

Code of conduct for students:

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

1. General Behaviour

- All students, must exhibit professionalism, respect, and integrity in their interactions with peers, patients, and the public.
- Strict adherence to the college's rules, regulations, and policies is mandatory.
- Ragging, harassment, or discrimination in any form (based on caste, religion, gender, etc.) is strictly prohibited and punishable under law.

2. Academic Integrity

- Plagiarism, cheating, and any form of academic dishonesty are strictly forbidden.
- Students are expected to attend classes, practical sessions, and clinics regularly and punctually.
- Submission of assignments, projects, and research must be timely and reflect the individual's original work.
- All documentations of their theory, pre-clinical and clinical works should be completed in stipulated time of academic calendar.
- Students are encouraged to participate in extracurricular and community service activities to enhance holistic growth.

3. Dress Code

- Students must wear neat college uniform while attending college, clinics, and practical sessions.
- White lab coats must be worn at all times during clinical practice.
- Personal hygiene must be maintained, as it reflects professionalism and respect for patients and peers.

4. Clinical Conduct

- Patient confidentiality and dignity must always be respected.
- Students must follow proper sterilization and hygiene protocols to ensure patient safety.
- Any negligence or malpractice in patient care will lead to strict disciplinary action.

5. Attendance and Punctuality

- Late entry to classes or clinics is not acceptable and may result in being marked absent.
- Student will be allowed to appear for university examinations if and only if he/she fulfills the attendance percentage and no lenience will be granted on this issue. Absence due to medical concerns needs to be addressed to the head of institution and concerned head of department with supporting documents.

6. Use of Technology and Resources

- Use of mobile phones, social media, or other electronic devices is prohibited during academic sessions unless required for educational purposes.
- College facilities, such as the library, labs, and equipment, must be used responsibly and only for academic purposes.

7. Professional Ethics

- Misrepresentation or falsification of patient records or case details is unethical and punishable.

8. Substance Abuse

- Consumption of alcohol, tobacco, or drugs within the college premises is strictly prohibited.
- Any individual found under the influence will face immediate disciplinary action.
- Unauthorized possession, carrying or use of any weapon, fireworks, contrary to law or policy

9. Disciplinary Procedures

- Violations of the Code of Conduct will result in a disciplinary review by the college administration.
- Consequences may include verbal or written warnings, suspension, or expulsion, depending on the severity of the offense.

10. Grievance Redressal

- A transparent grievance redressal system is available for students to report issues or disputes.
- Complaints should be raised through proper channels, and anonymity will be maintained when required.

Code of conduct for staffs:

1. General Conduct

- Faculty members must exhibit professionalism, integrity, and ethical behaviour in all aspects of their academic and clinical roles.
- They must respect the dignity and rights of students, colleagues, and patients.

2. Teaching and Mentoring

- Faculty must prepare and deliver lectures, practicals, and clinical training effectively and on time.
- They should serve as role models by demonstrating professional behavior and commitment to the dental profession.
- Equal opportunities should be provided to all students without discrimination based on caste, religion, gender, or background.
- Faculty must provide constructive feedback to students and encourage them to achieve academic and clinical excellence.

3. Patient Care

- Faculty must ensure patient safety, confidentiality, and dignity in clinical settings.
- They are responsible for supervising students during clinical procedures and ensuring proper sterilization and hygiene protocols are followed.
- Ethical practices in patient diagnosis and treatment must be strictly maintained.

4. Research and Publication

- Faculty members must conduct research responsibly, adhering to ethical guidelines and obtaining necessary approvals from the Institutional Ethics Committee.
- Plagiarism or falsification of research data is strictly prohibited.
- They should encourage students to engage in research and guide them in maintaining ethical research standards.

5. Attendance and Punctuality

- Faculty must adhere to the scheduled timings for lectures, clinical duties, and other institutional activities.
- Staffs should apply for leave beforehand. If not should intimate the concerned HOD and Principal on the day of leave before commencement of college and alternate arrangements about their duties should be made.
- Unauthorized absences from teaching or clinical responsibilities will be treated as a breach of conduct.

6. Use of Technology and Resources

- Institutional resources, such as laboratories, clinics, and libraries, must be used responsibly and only for academic purposes.
- Faculty should integrate technology into their teaching methods to enhance student learning but avoid misuse of electronic devices during work hours..

7. Harassment and Discrimination

- Faculty must not engage in any form of harassment, bullying, or discrimination against students, colleagues, or staff.
- Exploitation of students or patients for financial or personal benefits is strictly prohibited.
- A zero-tolerance policy is maintained against any misconduct or violation of dignity.
- Disputes or grievances should be reported to the appropriate authority

8. Substance Abuse

- Faculty are prohibited from consuming alcohol, tobacco, or drugs on college premises.

- Being under the influence of substances during work hours will result in disciplinary action.

9. Commitment to Institutional Growth

- Faculty should contribute positively to the development of the institution by participating in strategic initiatives, curriculum planning, and extracurricular activities.
 - Upholding the reputation and standards of the institution is a shared responsibility.
-

Code of conduct for supporting staff

- Supporting staff must adhere to the rules and regulations of the institution and perform their duties diligently.
- They are expected to maintain professionalism, discipline, and respect in their interactions with students, faculty, patients, and peers.
- Punctuality and regular attendance are mandatory.
- Staff working in clinical areas must treat patients with respect and dignity, ensuring a welcoming and compassionate environment.
- They must assist in maintaining patient safety, comfort, and confidentiality.
- Supporting staff should conduct themselves with honesty, integrity, and a sense of responsibility.
- Confidentiality regarding patient records, student information, and institutional matters must always be maintained.
- Any form of bribery, corruption, or misuse of resources is strictly prohibited.
- Tasks and responsibilities assigned by supervisors must be carried out promptly and efficiently.
- Any misuse or mishandling of college property, equipment, or resources is unacceptable and may result in disciplinary action.
- Disputes or grievances should be reported to the appropriate authority rather than engaging in arguments or confrontations.