



**KMCT**  
DENTAL COLLEGE

Recognised Research Centre of Kerala University of Health Sciences

Recognised by Dental Council of India and Govt. of India

KMCT Medical College Campus, Makkam, Kozhikode-673602

Phone: (0495)2292002, 2292004

E-mail: dental@kmct.edu.in, website: www.kmctdentalcollege.org

## **Code of Conduct for Administrative staff**

KMCT Dental College has formulated code of conduct that provides guidelines on acceptable behaviour of for all administrative staff in this organization. The administrative staff are instructed to adhere to these rules **on a day-to-day basis**, so that the institution functions in a smooth and coordinated manner.

### **Rules**

1. Strictly adhere to duty timings and maintenance of discipline in the institution.
2. Devote 100% of time and resources for the benefit and upliftment of the institution.
3. Every employee, regardless of their role, should be treated with dignity and respect.
4. Conduct self with utmost professionalism and maintain a dignified dressing befitting the institute
5. Taking care of welfare of the students and all staffs
6. All employees of the Institution must uphold high standards of conduct at all times and must always act in a calm, courteous manner.
7. They are not to engage in gossip, loud talking, or any other disruptive behavior which tends to create disharmony in society
8. Employees who have been issued uniforms and supplies due to the existence of their employment must only wear or use them while on duty.
9. Employees must diligently carry out their regular duties under the guidance of their immediate superiors and must follow all written and oral orders and directives given to them from time to time.
10. Serious misconduct is described as insubordination and/or deliberate defiance to superiors' orders.



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11. Employees must follow the directives posted on the bulletin boards or sent to them by their superiors or department heads from time to time.
12. Employees are expected to accept any job, usually falling under the category of employment allocated to them by the Employer or Principal, the Head of the Department, or Superiors, in addition to the key routine work allotted to the specific post held by them.
13. Any unusual occurrence or emergency that occurs inside the Institution must be promptly notified to their respective superiors or the Management.
14. Every employee is required to take proper care of the Institution's property, supplies, tools, and equipment.
15. Employees who are asked to wear Personal Protective Safety Equipment (PPE) when on the job must do so without fail.
16. Employees should follow official working hours and only take time off with prior approval.
17. Women workers must be treated with dignity, decency, modesty, and professionalism.
18. Employees must ensure the data security of the institution's infrastructure and proper internet use.
19. To promote diversity and encouraging an appropriate mix of people from various ethnic, educational, social, and professional backgrounds to create a collaborative work environment.
20. Every employee has the duty to protect and preserve the absolute confidentiality of information that he or she learns or acquires while performing his or her job.
21. Should take an active role in training programs.
22. Shall strictly adhere to all university acts, laws, ordinances, guidelines, and regulations, as well as DCI and GOVT directives.