

## **Do's & Don't**

1. All participants must carry and wear their UCO bank ID cards.
2. All participants must wear Face Mask compulsorily and carry additional masks as per their requirement along with personal hand sanitisers.
3. As per the govt. guidelines 'Aarogay Setu App' must be installed in your mobile.
4. Participants are advised to carry daily essentials items like slippers, toothpaste, shaving kit etc.
5. Register your arrival details in advance prior to reaching the campus.
6. Participants are requested to carry their copy of vehicle RC if travelling by own car
7. All participants are expected to stay in their allotted rooms. Please ensure that the items provided in the rooms are kept in good condition at all the times.
8. Please do not keep/lock items of common use in your room.
9. Please ensure to carry your valuables like laptops, cell phones, jewellery, wallets, purses etc. with you while leaving the hostel room.
10. Please switch off lights, fans, geysers & ACs before you leave the room.
11. **Laundry services will not be available in campus due to COVID 19 and it is therefore suggested to carry sufficient clothes for 5 days program.**
12. There is no provision of leave during the training. In exceptional circumstances, the participants may be allowed to take leave subject to approval from UCO Bank designated observer or appropriate authority.
13. It is advised to remain in campus during the program. In case you are going out of campus, ensure to return by 9:00 PM and carry your UCO bank ID card without which entry into the campus will take time.
14. Overnight stay out of the campus is strictly prohibited. In exceptional cases of emergency, Banks prior permission is required to do so, and trainees should provide respective Centre with the required approval.
15. **Consumption of liquor & smoking in the campus is strictly prohibited.**
16. In case of any equipment breakdown, if any assistance is required, please inform institute authorities promptly for quick redressal.
17. Participants are expected to be punctual in attending classes at the scheduled time.
18. Participants to abide by the dress code of the Bank
19. Participants are expected to be well behaved as representative of UCO Bank
20. **Centre rules to be followed. These rules are for your safety and wellbeing**

