelled from the hostel for the entire duration of course and liable to be fined Rs 2,000/-. In case he/she is



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a drug provider, the management reserves the right to hand over the case to the Police. The offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

(d) **Possession of Habit-Forming Prescription Drugs or its Use.** Any student found consuming/under the influence of/in possession of any habit-forming prescription drug without an authentic and appropriately supporting medical prescription shall be considered to have committed this offence. This will be treated as a Major Offence. The student shall be liable to pay a fine up to Rs. 1000/- and may also be suspended from classes for a maximum of 10 working days. Repeated offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines

73. **Altercation Amongst Students.** Students are expected to maintain discipline and decorum of ACDS. Students shall NOT indulge in verbal fighting/ arguments with other students. They are expected to refrain from, use of foul/abusive language, use of cuss words, loud noise, intimidating and threatening words/ actions etc. Any student committing this offence shall be considered to have committed a Major Offence. Violators of this rule shall be liable to pay a fine of Rs. 500 each time they are caught doing so or proved to have done so. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines. Repetition of the offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

74. **Indulging in Physical Fights, Bringing Body (Bodily) Harm to a Fellow Student, Members of the Management, Faculty, Administrative Staff or Any Another Person.** A physical attack for the purpose of this rule will include hitting, shoving, pushing, slapping, kicking, fisting, punching, strangling etc. It will also include threatening to do so or attempting to do so. Any student committing this offence shall be considered to have committed a Major Offence and shall be liable to pay a fine of Rs. 2000/- for a breach of this clause and shall also be suspended from Hostel &



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College for 15 working days. In addition, if the gravity of situation is serious requiring hospitalisation, the student may even be handed over to police. Even one instance of the offence will invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

75. **Indulging in Any Kind Of Misbehaviour / Misdemeanour with Opposite Sex Person Within or Outside the Campus Premises.** Misbehaviour/ Misdemeanour for the purpose of this provision, covers the acts of eve-teasing/ sexual harassment which includes communication through electronic medium such as posting of vulgar/ obscene messages, e- mails etc. It also includes vulgar actions, gesticulations or any other acts that may be offensive to that person against whom it is intended as also to the onlookers or other persons. Any student committing this offence shall be considered to have committed a Major Offence. The student can be expelled from ACDS for a period as decided by the Management and liable to a fine up to Rs. 3,000/- depending on the gravity of the offence as decided by Internal Committee dealing with POSH. On repetition of offence a fine up to Rs.5,000/- can be imposed and could lead to rustication/ expelling from ACDS. The offence will invite suitable endorsements in Conduct Sheet / Character certificate issued to the student. The POSH guidelines that would be followed by ACDS in case of any complaint of sexual Harassment is enclosed as Appx C.

76. **Any Reported Misconduct/ Misbehaviour by The Student Representing the Institution for Any Activity.** Any student accompanying any contingent representing ACDS must not indulge or involve themselves in any act of misconduct/ misbehaviour. Any student committing this offence shall be considered to have committed a Major Offence. Repetition of the offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student. The student shall be barred from representing ACDS in any activity for a minimum period of one academic session or one calendar year as decided by the management on recommendations of a Disciplinary Committee. The student shall also be subject to fine of Rs. 2000/-. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines.



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77. **Carrying / Being in Possession Of Weapons In The Premises of ACDS.** All weapons whether licensed or not, including firearms, swords, or any other sharp-edged weapon are prohibited. Any student committing this offence shall be considered to have committed a Major Offence. The student shall be liable to pay a fine of up to Rs. 5,000. The student could also be suspended from the College. The offence may also invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

78. **Submission of Fake / Forged /False Documents of Any Nature for Any Purpose Including Medical Certificates.** Producing fake / forged / false documents for the purpose of attendance, medical certificates etc. is strictly prohibited and the breach of the same will be dealt with as a Major Offence. A student guilty of this offence shall be fined up to Rs. 1000. The offence may, if so, felt by the management, invite suitable endorsements in Conduct Sheet / Character certificate issued to the student. Compulsory Library attendance after college timing up to 4 hours a day and up to 43 days including Sundays can also be imposed in addition to fines

79. **Security Related Offences.** Any student involved in any activity that is detrimental to the security or safety of the College/ Hostel or its property, or aids abets or commits an action, that is directly or indirectly, detrimental to the safety or security of the installation, its inhabitants, occupants or its property is considered to have committed an offence under this section. The offending individual, at the discretion of the management, based on the severity of the event /incident, as recommended by the board of inquiry constituted for the purpose, shall face fines or any other such punishments as considered adequate. The decision of the Management shall be final and binding. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines

80. **Girl Students Visiting Boys Hostel or Vice Versa.** Any girl student found in the boy's hostel premises or vice versa are considered to have breached discipline under this clause. Both, the student being visited and the student visiting will be considered to be guilty. This will be treated as a Major Offence. Students guilty of this offence can be suspended from Hostel for up to one month (30 days) and also levied



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a fine of Rs. 2000/-. Their parents will also be summoned to the College. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines

81. **Receipt of Reports from External Source About Misconduct / Misbehaviour of Student Bringing Disrepute to The College.** In case any information from any external source is received about misconduct/ misbehaviour concerning any student that brings disrepute to ACDS, the student is considered to have committed a Major Offence. The student can be subjected to pay a Fine of Rs. 2,000/- subject to the discretion of the Management based on the recommendation of Disciplinary committee. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines

82. **Misleading or Giving False Information to The Authorities.** All students are duty bound to provide correct information to the authorities, faculty members, board of enquiries, Wardens or student representatives. Any student committing this offence will be considered to have committed a Minor Offence. However, repetition of this offence more than twice by an individual will render him/her to have committed a Major Offence. Minimum fine of Rs 500 will be levied on the defaulter for the first occurrence. Fine of Rs 1,000 will be levied on subsequent occasion of default by the same student. Compulsory Library attendance after college timing up to 4 hours a day and up to 30days including Sundays can also be imposed in addition to fines.

Minor Offences.

83. **Offences Related to Gambling.** Any student found guilty of an offence under this head is considered to have committed a Minor Offence under violation of good order and general discipline. The student guilty of gambling shall be levied a fine of Rs 500/- for the first offence and Rs 1000/- for a repeated offence. Repeated offences, at the discretion of the management based on the recommendation of the Disciplinary Committee, could result in an endorsement in the character certificate/ conduct



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certificate. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines

84. **Offences Related to Damage to Property.** Students are expected to take care of the inventory of the room and are also expected NOT to cause any damage to the property of the Institute. Any student guilty of having caused damage to any property belonging to ACDS or any student/ individual is considered to have committed a Minor Offence and is liable to make good the loss. The cost recovered will be such that the property is restored to original state by replacement. Discounted costs shall not be applied. The student shall have to bear the cost associated with replacement including transportation and labor costs. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines. The actual cost of each item provided in each room will be intimated to the student.

85. **Offences Related to Use of Mobile Phones.** Will be treated as Minor Offence. A fine of Rs. 100 will be imposed on 1st occasion of breach with confiscation of the phone for 24 hours. Subsequently a fine Rs 200 and doubling of confiscation period will be imposed for every subsequent offence relating to use of mobile phones wherever the use has been restricted. Repetition of the offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

86. **Offences Related to Absence from Place of Duty.** Absence from classes without prior permission will be shown as absence and deducted against attendance. Penalty for absence from central lectures, functions, seminars etc will invite a fine of Rs. 100/- for each occurrence and fine of Rs. 200 to be imposed for every subsequent act of absence. Compulsory Library attendance after college timing up to 2 hours a day and upto 10 days including Sundays can also be imposed in addition to fines.

87. **Offences Related to Wearing of Uniform /Prescribed Dress.** Will be treated as Minor Offence. Penalty will be fine of Rs. 100 to be imposed on 1st occasion of breach. Fine of Rs 200 will be imposed for every subsequent offence. Compulsory



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as servant or found availing of a servant's services within the premises of the College

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88. **Offences Related to Servants.** Any student guilty of employing any individual

or hostel, shall be considered to have committed this Minor Offence. A student sending an employee of ACDS on a private errand will also be considered to have committed this offence. Any student found guilty of this offence will have to first relieve the individual so employed and is also liable to be fined of Rs 100/-. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines.

89. **Leaving ACDS Campus Without Requisite Permission During College Timings.** Students are required to obtain requisite permission from the either the Principal or Registrar before leaving the College premises during working hours. The student shall inform the Warden of the permission accorded before physically leaving the hostel. Breach of this rule will be considered as a Minor Offence. The student shall be liable to pay a fine of Rs. 200 for the first offence and of 500/ each for the repeated offence. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines

90. **Returning Late from Out pass Although Having Secured Permission To Go Out.** Students having obtained permission to go out on out-pass are expected to return within the time limits laid down. Returning late from permitted outings shall be considered as a Minor Offence. Second time offence of returning late by one hour shall invite a fine of Rs. 100/- and returning late by more than one hour will invite a fine of Rs. 200/-. Subsequent Offences of returning late by one hour shall invite fine of Rs.200/- and returning late by more than one hour will invite a fine of Rs. 500/-. This offence will be treated as Minor Offence on the first three occurrences by an individual. The fourth commission of the offence will be considered as a Major Offence and shall invite a fine of Rs 1000/. Repeated offence by an individual will invite mention of offences in the conduct /character certificate issued by the individual. Compulsory



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91. **Going Out Without Entry of Details In The Register.** Students having obtained permission to go out on out-pass are expected to make necessary entries in the registers maintained at the gate/ institute /hostels. Leaving the premises without making necessary entries in the documents maintained for the purpose/ depositing their Out-pass card, constitute a Minor Offence under this section. Second time offence shall invite a fine of Rs. 100/- and each subsequent commission by the same individual will invite a fine of Rs 200/-. Students committing this offence more than four times in a semester will be fined Rs 500/- per offence thereafter, Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines.

92. **Absence From Evening Roll Call.** Students staying in the hostel are expected to be present for each roll call. Absence from the roll call constitutes a Minor Offence under this section. A fine up to Rs. 50 will be levied for each absence. More than five absences will increase the fine up to Rs 100/- each time. Compulsory Library attendance after college timing up to 2 hours a day and up to 10 days including Sundays can also be imposed in addition to fines.

93. **Wastage of Electricity / Water.** Leaving fans/ lights and or other appliances in the Hostel switched- on/ functional on when the student is not in the room shall be considered as wastage of electricity, a Minor Offence. Leaving taps open or wasting water, in the hostel, mess or anywhere in the premises of the institution or its property, is an offence under this clause. The student shall be liable to pay a fine up to Rs. 50 each time he/she is found guilty of this offence. Compulsory Library attendance after college timing up to 2 hours a day and up to 10 days including Sundays can also be imposed in addition to fines.

94. **Use of Electrical/ Electronic Items.** Use of Iron Box, heaters, microwaves, induction cooker, immersion coils or any other appliances other than laptops and table lamps in the hostel room without written permission from the Registrar/ Chief Warden



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with stipulated monthly usages charges shall constitute violation of this rule and be considered as a Minor Offence. The student found guilty of this offence shall be subject to a fine of Rs. 500 and the item shall be confiscated and returned only when the student is proceeding home on leave. Compulsory Library attendance after college timing up to 2 hours a day and up to 10 days including Sundays can also be imposed in addition to fines.

95. **Creating Nuisance in The Hostel.** Students are expected to maintain calm and peace in the hostel rooms and premises. Playing loud music/movies, inter floor shouting, making loud noise etc constitute nuisance in the hostel and is considered a Minor Offence. Any student causing nuisance in the hostel will be subjected to fine of Rs. 100/- per instance from second commission of the offence. Compulsory Library attendance after college timing up to 4 hours a day and up to 10 days including Sundays can also be imposed in addition to fines.

96. **Possession of Pet.** Students are Not allowed to keep any pets/ stray dogs, cats etc in the hostel rooms/ premises. Breach of this provision constitutes commission of Minor offence. The student committing breach of the same first time will be fined of Rs 100/- and for the second time may be charged a fine of Rs 300/-. Compulsory Library attendance after college timing up to 4 hours a day and up to 10 days including Sundays can also be imposed in addition to fines.

97. **Accommodating Non ACDS Person(s) in the Hostel.** No student residing in the hostel is permitted to entertain/ accommodate any other individual (even of the same gender) in the hostel premises. Violation of this rule is treated as a Minor Offence for the first time and a Major Offence if committed again. Any student committing this offence during day time shall be liable to pay a fine of Rs. 300 for the first instance and committing this offence during Night time shall be liable to pay a fine of Rs. 500. For the subsequent violation the student shall also be suspended for 7 working days from hostel. In case the other person is of **opposite gender**, this violation will be considered as a Major Offence and the Management reserves the right to hand over such a person to the nearest Police Station and the ACDS Student involved will be permanently debarred from staying in ACDS Hostel for the rest of the Course duration along with a



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fine of Rs 2000/-. Compulsory Library attendance after college timing up to 2 hours a day and up to 20 days including Sundays can also be imposed in addition to fines.

98. **Visiting Mess Area In Bathroom Slippers/ Inappropriately Dressed.**

Students are forbidden from coming to Student Mess in bathroom slippers, Short/strappy dresses/tops, flimsy see-through dresses etc. They will be turned away from the Dining Hall.

99. **Taking Mess Utensils to the Hostel Room Without Prior Approval of The Wardens.**

The student guilty of taking the utensils/ plates, glasses, forks, spoons etc, will be levied a fine of Rs. 50 per item. Compulsory Library attendance after college timing up to 3 hours a day and up to 10 days including Sundays can also be imposed in addition to fines

100. **Offence Related to Guest Rooms.** Attempt by any student to accommodate any individual(s) other than own parents & siblings by any means is an offence under this clause. Occupation of a guest room by anybody other than the parents/siblings if revealed shall make the student liable to pay a fine of Rs 1000/-. Compulsory Library

attendance after college timing up to 4 hours a day and up to 15 days including Sundays can also be imposed in addition to fines

101. **Offences Relating to Breach of Good Order and General Discipline of ACDS.**

Students ought to maintain the discipline and decorum of ACDS whether they are inside or outside. The following activities constitute "Breach of Good Orders of ACDS"

- (a) Not Paying Respects /Compliments to Faculty Members & Registrar.
- (b) Littering college premises and any act that is detrimental to maintaining Cleanliness in the campus.
- (c) Parking of Cars & Bikes where parking is not allowed.



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- (d) Possession of any vehicle without driving license or driving without helmet or pillion riding without helmet or rash & negligent driving inside Campus.
- (e) Visiting places declared 'Out of Bounds' for students for their safety.
- (f) Violation of standing orders, fire orders, security orders or any other orders issued by Principal/Registrar or displayed on notice boards from time to time.
- (g) Eve teasing within or outside campus / hosteller.
- (h) Hooting, shouting, whistling, or creating disturbances in the class, in hostel or during organized functions.
- (j) Joint action by students e.g., combined petition, representation, agitation, strike
- (k) Holding any activity that is political in nature or for /on behalf of a political party.
- (l) Socially unacceptable behaviour particularly for boys and in girls regarding their style of dressing public display of affection etc.
- (m) Holding any functions that have not been authorized explicitly in writing by the Registrar/ Chief Warden.
- (n) Loss of identity card issued by the College due to negligence. This will attract a fine of Rs 100/- first time & up to Rs 300/- for subsequent times in addition to the cost of replacement.

102. Any student of ACDS found doing / having done any of the activities listed at para 101 is considered to have committed a Minor Offence under this clause. However, repetition of this offence more than twice by an individual will render him /her to have committed a Major Offence. Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days including Sundays can also be imposed in addition to fines ranging from Rs 200 to Rs 1000 depending on the gravity of offence.



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SECTION 3: POWER OF PUNISHMENT

103. **Powers of Functionaries Without Disciplinary Committee Proceedings.** It is not practical/ possible to have every misdemeanour by a student investigated by the College Disciplinary committee. When an offence of Minor Nature is committed by a student and documentary/ witnesses are available in support, the punishments as prescribed in this Code can be awarded by various functionaries as under: -

(a) **Principal.** Fine up to Rs 1000/- at one time not exceeding Rs 2000/- per student in a calendar month and not exceeding Rs 5000/- in an Academic Year. In addition, Compulsory Library attendance after college timing up to 4 hours a day and up to 30 days at one time including Sundays not exceeding 75 days in an Academic Year per student.

(b) **Registrar & Head of Adm.** Fine up to Rs 1000/- at one time not exceeding Rs 2000/- per student in a calendar month and not exceeding Rs 4000/- in an Academic Year. In addition, Compulsory Library attendance after college timing up to 4 hours a day and up to 20 days including Sundays at one time not exceeding 60 days in an Academic Year per student.

(c) **Head of Department (Prof).** Fine up to Rs 500/- at one time not exceeding Rs 1000/- per student in a calendar month and not exceeding Rs 2000/- in an Academic Year. In addition, Compulsory Library attendance after college timing up to 2 hours a day and up to 10 days including Sundays at one time not exceeding 30 days in an Academic Year per student.

(d) **Head of Department (Reader).** Fine up to Rs 200/- at one time not exceeding Rs 500/- per student in a calendar month and not exceeding Rs 1000/- in an Academic Year. In addition, Compulsory Library attendance after college timing up to 2 hours a day and up to 5 days including Sundays at one time not exceeding 20 days in an Academic Year per student.

(e) **Officiating Incumbent.** Any Faculty officiating in absence of the above appointments duly nominated through College Routine Orders can award up to 50 % of the ibid authorization.



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104. **College Disciplinary Committee.** In case of commitment of any Major Offence by a Student, Principal ACDS can either dispose the case at his level or refer it to College Disciplinary Committee for investigation and findings. In case he is of the opinion that the offence requires punishment beyond his powers, he will refer the case to Chairman ACDS with his recommendations. The decision of Chairman ACDS will be final. Any case that has to be referred to Chairman ACDS will have to be Investigated by College Disciplinary Committee. Registrar ACDS will nominate bimonthly a College Disciplinary Committee composed as under: -

- (a) Presiding Officer HoD of Prof Rank
- (b) Members -
 - (i) –One Reader (Opposite gender to the PO)
 - (ii) Sr Lecturer
 - (iii) PG Student (Girl)
 - (iv) PG Student (Boy)

105. Every violation of the code of conduct by the student shall be reported to the parents of the student. Students must understand and realize that acts of indiscipline will NOT go unpunished. Endorsement of character in his/her conduct sheet will be complete duration of the Course and will be graded as Exemplary/Good/Fair/true summarized reflection of the individual's conduct in and off campus during the Satisfactory: -



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(a) **In case of Minor Offences**

- (i) Up to five Minor Offences - Exemplary
- (ii) Up to 10 minor offences – Very Good
- (ii) More than 10 and up to 15 Minor Offences - "Good"
- (iii) More than 15 and up to 20 Minor Offences- Satisfactory
- (iv) More than 20 Minor Offences - Poor

(b) **In case of Major Offences**

- (i) No Major Offence - Exemplary
- (ii) Up to two Major Offence– "Very Good"
- (ii) Up to Four Major Offences– "Good"
- (iv) Up to five Major Offences -"Satisfactory"
- (v) Six & more Major Offences – Poor

Principal

PRINCIPAL
Army College of Dental Sciences
Secunderabad-500 087.



Annual E-Governance report



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Extract of Governing Body proceedings for AY 2020-21

The Governing body (GB) at its meeting number held on 16-10-2021 approved the e-governance report of the institution for the academic year 2020-2021


Principal
PRINCIPAL
Army College of Dental Sciences
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E governance policy



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E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

Policy:

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

Website: The website will act as an information center which will reflect about the college, faculty all its activities, important notices, treatments offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and



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working of the website on a regular basis. The Committee will also look for other changes that are required on the website.

The College strives to showcase its vibrant self and activeness through its website. All the important circulars have to go live on the website as and when they are released.

Student Admission: An open and transparent strategy for the admission process is carried out by Kalojinayakan Rao University, University of Telangana.

The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fees submission, all to be managed through this Portal only.

Accounts: The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.



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- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination: The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

Final exam papers are downloaded from the university site 10mins before the scheduled exam timing.

Alumni: In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.



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ICT TOOLS

Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.


Anand
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[Signature]
Principal

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