



SREE NARAYANA NURSING COLLEGE

Stonehousepet (po), Chinthareddypalem, Nellore - 524002.

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Recognized by Indian Nursing Council vide letter No. 02/Sep/2006 INC dated : 29.09.2006 and

A.P. Nurses & Midwives Council, letter No. APNMC/CON/5212/2006, dated: 4/11/2006

Affiliated to Dr. Y.S.R. University of Health Sciences, A.P. Vijayawada.



CODE OF CONDUCT POLICY

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CODE OF CONDUCT POLICY

OBJECTIVE

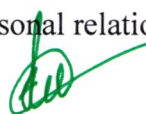
The Institution's objective in establishing this “Code of Conduct” is to promote ethics, honesty, and professionalism within the company and among its employees. The company believes in an integrated organization and that the action of every employee affects its entire organization and reputation. Any employee is obligated to strive for the extension of the company’s interests within legal limits and is responsible for preventing damages or loss of the company’s interest. The company expects all employees to abide by this code of conduct in carrying out their duties and functions so as to preserve public trust and to ensure the company’s sustainable growth and development.

SCOPE

This policy and its related procedure and measures are applicable to all employees of The Sree Narayana Nursing College (including Sr. Officials, Academic Staff, Non-Academic Staff). The service rule manual enclosed with this code of conduct shall govern your conduct at The Sree Narayana Nursing College. Employees are bound to abide by the terms and conditions given therein. The terms and conditions given in the service rule manual would be read as part and parcel of this Code of Conduct. Violations of any rule shall attract disciplinary action.

RESPECT AT WORK PLACE

All employees are bound by the company’s equal opportunity policy. They are obliged to behave in a respectful manner towards their colleagues and to strictly refrain from any kind of discriminatory behavior, harassment, or victimization. This applies to all aspects of the workplace from the recruitment and evaluation processes to interpersonal relations between



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employees. The company has no tolerance for this kind of behaviour, and disciplinary action will be taken when appropriate.

ACTIVITIES WHICH ATTRACT DISCIPLINARY ACTION

The following acts of commission and omission on the part of an employee shall constitute misconduct and attract disciplinary action:

- Disclosure of or leaking to any person/agency outside The Sree Narayana Nursing College or otherwise, any confidential information regarding the working or procedure of the establishment which may come to the knowledge of the employee during the course of his employment, to any outsider or to the competitors.
- Frequent late attendance and unauthorized absence.
- Theft, fraud, or dishonesty in connection with The Sree Narayana Nursing College business or property.
- Accepting bribe or illegal gratification whatsoever for showing undue favor in the discharge of his/her official duties.
- Insubordination or disobedience of any written, lawful, or reasonable order of a superior, and/or indiscipline.
- Drunkenness, fighting, or riotous, disorderly, or indecent behavior while on duty at the place of work and/or the extended place of work.
- Neglect of work.
- Smoking within the office premises or in areas where it is prohibited.
- Causing willful damage to work in progress or to property of The Narayana Group.
- Sleeping on duty.
- Maligning or slowing down work.
- Conviction in any court of law for any criminal offense involving moral turpitude or detention in police custody for more than 48 hours.
- Giving false information regarding one's name, age, father's name, qualification, or previous service or any other information sought out at the time of joining or at any other time during his/her service.
- Absence from work without permission, for any duration.
- Breach of any rule, regulation, or bye-laws.


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- Threatening, abusing, assaulting, or misbehaving with or in the presence of any superior or co-worker.
- Habitual money-lending.
- Preaching of or inciting violence.
- Refusal to receive and/or accept any charge-sheet or order or notice communicated in writing.
- Indecent remarks, gestures, or unwarranted advances towards colleagues at the place or extended place of work.
- Rumors mongering, instigating employees and/or students, casting unfounded aspersions on people connected with Sree Narayana Nursing College.
- Giving interviews to any media, and/or subscribing any written material about The Sree Narayana Nursing College and its students, writing and/or publishing any book/pamphlet/material, without written permission of the authorities.
- Indulging in anti-national activities.
- Using official machinery including stationery, manpower, computers, etc., for personal and non-official use.
- Going to class late.
- Missing class.
- Not completing the tasks, assignments, and duties faithfully and punctually.
- Activities which are detrimental to The Narayana Group, its interests, goodwill, and student community.
- Leaking/sharing confidential information, confidential data, etc., to unauthorized and outside persons/competitors.
- Not intimating change in present or permanent address within a week's time of such occurrence and/or non-delivery of letter(s) sent to the officially declared address.
- Refusal to accept the transfer/join place of posting.
- Any other activity which is in contravention to the contents of the Manual of Service Rule for the employees of The Sree Narayana Nursing College or any other documents issued by The Sree Narayana Nursing College from time to time.
- Abetment of or attempting to commit any of the above acts of misconduct.

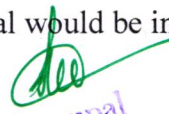


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- Refusal to do the assigned tasks, duties, and responsibilities or not being found capable of fulfilling the same.

PROCEDURE OF DISCIPLINARY INQUIRY

- An employee found violating the code of conduct or found indulging in any activity which denotes misconduct shall be placed under observation.
- A preliminary departmental inquiry shall be conducted into the alleged act of misconduct.
- A report of the departmental inquiry shall be submitted to the disciplinary authority.
- Based on the report submitted, the disciplinary authority may initiate disciplinary proceedings/action against the concerned employee.
- The disciplinary authority would issue show cause/any other communication (if required) notice to the concerned employee.
- The disciplinary authority shall fix a timeframe within which the employee shall have to reply to the said mentioned communication.
- The disciplinary authority may appoint an Inquiry Officer/Enquiry Committee (as deemed fit) to investigate into the charges framed against the charge-sheeted employee, in case the reply of the employee is found unsatisfactory.
- The employee may take assistance of a co-employee to help him in the enquiry, if he so desires.
- The inquiry officer shall submit the inquiry report to the disciplinary authority within the specified period.
- In case the charges against the employee are proved, then the disciplinary authority shall award punishment under the code of conduct.
- The authority awarding punishment shall take into account the gravity of the misconduct, the previous record, if any, of the employee, and any other extenuating or aggravating circumstances that may exist.
- The management may also take decisions in awarding the punishment on the basis of complaint(s) and report received against the employee. The gravity of judging the misconduct shall be the sole decision of the disciplinary committee/management, and heavy penalties along with or in lieu of termination/dismissal would be imposed on such employees found guilty.


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SUSPENSION PERIOD

The disciplinary authority may place the charge-sheeted employee under suspension during the pendency of disciplinary proceedings. Where an employee is suspended pending investigation or inquiry into complaints or charges of misconduct against him, the subsistence allowance may be payable to the employee at the rate of 50% of the salary which the employee was entitled to immediately preceding the date of such suspension. If an employee does not cooperate or delays the process of enquiry, he/she will not be given the subsistence allowance for the delay due to him/her. The inquiry shall normally be completed within 10 days. The payment of subsistence allowance during the suspension period shall also be subject to the employee not taking employment elsewhere during the period of suspension. If an employee is exonerated by the disciplinary authority, he shall be deemed to be on duty during the full period of his suspension and he shall be entitled to receive the same salary as he would have received if he had not been suspended.

PENALTY

The disciplinary authority may impose the following penalties on the delinquent employee:

Minor Penalty

- Mandatory period of voluntary/social service
- Warning
- Censure
- Withholding of increment or appraisal benefits in full or part
- Reduction in rank

Major Penalty

- Termination/Dismissal

ABANDONMENT OF JOB

If an employee remains absent without permission or overstays sanctioned leave for 7 or more days, without any intimation, the employee shall be issued a show cause notice for explaining the reason for absence and would be directed to join duty within 10 days. If the employee does not report for duty or does not give any satisfactory reply, then it would be presumed that the


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employee is not interested in continuing with the job, and he/she has deserted the job, and no further notice will be sent to him in this regard. The service of such employee will be terminated only after giving him a clear chance to present his case. The term "employee," "he," "his" shall include all employees, male/female faculty members or support staff including those working in admissions, Accounts, IT, Administration, HRD, or any other departments of Sree Narayana Nursing College.

REPRESENTATION

- No employee shall indulge in any form of communication that creates or is likely to create a negative opinion about The Sree Narayana Nursing College or the company or any of its employees. This includes spreading rumors, making false allegations, writing or discussing in public forums about any policy or action taken by the company.
- No employee shall indulge in lobbying for transfer, posting, or any such issues through improper channels, and in any case of any such instance, it shall be constituted as misconduct.
- The employee shall be required to obtain prior written approval from the competent authority of the company for interfacing with media in any form or representing himself or the company in a public forum. However, such permission is not required if the work is purely literary, artistic, or scientific in nature.
- The employee shall be required to obtain prior written approval from the competent authority for holding any meeting(s) and/or displaying any newspapers, collaterals in the office premises.

B. Kelpene
VERIFIED BY


APPROVED BY
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