



General Norms

Anodiam

August - 2023



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N-1/25 Patuli, Kolkata 700094



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Approval & Review:

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Creation Date: 23-August-2023

Author: Anirban Chakrabarty

Approval Date:

Approver:

Contacts:

Anirban Chakrabarty, C.E.O.

Email: anirban@anodiam.com

Phone #: +91 9073 700094, +61 470 142 229

Address: N - 1/25 Patuli, Kolkata 700094; 8/71 Wolseley Street, Bexley, Australia 2207

Debasish Nath, C.I.O.

Email: anodiam.dn@gmail.com

Phone #: +91 79759 42642

Address: N - 1/25 Patuli, Kolkata 700094



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Purpose:

This document outlines the policy and rules around general rules and norms observed at Anodiam.



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Scope:

Scope of this document covers following two major aspects

1. Personal conduct expected from each individual stakeholder of Anodiam.
2. Responsible usage of Anodiam properties and amenities.



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Policy Document:

A. Expected Personal Conduct: At Anodiam all stakeholders focus solely on the highest standards of education. Your personal behavior and appearances at all times must be conducive to the same.

- **Responsible Dress up & Attire:** As responsible individuals, we know how to dress up elegantly and in a dignified manner for an educational institution. Any inelegant fashion that distracts attention is strictly prohibited.
- **Tobacco usage & Substance Abuse Ban:**
 - Smoking, chewing gum, tobacco or betel in any form is strictly prohibited inside the institution and deprecated in the vicinity.
 - Consumption or Arriving at Anodiam premises under the influence of alcohol, drug or any mind-altering substances is strictly prohibited and will result in immediate disciplinary action including cancelation of this contract.
- **General & Personal Behavior:**
 - Indulging in any immoral or sexually explicit activity inside the institution or in its vicinity is strictly prohibited and will result in immediate disciplinary action including cancelation of this contract.
 - Any loud, irresponsible or reckless behavior of any nature will not be accepted. It may lead to strict actions including immediate cancellation of this contract.

B. Responsible use of Anodiam amenities: Anodiam is keen on providing the best amenities and infrastructure for you to perform at your best. In case, you need any further help or assistance, please feel free to talk to the Centre Manager or your Academic Head. Remember, our motto is to provide education that enlightens!

- Centre Manager can approve all items including books and instruments etc. costing less than ₹500/-
- For items costing more, you need approval from your Academic Head.
- You are expected to handle all of Anodiam's properties, facilities, amenities and items with proper care and responsibility.
- Our facilities are completely covered under CCTV surveillance. The footage will be preserved for a considerable amount of time and will be handed over to legal authorities as evidence for any untoward event or offense.
- Our building has proper signage and you are expected to abide by all of them. Disregarding signage may result in a punishable offense.
- There is ample street-side parking available in the vicinity. No parking of bicycles, motorbikes or other vehicles is allowed inside the premises. Also, Anodiam is not responsible for any damage or theft of vehicles or bicycles parked outside.



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Roles & Responsibilities:

The above policies are mandated for all contractual stakeholders of Anodiam.



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Terms & Definitions:




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