



Code of Conduct

A HANDBOOK

By Monitoring Committee for Code of Conduct | IQAC | College of Dental Sciences

Contents

Introduction to the Monitoring Committee for the Code of Conduct.....	2
<i>General principles</i>	3
Code Of Conduct For Students.....	5
— Discipline:	5
— Ragging:.....	5
Academic:.....	6
Examination:	7
Code of conduct in clinics.....	8
Principal’s / Director’s Code of Conduct.....	9
Code of Conduct for Teaching Staff	11
<i>General responsibilities:</i>	11
<i>Discipline:</i>	12
<i>Leaves:</i>	12
<i>Teaching process:</i>	13
Code of Conduct for Para-Dental Staff.....	14
Code of Conduct for Nursing Staff	15
Code of Conduct for Administrative Staff.....	16
Code of Conduct for Support Staff	17

Introduction to the Monitoring Committee for the Code of Conduct

The monitoring committee for the Code of Conduct for various stakeholders was formed in the year 2017 which proposed a draft and was approved by the various Heads in the Institution. Code of conduct by definition is a set of rules that Members of an organization or people with a particular job or position must follow. It is a prerequisite in establishing ethical and inclusive culture among the members of the college.

Objectives of the committee:

1. To propose or to revise the rules and guidelines for regulating workplace behavior and conduct, for approval by the concerned Heads in the Institution
2. To ensure the sense of responsibility towards their work at the workplace
3. To create an unbiased and fair working environment for every employee
4. To have a set standard of practice, policy and manual for smooth working of the institution.
5. To ensure compliance and commitment to the organizations goals and objectives.
6. To serve as a guiding principle for professional conduct

Responsibilities:

1. To conduct the meeting periodically
2. To document and maintain minutes of meeting
3. Discuss the agendas concerning the new proposal or revision of the Code of Conduct from the concerned Heads of the Institution for implementation.
4. To bring any changes in the code of conduct manual if and when required

CODE OF CONDUCT

Code of Conduct applies to all students, teaching staff, administrative staff, nursing staff and support staff who are studying or working in the premises of College of Dental Sciences, Davangere including in university sponsored activities, functions hosted by the Institution.

GENERAL PRINCIPLES

The Undergraduate program is Four academic years with 240 teaching days in each academic year, and One year of compulsory rotatory internship and Postgraduate program of Three academic years.

During this time students are required to be regular and dedicated to their work and studies, maintain high standard of professional ethics.

Students should be capable of self-assessment and orient themselves in seeking the required professional knowledge.

Students should strive and apply the knowledge gained in better management of the patient and healthcare field.

Students should have willingness to participate in the continuing education programmes to update knowledge and professional skills from time to time.

They should improve awareness and provide possible solutions for oral health problems and needs throughout the community.

Students should participate and help in the implementation of national health programmes.

DRESS CODE FOR INSTITUTION:

Scrubs allotted to the postgraduate:

Sl. Number	Department	Colour of scrubs allotted
1.	Department of Oral Surgery	Navy blue, sky blue
2.	Department of Periodontia	Dark purple
3.	Department of Endodontics	Royal blue
4.	Department of Prosthodontics	Persian blue
5.	Department of Pedodontics	Maroon/navy blue
6.	Department of Preventive & Community Dentistry	Dark blue
7.	Department of Oral Medicine & Radiology	Green
8.	Department of Oral Pathology	Dark blue
9.	Department of Orthodontics	Grey/ navy blue

Dress code of staff- sky blue colour scrubs/ formals with full sleeve white coat.

Dress code of interns – violet scrubs

Dress code of undergraduates – light cream colour shirt and black trousers (1st & 2nd year BDS), Greyish blue shirt and black trousers (3rd & 4th year BDS)

Dress code for supporting staff - black

Dress code of nurses - ocean green

Code Of Conduct For Students

Discipline:

- Student must strictly follow the disciplinary rules and regulations of the institute.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, ragging, communal, immoral or political expressions and activities within the campus and hostels and follow the regulations.
- Strict action will be taken towards any act of indiscipline or misbehaviour by students.
- Any case of criminal activity or violation of law and order in the college campus will not be tolerated and will be reported to police.
- Impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- The student should switch off their mobile phones while in the classroom, laboratory, clinics, library etc. as per notification.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.

Ragging:

- Action will be taken against students indulging and abetting in Ragging as per the Directions of Hon'ble Supreme court of India
- Cancellation of admission and also debarred from taking admission in any institution in India

- Suspension / expulsion from the Institution or debarring from appearing for any examination or other evaluation process.
- Collective punishment if larger number of students are involved in the act of ragging
- An FIR will be filed in the local police station if found guilty.

Academic:

- Students should work according to the academic calendar and curriculum prescribed by university.
- Students should update their professional skills and knowledge from time to time, and should apply the knowledge and skills in day-to-day practice.
- The students should maintain their clinical records and log books.
- Postgraduates should work towards journal assignment, dissertations and research project under the guidance of recognized postgraduate teacher.
- Every candidate appearing for the postgraduate degree exam should at least six months prior to examination should submit the copy of dissertation guided by his or her guide.
- Student should have 75% in Theory and 75% in Practical/Clinicals in each subject as per the guidelines of RGUHS for undergraduates.
- Students should have 80% attendance during each academic year for postgraduate students.
- No student is permitted to run a clinic and work in a clinic / hospital/ laboratory and shall not engage in private practice during the tenure of course.

- Students are expected to spend their free time in the Library/Reading Room.
- Student should be regular in attending all the sessions of the day.
- Absence due to health issues must be reported with medical certificate
- On no account will students be allowed to remain absent for any internal assessments conducted by the Institute. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.

Examination:

- The University examinations are held twice annually at an interval of not less than 4-6 months as notified by the University from time to time.
- A minimum of three internal assessments to be held in an academic year and the average of these tests shall be sent to the University

Conduction of examinations:

- Mobile phone and wrist watches is strictly prohibited in the exam hall during the examination
- All candidates must carry their stationeries in transparent pouches
- Strict action will be taken towards any act of communication, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- Examination related specific conduct for the students is further given in the circulars from the University time to time.

Code of conduct in clinics

- Students must at all times behave in an honourable and responsible manner and observe the ethical standards when treating patients, they encounter in clinical practice.
- In treating patients or carrying out practical work in class with fellow students, they must act with all reasonable care and under the direction of a clinical staff.
- Students must observe confidentiality with regard to information concerning patients and fellow students.
- Undergraduate students may not give advice to patients or suggest medications or patent herbal remedies without appropriate supervision of senior professors.
- The student must always take steps to alleviate patient symptoms and distress, whether or not a cure is possible.
- Obtaining informed consent or other valid authority before undertaking any examination, investigation or provide treatment (except in an emergency), or before involving patients in teaching or research is a must.
- Students practicing and observing in the clinic are expected to treat patients, staff and fellow students without prejudice or discrimination of any sort.
- Negative feedback on a student's conduct in an external clinic is dealt with by a follow up procedure. The practitioner giving the negative feedback is contacted for further details and the student is made aware of the feedback.

Principal's / Director's Code of Conduct

Principal/Director as the Head of Institute is for addresses and resolve all issues concerned with the stakeholders of education.

Subject to the supervision of the management/ board of directors, The Principal/Director as an Academic Head of the College, shall be responsible for the following:

- Academic growth of the college
- Shall oversee and monitor the administration of all academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments
- Participation in the teaching, research and training programmes of the college
- Assisting in planning and implementation of academic programmes such as refresher/ orientation course, seminars, other training programmes organized by the University.
- Institutes programmes for academic competence of Faculty Members
- Administration and supervision of curricular, co-curricular/extracurricular and maintenance of records
- Ensure that the long-term and short-term development plans of the Institute in the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members

- Convene meetings of any of the authorities, bodies or committees as and when required
- Maintenance of Self -Assessment Reports of teachers and their service Books
- Authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management or any other work relating to administration of the Institute time to time.
- Provide leadership, direction and coordination within the Institute and should review the Code of Conduct periodically.

Code of Conduct for Teaching Staff

The code of conduct for faculty normally addresses the matters related to teaching, learning, evaluation, relationship with the students, associated staff, management and parents, duties and responsibilities with moral & professional ethics and dedication and integrity of the teacher towards the college.

General responsibilities:

- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising, applications for admission, advising and counselling students as well as assisting the conduct of University and Institute examinations, including supervision, invigilation.
- Participate in extension, co-curricular and extra-curricular activities including community service.

Discipline:

- All the teaching staff should follow the rules and regulations of the Institution as prevalent from time to time
- Contribute to the vision, mission and goals of Institute through engagement of work punctually, sincere and regular in their approach and devote their time and their best for the progress of the Institute.
- The teaching staff should report to the college on time, use bio-metrics where required.
- Teaching staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Teaching staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/marital status/ pregnancy or likelihood of pregnancy /physical features, disability or impairment (physical disability or medical status)
- The teaching staff should show no partiality to any segment / individual student.
- Every teaching staff should maintain the confidentiality regarding the College's affairs and its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.

Leaves:

- Teaching staff are entitled for casual leaves, commuted leaves, special casual leaves, earned leaves as per Rules of the college issued-by the authorities.

- Leave should be prior informed with proper alternate arrangements made for class / laboratory/ clinic / invigilation duty.
- In case of emergency, the HOD or the next senior faculty must be informed.

Teaching process:

- Lecture classes should follow a time-table, to cover all the syllabus as prescribed by the University.
- Should not involve himself/ herself in any unethical practice while doing continuous assessment.
- Teaching staff must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching, so that input may be useful for the students.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the departments or student counsellor and inform him / her about the habitual absentees, slow learner student, objectionable behaviour etc.
- The staff should engage the entire allotted lecture hour.
- Use of "information Communication Technology" for effective delivery of lectures.
- The staff should motivate the students and bring out the creativity/originality in the students and should make himself/herself available for doubt clearance.
- Engaging in ethical practice and developing their professional knowledge and teaching skills supporting the personal and professional development of others.
- Assisting in developing and mentoring less experienced staff members

- Accepting responsibility for their own professional learning and development.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

Code of Conduct for Para-Dental Staff

The Para-Dental staff of the College of Dental Sciences are expected to abide to the highest standards of professional ethics.

Compliance with code of conduct policy is responsibility of every employee.

The staff are to report to the duty on time and be punctual.

The staff are to complete the assigned tasks within stipulated time frame.

The staff are expected to behave in a polite manner, tempered with kindness and empathetic towards fellow colleagues, doctors and patients.

The staff are expected to take sufficient care of the property, materials, instruments, equipment's etc of the institution.

Help the nursing staff in documentation of the instruments list, maintenance of the indent book.

All are required to wear their identity card while on duty.

The staff shall carry out their daily duties faithfully under the supervision of the immediate superiors and shall follow the instructions.

Wear personal protective safety equipment while working wherever it is required.

The Para-Dental staff should dress according to the dress code.

Any incident either emergency or other that routine arising in the institution should be immediately reported to the Manager or to their superiors.

The staff are expected to make the right use of their duty period for effective work outcome.

The Para-Dental staff are required to maintain the office circulars and other necessary documents pertaining to their respective departments.

Code of Conduct for Nursing Staff

The Nursing Staff of the College of Dental Sciences are expected to abide to the highest standards of professional ethics.

Compliance with code of conduct policy is responsibility of every employee.

The staff are to complete the assigned tasks within stipulated time frame.

The staff are expected to behave in a polite manner, tempered with kindness and empathetic towards fellow colleagues, doctors and patients.

The staff are expected to take sufficient care of the property, materials, instruments, equipment's etc of the institution.

Sterilization of the instruments has been done daily.

Documentation of the instruments list, maintenance of the indent book is mandatory.

All are required to wear their identity card while on duty.

The staff shall carry out their daily duties faithfully under the supervision of the immediate superiors and shall follow the instructions.

Wear personal protective safety equipment while working wherever it is required.

The nursing staff should dress according to the dress code.

Any incident either emergency or other that routine arising in the institution should be immediately reported to the Manager or to their superiors.

The staff are expected to make the right use of their duty period for effective work outcome.

Confidentiality of patient's illness and treatment should be strictly maintained.

To nursing staff on ward duty should attend ward rounds, maintain TPR chart, administer drugs, maintain the drug chart etc., and work along with the post-graduates and Teaching staff.

To prepare the in-patient admission file, pre-operative preparation of the patient and instruments according to the instructions.

All payments pertaining to the patient should be documented and taken care by the nursing staff.

All nursing staff should abide to the weekly duty rooster.

The staff should maintain and possess the spirit of teamwork, and work for the betterment of the institution.

Code of Conduct for Administrative Staff

- The Administrative Staff of the College of Dental Sciences are expected to abide to the highest standards of professional ethics.
- Compliance with code of conduct policy is responsibility of every employee.
- The staff are to report to the duty on time and be punctual.
- The staff are to complete the assigned tasks within stipulated time frame.
- The staff are expected to behave in a cordial manner, be kind and co-operate with colleagues, students, staff and parents.
- The staff are expected to take utmost care of the office property and documents.
- All university related work, admissions of the students and their documentation should be maintained and promptly done.
- All are required to wear their identity card while on duty.
- The staff shall carry out their daily duties faithfully under the supervision of the immediate superiors and shall follow the instructions.
- Any incident either emergency or other that routine arising in the institution should be immediately reported to the Manager or to their superiors.
- The staff are expected to make the right use of their duty period for effective work outcome.
- Confidentiality of administrative matters should be strictly maintained.
- Service book of all the staff in the College of Dental Sciences, should be maintained and updated on regular basis according to the BEA guidelines.
- Conducting of the university examinations both theory and practical should be carried out in accordance to university guidelines with the help of the Teaching staff and Principal.
- Proper maintenance of the computers for digital valuation is required.
- All university documentation, results should be compiled and maintained year-wise.

- The administrative staff should help the alumni students with their transcripts, reference letter if and when required.
- Concerned staff for store have to maintain the stock register, indent book and the audit file.
- The administrative staff should maintain and possess the spirit of teamwork, and work for the betterment of the institution.

Code of Conduct for Support Staff

The Support Staff of the College of Dental Sciences are expected to abide to the highest standards of professional ethics.

Compliance with code of conduct policy is responsibility of every employee.

The staff are to complete the assigned tasks within stipulated time frame.

The staff are expected to behave in a polite and kind manner towards students, staff and patients.

The staff are expected to take sufficient care of the property, materials, instruments, equipment's etc of the institution.

All are required to wear their identity card while on duty.

The staff shall carry out their daily duties faithfully under the supervision of the immediate superiors and shall follow the instructions.

All the departments must be clean and tidy, all the instruments and equipment's should be washed and handled with proper care.

Handling of solid waste/bio-medical waste should be segregated and disposed according to the guidelines, with proper protective measures.

Wear personal protective safety equipment while working wherever it is required.

Any needle stick or prick injury should be reported to the Nursing staff, and the necessary protocol to be followed.

The support staff should dress according to the dress code.

Any incident either emergency or other that routine arising in the institution should be immediately reported to the Manager or to their superiors.

The staff are expected to make the right use of their duty period for effective work outcome.

All support staff should abide to the weekly duty rooster.

The staff should maintain and possess the spirit of teamwork, and work for the betterment of the institution.