



TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.




Principal
Principal
KMCT Medical College
Manassery P.O.
Kozhikode

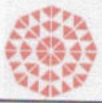


CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

KMCT medical College has formulated code of conduct for all administrative staff in this organization. It is a comprehensive document on guidelines regarding socially and institutionally acceptable behavior, which all the administrative staff should adhere to, on a day-to-day basis so that the institution functions in a smooth and coordinated manner.




Principal
KMCT Medical College
Manassery P.O.
Kozhikode

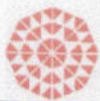


Rules

1. Strictly adhere to duty timings, including punching in and out.
2. Maintenance of discipline in the institution.
3. Devote 100% of duty time and resources for the benefit, integrity and fame of the institution.
4. Every other employee, regardless of his/ her role, should be treated with dignity and respect.
5. Approach duty with utmost professionalism and maintain a dignified dressing befitting the institute.
6. Taking care of welfare of the students and all other staffs.
7. Must uphold high standards of conduct at all times, never lose temper, and act in a calm, courteous manner.
8. Do not engage in gossips, loud talking, or any other disruptive behaviour which tends to create disharmony among the staff or in the society.
9. Uniforms and supplies are to be worn during duty hours only.
10. Employees must diligently carry out their regular duties under the guidance of their immediate superiors and must obey and follow all written and oral orders and directives given by the superiors from time to time.
11. Employees should abstain from substance abuse in any form. It will be considered as a serious offense.
12. Serious misconduct is described as insubordination and/or deliberate defiance to superiors' orders
13. Employee working on shift basis should not vacate the place without handing over duty to the next person.



Principal
KMCT Medical College
Manassery P.O.
Kozhikode



14. Employees must follow the directives posted on the bulletin boards or as notice/ circular by their superiors or department heads from time to time.
15. Employees are expected to accept additional or different work, usually falling under the category of employment allocated to them by the Employer or Principal, Head of the Department, or Superiors, in addition to the key routine work allotted to the specific post held by them.
16. Any untoward happening or emergency that occurs inside the Institution during or outside the duty hours must be promptly notified to their respective superiors or to the Management.
17. Every employee is required to take proper care of the Institution's property, supplies, tools, and equipment and workplace.
18. Employees who are asked to wear Personal Protective Safety Equipment (PPE) or other protective measures when on the job must do so without fail.
19. Employees should follow official working hours and only take time off with prior approval.
20. Women workers must be treated with dignity, decency, modesty, and professionalism.
21. Employees must ensure the data security of the institution's infrastructure and proper internet use.
22. Should accept and promote diversity, encouraging an appropriate mix of people from various ethnic, educational, social, and professional backgrounds, for a collaborative and healthy work environment.
23. No discrimination related to religion, caste, social, educational and economic status will be entertained.
24. 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.
25. Should take an active role in training and faculty development programs.
26. Shall strictly adhere to all university acts, laws, ordinances, guidelines, and regulations, as well as NMC and GOVT directives.



[Signature]
Principal
KMCT Medical College
Manassery P.O.
Kozhikode