

**SRI RAMAKRISHNA DENTAL COLLEGE & HOSPITAL
S.N.R. COLLEGE ROAD, COIMBATORE**

CODE OF CONDUCT - DISCIPLINARY PRACTICES

1. PURPOSE:

The purpose is to clearly define and document the procedure adopted in SRDCH for handling of Disciplinary practices towards all the employees of the organization.

2. Scope:

This Policy is applicable to all employees of Sri Ramakrishna Dental College and Hospital

3. Responsibility:

It is the responsibility of the members of the Management, the Principal and the HOD's of the respective departments to ensure that this policy is followed without any deviation.

4. Reference:

The following literature/standards are taken as a reference while formulating this Policy:
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The following acts of commission and omission shall constitute MISCONDUCT:

1. Willful insubordination or disobedience whether alone or in combination with another or others of any lawful and reasonable orders of a superior.
2. Striking work, Holding, organizing, attending or in any way taking part in any meeting within the premises of the hospital without the permission of the Management or shouting slogans or staging demonstrations or making noise inside the hospital/ college causing disturbance to the peace of the hospital/ college or in contravention of standing orders or rule for the time being in force.
3. Theft, fraud, dishonesty or misappropriation in connection with the college business or property or any criminal act involving moral turpitude or theft of the property of any employee or officer or staff within the premises.
4. Refusal to receive any notice, memo or other communication served by the Management / authorities
5. Taking or giving bribes or any illegal gratification whatsoever to or from any employee or officer of the hospital/college patients/ at tenders
6. Habitual absence without leave application or absence without information for more than 10 consecutive days will be considered as serious misconduct and as a disciplinary action the employment can be terminated under employer's discretion as per enquiry followed by the absent memo. And the yearly appraisal for increment will not be carried out if employee continues their employment
7. Collection or canvassing for collection of any money or donation within the premises of the hospital/college for purposes not sanctioned by the Management.
8. Engaging in trade, money lending or any other business within the premises of the hospital/college.

9. Riotous or disorderly behavior, quarrelling or misbehavior, threatening, abusing, insulting, intimidating or assaulting or gheraoing any employee or superior within or outside the premises of the hospital/college, if such act is in connection with the employment of functions of the institution.
10. Habitual negligence or neglect of work.
11. Breach of any rules or instructions for the maintenance and running of any machine / equipments / safety measures or the maintenance of the cleanliness in the premises of the hospital/college.
12. Engaging in any other employment under any other employer
(or) establishment in any capacity without the permission of the Management.
13. Consuming foodstuff in the places other than provided for this purpose.
14. Tendering false evidence in any enquiry, trial or proceedings to which the Management is a party.
15. Distribution or exhibition within the premises of any newspaper, handbills, Posters or pamphlets etc., without the previous written permission of the Management.
16. Willful damage or negligence or carelessness to work in process or to any other property of the company.
17. Failure to observe duly notified safety instructions/measures and willful Interference with any safety devices installed within the premises of the hospital/college.
18. Willful slowing down in performance of work or any abutment or instigation thereof.
19. Disclosing to any person any confidential information of the hospital/college.
20. Trespassing, forcibly occupying, squatting or remaining anywhere within the premises of the hospital/college with a view to intimidate, coerce or threaten the Management or employees.
21. Interfering with the machines or equipment's or process or work not connected with the work allotted.
22. Conviction by any court of law for any criminal offence involving moral turpitude.
23. Deliberately making false, vicious, malicious statement in public or otherwise against employees or superiors or Management or any Officer of the hospital/college.
24. Refusal to work overtime or on weekly or other holidays when required to do so or in exigencies of work except for a reasonable cause.
25. Drunkenness within the premises or being in the state of intoxication or drug Addiction inside the premises or any other place connected with hospital/college or bringing alcoholic liquor or any narcotic/ Tobacco related products into the premises.
26. Disobedience, impertinent language, gestures or expression, misbehaviour or insinuation towards employees or superiors.
27. Any act subversive of discipline.

28. Leaving the workplace while on duty without permission/approval.
29. Conduct on the part of the employee likely to endanger to safety of the employees of the hospital.
30. Falsification of any record or document of the hospital/college or giving incorrect information for preparing any record or committing error in the maintenance of records.
31. Possession of any lethal weapons or explosives, ignitable or inflammable materials other than those required for the work within the premises.
32. Doing private or personal work within the premises.
33. Spitting except at specified places.
34. Furnishing false information in respect of details about himself/herself, parent, relatives, age, qualifications, previous experience etc.
35. Refusal to wear protective equipment or safety wear provided or failure to wear prescribed safety equipment/measures while on duty.
36. Failure to report sufferance of any contagious disease to himself/herself.
37. Unauthorized entry or remaining inside the premises, after the working hours without obtaining prior permission from the Management.
38. Preventing or obstructing movement of men, materials and vehicles from entering inside or going outside the premise.
39. Misuse or wasting of any materials/drugs/medicines inside or outside the premises belonging to the hospital/college.
40. Unauthorised manufacturing or attempting to manufacture any articles for personal and private use within the premises.
41. Failure to submit to Management the sickness certificate or the certificates of fitness issued by the Medical Officer of the hospital or others within the stipulated time.
42. Entering or attempt to enter, leaving or attempt to leave the premises except through gates or routes specified for this purpose.
43. Unauthorised use of quarters of the hospital/college for any reason/causing disturbance to other inmates.
44. Canvassing for votes during working hours for any election or collecting funds or engaging in trade unions/activities without the prior permission of the Management.
45. Refusal to work in another department / section and or work of similar nature in another department not affecting the wages/salary.
46. Acceptance or solicitation by employee of any money, favour or any other means of reward for employment or consideration of employment in the hospital/college or in connection with the sale or purchase with the hospital/college.
47. Refusal to appear for the medical examination when required to do so.

48. Taking employment elsewhere after applying for leave.
49. Refusing to come to office or meet officials as on when required in connection with ones employment with the hospital/college.
50. Committing or aiding or abetting others to commit any act prejudicial to the reputation or business interests of the hospital/college.
51. Habitual late coming. Misuse of benefits and amenities provided by the Management.
52. Wearing unclean uniform or failure to wear the uniform/identity card provided while on duty.
53. Indecent / indifferent behaviour with the patient's attenders.
54. Indulging in sexual harassment which includes such unwelcome sexually determined behavior (whether directly or by implication) as physical contact and advances, a demand or request for sexual favors, sexually coloured remarks, display pornographic material any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

PROCEDURE FOR DISCIPLINARY ACTION AGAINST TEACHING FACULTIES

- This procedure is applicable in instances of personal misconduct, Professional misconduct and professional incompetence, where there is undesirable behaviour by a teaching faculty or a lack in his performance arising from the exercise of his medical skills / demonstration skills and professional judgment.
- Any allegation has to be brought to notice of the Principal. On receipt of the allegation, an appropriate individual is to be appointed by the Principal to conduct a preliminary investigation.
- The preliminary investigation will include all the parties concerned and the outcome will be submitted.

The outcome of the investigation will result in the following:

- If there is no substance in the complaint, the same may be dropped and with due intimation to the complainant.
- Complaints involving minor issues if warranted would end up in either counseling or a written warning, as the case may be.
- In the event of counseling/ issue of a warning letter, this will be documented in the Teaching Staff's personal file.
- Serious misconduct/ incompetence will result in constituting an enquiry panel of appropriate members.
- On receipt of the allegation, the concerned Teaching Staff will be notified in writing of the complaint against him and will be required to show cause as to why action should not be initiated.

- If the written explanation by the person concerned is neither satisfactory nor acceptable. An enquiry would be posted to go into the charges to ascertain the correctness or otherwise of the allegation. The medical staff would be advised to attend an enquiry at the appropriate time and place.

The enquiry report would be submitted by the enquiry officer to the disciplinary officer who would decide the punishment to be awarded to the medical staff complaint against.

- A written order indicating the punishment would be served on the staff complaint against.
- The Principal will decide on the time frame for resolution of the allegation. This will not to exceed three weeks.

PUNISHMENT FOR MISCONDUCT:

1. a). Warning or censure
b). Fine as per the provisions of the Payment of Wages Act, 1936
c). Demotion to an immediate lower post
d). With-holding of increment if he is on an increment scale
e). Suspension for a period not exceeding 30 days
f). Termination
2. i) If a workman is alleged to have committed an act of misconduct, the employer shall issue a show cause notice calling on the workman to submit his written explanation within a stipulated time. If such a written Explanation is not satisfactory or if the workman fails to submit a written explanation within the time the employer shall arrange for an enquiry to be held as soon as possible.

ii) A workman if he so desires, shall be permitted to have the assistance of a co-worker in the enquiry.
3. i) Where a disciplinary proceedings against a workman is contemplated or is pending or where criminal proceedings against him in respect of any offence are in progress and the employer is satisfied that it is necessary or desirable to place the workman under suspension, he may, by order in writing, suspend him with effect from such date as may be specified in order. A statement setting out in detail the reason for such suspension shall be supplied to the workman within a week from the date of suspension.

ii) A workman who is placed under suspension under clause (i) shall during the period of such suspension, be paid subsistence allowance at rate as provided for in the Tamil Nadu Payment of Subsistence Allowance Act, 1981.

iii) If on the conclusion of the enquiry or as the case may be, of the criminal proceedings if the workman has been found guilty of the charges framed against him and it is considered, after giving the workman concerned a reasonable opportunity of making representation on the penalty proposed that an order of dismissal or suspension or fine or stoppage of annual increment would meet the ends of justice, the employer shall pass on order accordingly.

Provided further that when an order of dismissal is passed under this clause, the workman shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period, and the subsistence allowance already paid to him shall not be recovered.

4. If on the conclusion of the enquiry or as the case may be of the criminal proceedings, the workman has been found to be not guilty of any of the charges framed against him, he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he would have received if he had not been placed under suspension after deducting the subsistence allowance already paid to him for such period.
5. The payment of subsistence allowance under this standing order shall be subject to the workman concerned not taking up any employment during the period of suspension pending enquiry.
6. In awarding the punishment under this standing order the management shall take into account the gravity of the misconduct, the previous record of the workman and any other extenuating or aggravating circumstances that may exist.
7. The order passed by the Manager or such other officers of the Management as the case may be shall be served on their workman concerned. If it is not possible to serve on him or if it is refused by him, the same may be sent by Registered Post with Acknowledgement Due to the address last made available by the workman and displaying a copy of the same in the notice board will be a sufficient service or notice.

A copy of the enquiry proceedings shall be given to the workman concerned at the conclusion of the enquiry.

The proceedings of the enquiry shall be recorded if required in Tamil or English or in the language understood by the workman.

TERMINATION OF EMPLOYMENT OF EMPLOYEE:

- a) Subject to the provisions contained in Standing order (Punishment for misconduct) no employer shall dispense with the service of any workman with not less than one year of continuous service except for a reasonable cause and without giving such workman at least one month's notice or wages in lieu of such notice. The reasons for the termination or service shall be recorded in writing and shall be communicated to the employee at the time of termination. Resignation by the employees shall not take effect unless it is accepted by the Management.
- b) In cases of retrenchment as defined in Section 2 (oo) of the Industrial Disputes Act (Central Act XIV of 1947), the provisions of the said Act shall apply.
- c) Where the employment of any person is terminated the wage/salary earned by him/her shall be paid before the expiry of the seven working day from the day on which his/her employment was terminated or the same shall be made available to him by the drawer of the wages, in case he does not turn up for receiving the wages.

SERVICE OF NOTICE:

1. Any matter required to be notified under these Standing Orders and any notice by the employer to the employed in the hospital/college shall be displayed on notice boards maintained for the purpose at conspicuous place in the premises of the hospital
2. Any notice or communication intended for any employee personally may be delivered to him/her personally in the premises of hospital/college or sent to him/her by Registered Post with Acknowledgement due to the address of the employees as specified in the service records or as otherwise furnished by him.

3. Copies of these rules in English and Tamil shall be pasted on the Notice Board maintained for the purpose and in such other places in the hospital/college as the management may decide for general information and compliance by all employees. In case of any discrepancy in the English and Tamil versions of these rules, the English version shall be taken as correct.
4. The Management shall not in any way be responsible for loss or damage to any personal property to the staff brought into the hospital/college.