

Dolphin (PG) Institute of Biomedical & Natural Sciences



**VPO Manduwala, Near Suddhowala,
Chakrata Road, Dehradun 248007
Uttarakhand, India**

**Affiliated to H.N.B. Garhwal Central University, Srinagar, Garhwal
Approved by Government of Uttarakhand**

NAAC Accredited 'B++' (2nd Cycle) Institute

Adopted: August 2002

Revised: August 2023

“CODE OF CONDUCT”

For Teaching Faculty



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

Preface

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

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

The policy applies to all the learned members of teaching fraternity of Dolphin (PG) Institute.

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

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

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


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

Principal

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



Dolphin (PG) Institute of Biomedical & Natural Sciences

Policy Document

Code of Conduct Regulations and Professional Ethics for Teachers

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

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

A. SCOPE

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

B. PURPOSE

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

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

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

C. BACKGROUND

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

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

D. ADMINISTRATION OF THE CODE OF CONDUCT AND PROFESSIONAL ETHICS

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

E. CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE

The committee shall comprise of the following:

Principal
Director
Additional Director
IQAC Coordinator, Convener, Code of Conduct Committee
HODs/ Programme Coordinators of All Academic Departments

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

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

Reviewed on 10th of July 2023



Dolphin (PG) Institute of
Bio-Medical & Natural Sciences,
Manduwala, Dehra Dun

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

CODE OF CONDUCT REGULATIONS & PROFESSIONAL ETHICS

(Source: UGC report of the Task Force on Code of Professional Ethics for University and College Teachers)

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and Institute examinations, including supervision, invigilation and evaluation;
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals;
10. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made;
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHING AND NON-TEACHING STAFF:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



DIBNS Regulations for Teachers

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

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

These regulations may be called

- i) DIBNS (conduct) regulations 2023 for teaching staff.
- ii) Probation, Confirmation & Exit policy
- iii) Leave rules
- iv) Description of Official Duties

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

DIBNS (Conduct) Regulations 2023

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

1. Observance of Secrecy

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

2. Observance of official timings

- The official timings of the Institute shall be from 9:30 AM to 4:30 PM until & unless notified otherwise. It is to be ensured by the teaching staff that they reach the campus latest by 9:20 AM so that the classes start sharp at 9:30 AM.
- The teaching staff is expected to observe the notified official timings of the Institute meticulously i.e. the late arrival and early departure is not permitted. However the relaxation in late arrival maximum up to 10 minutes and that too on two occasions in a month for genuine reasons be permitted by the competent authority at its sole discretion.

In the case of default beyond permissible relaxation, it shall be treated as short leave & the provisions of clause “F” of the leave rules shall also be invoked without any information to the defaulting employee. Further in case of persistent default the competent authority may deal with such cases on merits and may initiate disciplinary action if deemed fit.

- It is mandatory for the teaching staff to mark his/her biometric attendance for both IN/OUT of the Institute in the morning and evening.
- It is expected that the teaching staff observe the class timings also in taking the respective scheduled periods as per the approved time table.
- The teaching staff is not allowed to leave the Institute during the period of official timings except with the written permission of the competent authority.

3. Performance of Official Duties

- The teaching staff members are expected to take theory /practical classes of students punctually and strictly as per the designed time table. It is also to be ensured that prescribed syllabus for each subject is completed in time with in the delegated number of periods.

Further, the teaching staff members shall always make endeavour to impart quality education both in theory and practical sessions to the students so that they may fare exceedingly well in their internal and University examinations for excellent results and shall also enable them to crack exams for seeking admission in well reputed HEI/ Research Institutes/ Organizations for placement.

- It is imperative on the part of the teaching staff members to ensure that the students attend their classes punctually and regularly.
- Apart from teaching, the teaching staff members are required to attend to the other related duties such as conducting of practical examinations, assisting the students for all kind of activities both inside and outside the campus viz. educational trips, field visits along with its practical aspects, social activities, sports, cultural and other related activities and any other duty/activity assigned by the competent authority from time to time.

- The teaching staff members are also required to attend to any kind of duty even on Sundays/Second Saturdays/off days/holidays and even beyond normal working hours as per the requirement and instructions imparted by the competent authority.
- Each and every teaching staff members shall upload day to day activities such as attendance of students, study material, assignments, marks obtained by the students in internal exams and other related information in the enterprise resource planning (ERP) system. The HOD of each department shall submit the compliance certificate on the prescribed format on fortnightly basis i.e as on 15th and last day of each month to the competent authority on the following day along with the name of the defaulters if any for necessary action.

4. Absence from Duty

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

5. Dress code

- It is expected from the teaching staff that they should come to the Institute on all working days in proper & formal dress as the formal dress leaves a good impact while doing communication with students in and outside the class rooms, senior authorities, fellow colleagues and other stakeholders. Accordingly both male and female teaching staff members should follow the dress code as detailed below:
- The male teaching staff should carry trouser, shirt and formal shoes and during winters they may carry jackets/ blazers additionally.
- The female teaching staff may carry saris / suits with proper footwear and in winters they may carry jackets/ blazers additionally.

Further it is required that the dress should be neat and tidy. However, the wearing of casual dress i.e. jeans, T-shirt, slippers, floaters and sports shoes etc. is strictly prohibited.

6. Taking up Outside Employment

- No teaching staff member, except with the previous sanction of the competent authority, engage directly or indirectly in any trade, profession, business or undertake any other employment provided the teaching staff member may without such sanction undertake any work of a social or charitable nature or occasionally work of a literary, artistic, scientific, cultural, educational, religious or social character subject to the condition that his/her official duties do not thereby suffer. However he/she shall not undertake and perform such work if so directed specifically by the competent authority.

7. General

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

Probation & Confirmation & Exit Policy

Probation & Confirmation Regulations

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

Exit Regulations

- The teaching staff members shall normally be retired from the active service at the completion of 65 years of age and shall be relieved of his/her duties on the last day of the month in which he/she completes the age of 65 years or at the end of the academic session if the date of retirement falls in the mid academic session at the sole discretion of the competent authority.
- However, the management committee may grant extension in service initially for a period of 1 year to the deserving teaching staff members in view of the administrative exigencies and whose performance during the entire length of service in the Institute has been commendable. The management may also grant extension on year on year basis maximum up to the age of 70 yrs. No extension in service beyond 70 yrs. of age shall be granted.
- In case the teaching staff opts to resign during the period of probation/extended probation, such staff shall be required to serve a notice of minimum 20 days or shall have to deposit amount equivalent to 20 days of salary for immediate relieving otherwise such teaching staff shall be relieved of his/her duties after the expiry of 20 days of notice period. However, the management of the Institute has the right to terminate the services of the teaching staff during period of probation/extended probation without notice and without assigning any reasons and the salary shall be paid up to the date of his/her services in the Institute.
- In case the confirmed teaching staff members opts to resign from the services of the Institute, such teaching staff has to give a notice to the management for a minimum period of 30 days.

In case such teaching staff members are not in a position to serve the notice for the required period of 30 days, shall have to deposit the amount equivalent to salary for 30 days. However, the management can terminate the services of confirmed teaching staff by giving a notice of 30 days or making the payment equivalent to 30 days salary in lieu of the notice period and without assigning any reason.

Notes:

- The competent authority for the teaching staff members is the Principal of the Institute.
- The competent authority for relaxation in any of the regulations as mentioned above is the management committee of the Institute. The management committee shall act and take appropriate decision only on the recommendations of the competent authority.

Dolphin PG Institute Dehradun

RESPONSIBILITIES OF VARIOUS DESIGNATES

S. No.	Designation	Roles/Responsibilities
1.	Principal	<ul style="list-style-type: none"> ☞ General administration and overall supervision of teaching programmes. ☞ Recruitment of staff and admission of students. ☞ Responsibility for conduct of examinations. ☞ Supervision of students' welfare, health and security services. ☞ Maintenance of permanent records of students. ☞ Preparation of reports like Institute reports, progress reports etc., ☞ Review and revision of policies, rules and regulations. ☞ Performing public relations duties for the Institute. ☞ Participation in the Institute's committee work. ☞ Supervision of library services. ☞ Planning for development of the Institute. ☞ Motivates faculty to apply for research grants and carry out in-house research. ☞ Leading Institute efforts towards achieving goals.
2.	Director	<ul style="list-style-type: none"> ☞ Looks after all the Administrative activities related to Institute. ☞ Purchase of supplies, stationery. ☞ Supervision of hostel and office staff. ☞ Planning for development of the Institute. ☞ Heads Training and Placement Cell. ☞ Repair/ Maintenance/ Construction of infrastructure.
3.	Additional Director	<ul style="list-style-type: none"> ☞ Looks after all the Administrative activities related to Institute along with Director. ☞ Supervision of hostel and office staff. ☞ Planning for development of the Institute. ☞ Transport.
4.	Chief Administrative/ Admission Officer	<ul style="list-style-type: none"> ☞ Heads the Admission Cell. ☞ Assists Director/ Additional Director in General Administrative work of the Institute.
5.	Coordinator IQAC	<ul style="list-style-type: none"> ☞ To ensure the effective functioning of all the Members of the Cell. ☞ To coordinate the dissemination of information on various quality parameters of higher education. ☞ To coordinate the documentation of the various programmes / activities leading to quality improvement . ☞ To coordinate the quality-related activities of the institution.

		<ul style="list-style-type: none"> ☞ To coordinate the timely and efficient execution of the decisions of IQAC. ☞ To contribute in improvement in overall teaching learning process. ☞ To ensure all round development of the students.
6.	Dean Students Welfare	<ul style="list-style-type: none"> ☞ To promote the physical, mental and social wellbeing of the students. ☞ To promote and encourage cultural, social and literary activities with a view to fostering healthy, corporate life in the student community. ☞ To promote extra-curricular activities such as games, sports, NCC etc. ☞ To carry out extension and outreach programmes.
7.	Head of the Department	<ul style="list-style-type: none"> ☞ Responsible for all the academic affairs of the Department. ☞ Looks after day to day activities relating to teaching and other workloads of teaching and non-teaching staff. ☞ Reports to the Principal regarding all the requirements of the department such as Faculty Member, supporting staff, equipments, books & journals, maintenance etc. ☞ Represents the department and will report to the Principal all the requirements/short comings for the development and proper functioning of the Department, during HoDs meetings. ☞ Prepares department budget. ☞ Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc. ☞ Responsible for innovative programmes including collaboration with other institutions, Universities and different industries. ☞ Responsible for students proctor's system. ☞ Arranges for value added courses, industry visits, internships for the students ☞ Ensures faculties submit research proposals and publish research papers in reputed journals.
8.	Professor/ Associate Professor	<ul style="list-style-type: none"> ☞ Stay well-informed with the recent advances and developments in education as well as research. ☞ Keep in constant touch and interaction with other scientists or professors around the world to know about the current trends in their area of expertise.

		<ul style="list-style-type: none"> ☞ Participate in broader community as committee and club members, consultants, content speakers and experts. ☞ Organize conferences and seminars for the professional development of students in their group. ☞ Guide, direct and mentor students/research scholars in their research projects. ☞ Submits research proposals and publish research papers in reputed journals. ☞ Evaluates, supervises and mentors the academic progress of the students.
9.	Assistant Professor	<ul style="list-style-type: none"> ☞ Follows innovative instructional methods. ☞ Prepares student materials ☞ Builds up professional relationships with students and provide guidance for their career development. ☞ Evaluates, supervises and mentors the academic progress of the students. ☞ Participates in various activities at the department and Institute level. ☞ Publish their research works or findings in academic books or journals. ☞ Grade papers and tests; prepare exercises, lessons and lab experiments for the students.
10.	Technical staff	<ul style="list-style-type: none"> ☞ Assists the faculty in conducting laboratory classes. ☞ Provide all the technical support and set up the laboratory equipment. ☞ Arrange all the specimens that are necessary for the laboratory classes and examinations. ☞ Arrange and maintain all the records, stock register and breakage register of the laboratory. ☞ Works under the supervision and instruction of the faculty in-charge of the laboratory. ☞ Maintains the laboratory equipment and hardware, making sure it is properly cared for, performing maintenance and repairs, and replacing equipment when necessary. ☞ Laboratory Technicians prepare and organize all data and findings, inputting all data in necessary files and systems and creating documents and presentations to communicate results with other staff members.
11.	Training & Placement Officer	<ul style="list-style-type: none"> ☞ Schedules placement training and soft skill training classes for the students.

		<ul style="list-style-type: none"> ☞ Coordinates with the industries for providing the vocational training courses, in-plant training, internships and industrial visits to students in consultation with HODs. ☞ Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
12.	IT Staff	<ul style="list-style-type: none"> ☞ Manages all the activities relating to the Computer systems and networking. ☞ Looks after the repair and maintenance of Computer system and its networking. ☞ Prepares a schedule for providing computer service to all concerned. ☞ Arrange for availability of Internet connection wherever required. ☞ Arranges computer training /refresher courses for the staff to update their knowledge.
13.	Librarian	<ul style="list-style-type: none"> ☞ Responsible for the overall in charge of the library. ☞ Maintains documentations of books, journals, magazines, newspapers, CD's & library materials ☞ Prepares a periodical requirement of books and journals to students and Faculty Member. ☞ Responsible for maintaining and updating e-journals and all teaching aids. ☞ Keeps record of library materials and report to the Principal for any discrepancy. ☞ Arranges periodic inventory of library materials.
14.	Sports Officer	<ul style="list-style-type: none"> ☞ Responsible for all the activities related to the Physical Education. ☞ Arranges a physical fitness camp (yoga) for the students and staff. ☞ Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education. ☞ Coordinates Intra Institute and Inter Institute, Inter University and Inter State competition for different sports.
15.	Hostel Warden	<ul style="list-style-type: none"> ☞ Assists Senior Administrative Officer in the entire hostel related activities. ☞ Responsible for allotment of rooms to the students. ☞ Responsible for maintenance for Hostel. ☞ Looks after the quality of food served in the hostels. ☞ Keeps strict discipline in incoming and outgoing of students from the hostels.

		<ul style="list-style-type: none"> ☞ Reports to the Senior Administrative Officer in case of any indiscipline or misbehavior by the students. ☞ Looks into the grievances/complaints of the students if found genuine. ☞ Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.
16.	Senior Administrative Officer	<ul style="list-style-type: none"> ☞ Responsible for administration of the campus. ☞ Maintain records and documentation pertaining to the work area.
17.	Supervisor	☞ Acts as a coordinator for all the activities relating to the maintenance of the Institute, Hostel.
18.	Purchase Officer	☞ Make purchases for the institute and hostels at competitive rates and to ensure good quality
19.	Hostel Incharge	<ul style="list-style-type: none"> ☞ Supervise smooth functioning of the hostels. ☞ Ensure records and documentation pertaining to the hostlers are duly maintained.
20.	Mess Incharge	☞ To ensure hygienic and fresh meals are prepared and served for hostlers and cafeteria
21.	Transport Incharge	☞ Setting the routes for the buses, dispatch of the buses, working out their schedule, and managing the drivers.

COMPOSITION AND RESPONSIBILITIES OF VARIOUS COMMITTEES IN THE INSTITUTE

Sl. No.	Name of the Academic and Administrative Body	Members	Responsibility
Statutory Committees			
1.	IQAC	1. Chairperson 2. Teachers (Three to eight) 3. One member from the Management 4. Senior administrative officer 5. One nominee each from the Local Society/Trust, Students and Alumni 6. One nominee each from the Employer/Industrialists/Stakeholders 7. Coordinator IQAC	<ul style="list-style-type: none"> ☞ Ensuring clarity and focus in the institution's march towards quality enhancement; ☞ Ensuring internalization of quality culture; ☞ Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices; ☞ Providing a sound basis for decision-making to improve institutional functioning; ☞ Acting as a dynamic system for quality changes in HEIs; and ☞ Building a sound methodology for documentation and internal communication.

2.	Central Anti-ragging Cell	<ol style="list-style-type: none"> 1. Principal 2. Director 3. Additional Director 4. Coordinator IQAC 5. Chief Procter 6. Dean Student Welfare 7. Sr. Administrative officer 	<ul style="list-style-type: none"> ☞ Maintain ragging free campus. ☞ Create proper awareness that Ragging in any form is a criminal offense and is strictly prohibited in the campus and hostels. ☞ To ensure compliance of UGC regulations on ragging in the Institute. ☞ Immediate action on any information of the occurrence of ragging. ☞ Ensure that the names and contact numbers are displayed in the entire campus and Institute hostels and website.
3.	Anti Ragging Squad (ARS) of the Department	<ol style="list-style-type: none"> 1. Departmental Head /Programme Coordinator 2. Class Coordinator 3. Faculty members of the respective departments 	<ul style="list-style-type: none"> ☞ To check the menace of ragging in their respective departments. ☞ The names and contact numbers to be displayed in the department notice board. Members of ARS regularly council the students regarding the consequences of any breach of code and conduct in the matter. ☞ To ensure that all students fill the anti - ragging form as per UGC guidelines.
4.	Grievances Redressal Committee	<ol style="list-style-type: none"> 1. Principal Director 2. Coordinator IQAC 3. Dean Student welfare 4. Chief Procter 5. Department Head 6. Sr. Administrative officer 	<ul style="list-style-type: none"> ☞ Paramount objective of preventing unfair practices and to provide a mechanism to innocent students for Redressal of their grievances. ☞ The committee sorts out student's problem promptly and judiciously.
5.	Internal Compliance Committee (ICC)	<ol style="list-style-type: none"> 1. Principal 2. Four to five senior faculty members 	<ul style="list-style-type: none"> ☞ Prevention, prohibition and Redressal of sexual harassment of women employees and students in the institution. ☞ To assist and council the girl students and lady staff regarding their day to day activities. ☞ Grievances to be resolved within stipulated time.
6.	Committee for SC/ST and OBC	<ol style="list-style-type: none"> 1. Dean student welfare 2. Two faculty members 3. Two Admin Staff 4. Five student representatives 	<ul style="list-style-type: none"> ☞ To promote the special interest of the students in reserve categories. ☞ The goal of the cell is to enhance the psychological wellbeing of SC/ST/OBC students at DIBNS campus and to provide special inputs in areas where the students experience difficulties.
7.	Committee for Minorities	<ol style="list-style-type: none"> 1. Dean student welfare 2. Two faculty members 	<ul style="list-style-type: none"> ☞ To enhance equal opportunities for education and empowering the minority communities.

		3. Two admin staff 4. Two student representatives	☞ To have interactive sessions and informal meetings with students to attend to their personal, social and academic problems. ☞ To help minority students including Christian, Muslim, Sikh etc. for their academic development and facilitate financial support from governmental agencies and other sources.
Other Statutory Committees			
1.	Governing Body	1. President , Dolfin Educational Society 2. Vice President Secretary 3. Treasurer	☞ Responsible for making policies related to the formulation of strategies for the development of the institution.
2.	Management Committee	1. Chairman 2. Two eminent academicians 3. Two Industrialists 4. Principal 5. Director 6. Additional Director 7. Local Representative(s)	☞ Highest authority in the Institute which is responsible for all policy matters for the effective day to day functioning of the Institute. ☞ It is also responsible to provide adequate infrastructure and competent human resources.
3.	Finance Committee	1. Principal 2. Additional Director 3. Account Officers	☞ To Monitor and plan for the institution's financial position and financial control systems ☞ Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected ☞ Audited accounts for the above.
4.	Purchase committee	1. Director 2. Purchase Officer 3. Store In charge 4. An additional member	☞ To procure all materials through stores, general maintenance of the Institute properties.
5.	Student Welfare Committee	1. Dean Student Welfare 2. 3-4 Faculty Members 3. Organizing Committee members (25 students)	☞ For coordinating and executing various welfare, outreach, social and cultural activities for the students of the Institutes or philanthropic activities on their behalf. ☞ Award of scholarships and financial incentives.
6.	Women Empowerment Cell	1.Principal 2.Co Chairperson 3.IQAC Coordinator 4.Senior Female faculty (03)	☞ To empower women students and staff to make them understand and react suitable to the issues pertaining to women students.

7.	Alumni Association	1. President, Alumni Association 2. Secretary 3. Treasurer 4. Members 3-5	☞ To develop strong Alumni relations and to provide services/help they need. ☞ Felicitate the outstanding alumni from different streams.
8.	Training & Placement Cell	1. Director, 2. T & P Officer, 3. One faculty from each dept. 4. Two students from each Department.	☞ To achieve maximum possible placements for students. ☞ To guide students on various interview techniques, group discussions, aptitude test, etc. ☞ Arrange Industrial / educational trips. Arrange Industry-academia interaction.
9.	Proctorial Board	1. Chief Proctor- Senior faculty member 2. Dean Student Welfare Proctors 3. 3-5 Faculty members 4. Sports Officer	☞ Responsible for ensuring that rules and regulation are being followed by the students. ☞ For maintenance of discipline, cultivation of good manners and inculcation of the habits of regularity and punctuality among the students. ☞ The board has the power to take cognizance of any breach of discipline by a students, and if the circumstances so require, to propose disciplinary action to be implemented by the Disciplinary Action Committee of the Institute in stipulated time.

Non-Statutory Committees

1.	Admission Cell	1. Chief Admission Officer 2. 5-6 Faculty and admin staff members	☞ Interviews Prospective Students ☞ Guide them to choose the Programme as per their interest ☞ Completes the admission process of the students ☞ Assist and guide them for Reporting
2.	Cultural Committee	1. 4-5 Faculty Members 2. 8-10 students	☞ Cultural committee is responsible for organizing cultural events, interdepartmental cultural activities and annual function of the Institute. It also motivate students to participate in various inter Institute competitions.
3.	Sports Committee	1. Additional Director 2. Dean Student Welfare 3. Sports Officer 4. 3-5 Faculty members 5. 12 student members (1 girl & 1 boy from each house)	☞ Responsible for overall sports activities: indoor & outdoor events for boys & girls. House wise competitions, and plan organization of annual sports meet.

4.	Hostel Management Committee	<ol style="list-style-type: none"> 1. Additional Director 2. Sr. Administrative Officer 3. IQAC Coordinator 4. Warden: Boys & Girls Hostel 5. Student Representatives 	<ul style="list-style-type: none"> ☞ Maintenance and upkeep of the hostel and any other matter pertaining to the hostel. Give feed back to the Principal. ☞ The committee takes decisions regarding allotment of rooms and discipline of resident students. Food and Hygiene. ☞ Coordination with wardens regarding day to day activities.
5.	Editorial Board	<ol style="list-style-type: none"> 1. Chief Editor 2. Dean Student Welfare 3. 3-5 faculty members 4. 6-8 students. 	<ul style="list-style-type: none"> ☞ To collect, edit and compile news for Dolphin News letter (Dolphin Insight) published quarterly.
6.	Infrastructure Management Committee	<ol style="list-style-type: none"> 1. Director, 2. Purchase officer 3. Campus Supervisor 	<ul style="list-style-type: none"> ☞ To plan and implement timely maintenance of institutional and its hostels building and equipment's ☞ To execute the expansion of infrastructure facilities ☞ To maintain the Institute and hostels surrounding clean and hygiene
7.	Stores Disposal Committee	<ol style="list-style-type: none"> 1. Director 2. Store Incharge 3. Store Keeper 4. An additional member 	<ul style="list-style-type: none"> ☞ To plan and implement timely disposal of condemnable stores in the Institute & hostels
8.	Library Committee	<ol style="list-style-type: none"> 1. Chief librarian 2. Member secretary 3. One faculty from each Department 	<ul style="list-style-type: none"> ☞ To procure all books, journal, magazines etc for Central as well as the departmental libraries, general maintenance of the library, periodical audit.
9.	Staff Welfare committee	<ol style="list-style-type: none"> 1. Additional Director 2. Sr. Administrative Officer 3. Accounts Officer 	<ul style="list-style-type: none"> ☞ To propose and execute staff welfare schemes.
10.	Research Advisory Committee	<ol style="list-style-type: none"> 1. Chairperson 2. 5-6 senior Faculty members 	<ul style="list-style-type: none"> ☞ Encourage and guide faculty members to publish research papers in good impact journals and take up research proposals funded by Govt. and non Govt. agencies.
11.	Department Promotion Committee	<ol style="list-style-type: none"> 1. Principal 2. Head of Department 3. Subject Expert 	<ul style="list-style-type: none"> ☞ Evaluate curriculum change proposals initiated by the Institute faculty following academic affairs policy, and make recommendations to the Institute dean.
12.	Staff Selection Committee	<ol style="list-style-type: none"> 1. Director 2. Additional Director 3. Sr. Administrative Officer 	<ul style="list-style-type: none"> ☞ To recruit qualified and competent admin and technical staff as per need and vacancy created.

13.	Disciplinary Action Committee	1. Principal 2. Director 3. Coordinator IQAC 4. Chief Proctor 5. Dean Student Welfare 6. Department Head / Prog. Coordinator	☞ To initiate disciplinary action, on receiving a written complaint, against the defaulter student (s) as per Institutes norms and to see its proper compliance in appropriate time frame.
14.	Examination Grievance Committee	1. Controller of Examination 2. Concerned Department Head 3. Concerned Class Coordinator	☞ To deal with Grievances received in writing from the students related with examinations, mark-sheet errors, back paper exam, exam schedule etc. ☞ It assures that the grievance has been properly solved in a stipulated time limit provided by the committee
15.	Internal Examination Grievance Committee	1. HOD 1. All Subject faculty	☞ To deal with Grievances received in writing from the students related with internal examinations, exam schedule, marks obtained etc. ☞ It assures that the grievance has been properly solved in a stipulated time limit provided by the committee.
16.	Staff Grievances Redressal Committee	1. Director 2. Additional Director 3. Sr. Administrative Officer	☞ To deal with the grievances of the staff members.
17.	Capacity Building Cell	1. Coordinator 2. 3-5 Faculty members	☞ To incorporate moral values that ought to guide the profession ☞ To create awareness, conviction & commitment to values for improving the quality of life ☞ To imbibe positive thinking ability
18.	Anti Narcotics (Liquor/ Drug) Committee	1. Principal 2. Director 3. Coordinator IQAC 4. Dean SW 5. All HODs & Class Coordinators 6. Sr. Admin. Officer	☞ To control the menace of liquor and drugs and guide students to lead a healthy life.
19.	Dolphin Guidance Cell	1. Coordinator 2. 3-4 faculty members	☞ To provide coaching to the students for NET/SLET/GATE and other competitive exams. ☞ To guide students for Ph.D. entrance exams/ CUET and other entrance exams
20.	Biomedical Waste Management Committee	1. Coordinator 2. 3-4 Faculty members	☞ To create awareness on biomedical waste among all involved in handling such waste. ☞ Maintenance of record (log book) on regular basis

21.	Mental Health Club	1. Coordinator 2. 25 students	☞ To help spread the message of mental wellness and provide counselling to the students.
22.	Photography Club	1. Coordinator 2. 2-3 faculty 3. 5-6 students	☞ To inspire students to express their thoughts and emotions through art or photography ☞ To promote the development of photographic art and technique by providing opportunities for individuals. ☞ To provide discussion forums to exchange the ideas and information related to photography with the help of events such as workshops, exhibitions and photography tours.
23.	Energy Conservation Club	1. Coordinator 2. 2-3 Faculty 3. 5-6 students	☞ To find techniques and create solutions that allows better use of energy in non-intrusive way. ☞ To instil a sense of duty in students, faculty and staff to respect and conserve energy resources as well as adopt energy-conserving practices in homes. ☞ To explore better uses of clean and renewable sources of energy.

Cells/ Bodies under DSWC:

1. NCC
2. NSS
3. BSG
4. YRC
5. Cultural Committee
6. Eco Club
7. Literary Club
8. Sports Committee
9. Photography Cell
10. Energy Conservation Cell

Dolphin (PG) Institute of Biomedical & Natural Sciences

Leave Rules

Definitions:

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

Right of Leave:

1. Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.
2. Leave should always be applied for and got sanctioned before it is taken except, in case of emergency and for satisfactory reasons.
3. The leave account shall also be maintained (besides Principal office & ERP) for each faculty concerned in the Teacher's diary.
4. The leave year shall run from 1st August in every year to the 1st July.

Casual Leave:

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

Earned Leave:

1. Faculty is entitled for EL after successful completion of probation period / extended probation period.
2. Faculty shall be eligible for 12 EL, computed @ one day for each month of service on duty.

3. Earned leave can be carried forward and may be accumulated up to not more than 24 days.
4. The accrued leave beyond 24 days shall stand automatically lapsed.
5. For availing Earned leave one shall apply not less than 7 days to the sanctioning authority for consideration.
6. The Earned leave shall not be allowed for half day.
7. There is no provision of encashment of the unavailed Earned leave.
8. The teaching staff shall be entitled for full emoluments for the period of sanctioned earned leave.
9. Public Holidays and Sundays falling in between the Earned Leave shall be counted as part of Casual Leave.

Medical Leave:

1. An employee working on regular basis (After one year of service) is entitled to 10 medical leaves in a year.
2. Medical Leave cannot be taken as half day.
3. Medical Leave not availed during the academic session shall be carry forwarded in the next session.
4. Not more than 20 days Medical leave can be accumulated.
5. Medical Leave availed for more than 4 continuous days will be granted by the approving authority, if it is supported by a Medical Certificate from a competent Medical Authority duly countersigned by the Medical Officer of the Institution at the time of joining after availing Medical Leave.
6. An employee who has availed medical leave for more than 05 days will be required to submit a certificate of fitness at the time of resuming duties as may be prescribed.
7. Submission of fictitious medical certificate as supporting document shall lead to disciplinary action against the employee.
8. To avail Medical Leave up to 03 days medical certificate is not required but this is possible only if Casual leave balance is Zero.
9. The medical leave can be clubbed with earned leave only on account of medical reasons.

D. Maternity Leave/Paternity Leave

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

E. Summer Leave

1. The teaching faculty shall be entitled for 20 days of summer leave in an academic year on successful completion of probation period/extended probation period if any.
2. The summer leave shall have to be availed before the end of academic session i.e. before 31st July of the respective year.
3. The summer leave shall be availed during the period 15th June to 31st July of each year or as directed by the Principal of the Institute.
4. The recommending/sanctioning authority shall ensure before the grant of such leave at least 50% of the teaching faculty is present in the department.
5. Summer leave shall be availed in one stretch only and shall not be clubbed with any other kind of leave.
6. The intervening Sundays/Second Saturdays, declared holidays and any other kind of close days shall be included in the period of 20 days of summer leave.

F. Short Leave

1. Short leave of maximum 1 hr. duration on two occasions in a calendar month may be allowed by the Principal.
2. In case the period of short leave exceeds 1 hr., half day leave shall be deducted.
3. In case the teaching staff members avail short leave for more than 2 occasions in a calendar month, full day leave shall be deducted on each occasion.

G. Duty Leave

1. The teaching staff members shall be entitled for 10 days Duty Leave after completion of one full academic year of service.
2. The absence from duty of any of the teaching staff members on account of conducting University practical examinations, University evaluation, invited guest lecturer and acting as a Resource Person shall be deemed to be on duty but prior permission of the Principal for such programme is required.
3. Any member of the teaching staff seeking duty leave for any of the above mentioned purpose must submit the request letter along with the supporting documents at least 7 days in advance to the Principal for consideration and necessary approval. Non compliance shall be treated as LWP.

H. Study Leave

1. The teaching staff members shall be entitled for 15 days study leave after completion of three full academic years of service on the sole discretion of the competent authority.
2. The study leave shall be sanctioned for a full day.
3. The study leave cannot be clubbed with any other kind of leave.
4. The teaching staff members shall be entitled for study leave to attend only two conferences or workshops in his/her subject in India only on completion of probation period.
5. The permission for availing study leave shall be granted by the Principal after reviewing the relevant documents related to the conferences or workshops.
6. Once the permission is granted by the Principal, the concerned teaching staff members shall be entitled for leave of absence.
7. The study leave shall be sanctioned for career enhancement programme.
8. Such teaching staff members shall be eligible for reimbursement of registration fee on furnishing the proper receipt in token of having paid the fee and the attendance certificate.

I. OFFICIAL LEAVE

Any task assigned by competent authority in the interest of the Institute as and when required.