

Code of Conduct



SJM DENTAL COLLEGE & HOSPITAL, Chitradurga

PB Road, Chitradurga Tel: 08194-220046/223068

E-mail : sjmdentalcollege@gmail.com

(Affiliated to Rajiv Gandhi University of Health Sciences, Bangalore)

SJM DENTAL COLLEGE & HOSPITAL, CHITRADURGA

Code of Conduct Committee :

Sl.No	Name	Designation
1	Dr.R GOWRAMMA Principal SJMDCH, Chitradurga	Chairman
2	Dr. KESAVA REDDY K HOD Dept. Prosthodontics Crown & Bridge SJMDCH,Chitradurga	Co-Ordinator
3	Dr. NAGARAJAPPA D HOD Dept. Of Oral And Maxillofacial Surgery SJMDCH,Chitradurga	IQAC Co-Ordinator
4	KODANDARAMA G S HOD Dept. Of Oral Medicine & Radiology SJMDCH,Chitradurga	Member
5	Dr. RAGHUNATH REDDY MH HOD Dept. Of Pedodontics & Preventive Dentistry SJMDCH,Chitradurga	Member
6	Dr. HAREESHA KB HOD Dept. Of Orthodontics And Dentofacial Orthopedics SJMDCH,Chitradurga	Member
7	Dr. DHARAM HINDUJA HOD Dept. Of Conservative Dentistry & Endodontics SJMDCH,Chitradurga	Member
8	Dr. JAYCHANDRA MG HOD Dept. Of Public Health Dentistry SJMDCH,Chitradurga	Member
9	Dr. HARINI TC HOD Dept. Of Oral Pathology & Microbiology SJMDCH,Chitradurga	Member
10	Mr. VISHWANATH ADVOCATE Chitradurga	Member

Introduction:

A code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behaviour. The purpose of a code of conduct is to develop and maintain a standard of conduct that is acceptable to the Institution, its staff, students and other employees.

This Handbook indicates the standard procedures and practices of SJM Dental College & Hospital for all students enrolling with the institute for pursuing dental courses, all the teaching and non-teaching staff members. All students and staff must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (here in after referred to as the 'Code') and the rights, responsibilities including the restrictions arising from it.

All the students & staff are governed by the rules and regulations laid down by the Rajiv Gandhi University of Health Sciences, Bangalore & SJM Dental College & Hospital, Chitradurga.

Jurisdiction:

The Institute shall have the jurisdiction over the conduct of the students & staff associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the Institute related activities and functions.

Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include.

- A. Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- B. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- C. Possession or use of weapons, explosives, or destructive devices off campus
- D. Manufacture, sale, distribution or consumption of prohibited drugs, alcohol etc.
- E. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

Ethics and Conduct

CODE OF CONDUCT FOR STUDENTS

1. 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.
2. At the time of admission, each student must sign a statement accepting this Code.
3. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
4. Students are expected to be neatly dressed in campus.
5. Habitual late coming, irregularity in attendance, discourtesy towards faculty and staff, neglect of work etc. are punishable offence.
6. All students must defer from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
7. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc
8. Intentionally damaging or destroying Institute property or property of other students and/or faculty members
9. Any disruptive activity in a class room or in an event sponsored by the Institute

10. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards

11. Participating in activities including:

11.1 Organizing meetings and processions without permission from the Institute

11.2 Unauthorized possession, carrying or use of any weapon, fireworks, contrary to law or policy

11.3 Unauthorized possession or use of harmful chemicals and banned drugs

11.4 Smoking on the campus of the Institute

11.5 Possessing, Consuming, distributing, selling of alcohol in the Institute.

11.6 Theft or unauthorized access to others resources

11.7 Misbehaviour during any activity of the Institute.

11.8 Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

11.09 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

11.10 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute

11.11 Theft or abuse of the Institute instruments, equipment & any other belongings, as well as unauthorized entry, use, tamper, etc. of Institute property or facilities & data, and interference with the work of others is punishable.

11.12 Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises

11.13 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion,

age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition

Disciplinary Action

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student.

The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

1. **WARNING:** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
2. **RESTRICTIONS:** Reprimanding and Restricting access to various facilities on the campus for a specified period of time
3. **SUSPENSION:** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
4. **EXPULSION:** Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

Attendance

Every student must fulfil the criteria for Minimum 75% Attendance in Theory and 80% in Practical in each subject essential for being eligible for appearing in University Examination. **Shortage of Attendance will amount to detention** and student will not be allowed to appear in university examination. It will be sole responsibility of the student. Relaxation of any kind, under any pretext will not be granted.

Maternity leave cannot be granted full attendance rather the student will have an extension of equivalent days and can appear for examination only after completion of the academic term. No consideration in regards of attendance will be done for maternity leave. The policy for maternity leave will be governed by the rules laid down by RGUHS and Dental Council of India.

College Leave Policy

1.As per the DCI/ University norms 75% attendance every year is mandatory for Theory and 80% for Practical/Clinical classes for BDS students. Any student failing to confirm to this eligibility criterion will not be allowed to appear in the University Exam and parents will desist from pressing upon the college authorities to complete the attendance unlawfully.

2.Leave for going home on working days should be forwarded through HOD to the Principal only.

3. Leave applications should be submitted to the concerned authorities at least three days in advance.

4. In case of medical leave, Medical certificate duly signed by registered practitioner should be submitted.

5. Grant of Medical leave doesn't comply to grant of full attendance, rather total number of working days will be reduced.

6.Leaving college campus without permission during working hours is prohibited.

Anti-Ragging

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

It is mandatory for all students to sign and submit Anti-ragging affidavit at the beginning of the academic session every year and should abide by the rules laid down by anti-ragging committee.

Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student.
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Dean and headed by student's affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by student's affairs advisors, and can have as its members, the Deans, Student Counsellors, Faculty Advisors, Chairperson of the concerned Department.

Sl.No	Name of the Members	Designation	Phone.No (to contact at any time)
01	Dr.R.Gowramma. Principal, SJMDCH, Warden, SJM Dental Girls Hostel, Chitradurga.	Chairman	9481721444
02	Dr.Raghunath Reddy.M.H Professor & Head SJMDCH, Chitradurga.	Member	9448130788
03	Dr.Nagarajappa.D Professor & Head and IQAC. Co- Ordinator, SJMDCH, Chitradurga.	Member	9886171988
04	Dr.Kodandarama. G.S Professor & Head SJMDCH, Chitradurga.	Member	9342310665
05	Dr. Abdul Mujeeb Professor, SJMDCH, Chitradurga.	Member	9980042230
06	Sri. B.S. Madhukara (Parent/Localite) Chitradurga.	Member	9448233861
07	Sri. G. Surendrababu (Parent/Localite) Chitradurga.	Member	7989782801
08	Miss.Rachana. M (Student Representative) Chitradurga.	Member	9663888414
09	Miss. Kavya K (Student Representative) Chitradurga.	Member	8971875726
10	Mr. KIRAN R (Student Representative) Chitradurga.	Member	7411170012
11	Mr.Ganesh. V (Student Representative) Chitradurga.	Member	8088411159
12	Mr.Umapathi.G.N. (Student Section) SJMDCH, Chitradurga.	Member	9986383120
13	Circle Inspector of Police, Town Police Station Chitradurga.	Member	08194-222333

ANTI- RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

Sl.No	Name of the Members	Designation	Phone.No (to contact at any time)
01	Dr.Gowramma.R Principal, SJMDCH, Warden, SJM Dental Girls Hostel, Chitradurga.	Chairman	9481721444
02	Dr.Nagarajappa.D Professor & Head and IQAC. Co-Ordinator, SJMDCH, Chitradurga.	Member	9886171988
03	Dr.Harini.T.C Professor & Head SJMDCH, Chitradurga.	Member	9449202240
04	Dr.Sharath Chandra Reader, SJMDCH Chitradurga	Member	9743048418
05	Dr.Jagadish Naik Reader, SJMDCH,Chitradurga.	Member	9164106610
06	Dr. Poornima. C.N Lecturer, SJMDCH,Chitradurga.	Member	7676926464
07	Smt. Shilpa. G.K Deputy Warden, SJM Dental Girls Hostel, Chitradurga.	Member	9741539518
08	Miss. Razeena.C.A Resident Warden, SJM Dental Girls Hostel, Chitradurga.	Member	9448533866
09	Mr. P.M. Prabhakara Manager, Boys Hostel, Chitradurga	Member	9449374229

10	Mr. Vinutha S (Student Representative) Chitradurga	Member	9740948726
11	Miss. Tejas Raju Gouli (Student Representative)0 Chitradurga	Member	9480871689
12	Miss. Kreeya Ravindran (Student Representative) Chitradurga	Member	9740710359
13	Mr. Pannuru Harikrishna (Student Representative) Chitradurga	Member	9381739400
14	Circle Inspector, Town Police Station, Chitradurga	Member	08194-222333

Students Grievance Redressal committee:

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the cell. The cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or Internal Complaints Committee, in cases of any sexual harassment complaints.

WOMEN'S GRIEVANCE REDRESSAL COMMITTEE

Dress Code

- The college has specific dress code. As the students are exposed to clinical work and patients they should dress in away, which suits the noble profession. **Jeans, T shirts sport shoes are strictly prohibited.**
- It is mandatory for all 1st year to 4th year students, Interns, PG students are required to compulsory be in their scrubs and while attending patients wearing Personal protective gowns is mandatory.
- The students should wear identity badges

- The personal hygiene is also equally important. Meticulous care of hands is required. Nicely trimmed nails are mandatory to prevent infections to and from the patients.
- The girls should properly clip their hairs and use head cap in practical hall & clinics.

Fees:

1) Complete college fees for respective year have to be paid within 1 month from the starting of academic session of respective year.

2) Failing which Rs.100/- fine per day will be imposed on the student.

3) Institute also has right to refrain student from attending college on non-payment of fess and no attendance will be grant for those days.

Use of Mobile

No student will use mobile hand set in college & hospital premises apart from academic purpose & without permission. Defaulters will be fined and the mobile handset will be confiscated forth with.

Internal Assessment Examination

The schedule of the internal assessment has been given in this guide. The examination cell of the college conducts these examination and marks scored in these examination are considered during the declaration of result of university examination. Absenteeism in these examination without valid reason, and non-information to Principal office & Exam Cell during the conduct of the Internal Assessment Examination will not be accepted and such students will not be permitted to appear for examination.

Cheating during exams is strictly prohibited and if found guilty strict action will be taken by the college authority and examination committee.

Research

Before starting any new research project, synopsis of the study has to be submitted to institutional ethical committee and board of research and approval has to be taken before initiation of the project.

Code of Conduct in Clinical Area:

1. It is prime responsibility of the all students, teaching and non-teaching staff to pay attention towards patient's complaint and treatment on priority basis.
2. It is expected from everyone to have polite speech and behaviour with the patients.
3. When patient enters the department, the waiting period should be minimum.
4. Proper and complete history should be taken from every patient.
5. Complete treatment and payment should be properly explained to every patient.
6. Payment for the desired treatment should be done from patient before initiating the treatment.
7. Students and staff cannot take the treatment charges directly to them rather it should be done at the reception counter and the entries of the payment receipt should be done in departmental register.
8. The entries of the treatment done and next scheduled appointment should be mandatorily done in the departmental work done and appointment register respectively.
9. Dental chair and other equipment should be handled carefully and any damage caused will be incurred from the operating personal.

Code of Conduct for administrative staff including Principal

1. The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments
2. The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
3. The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
4. The Principal should form various college level committees which are necessary for the development of the Institute.

5. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
6. The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
7. The Principal should provide leadership, direction and co-ordination within the Institute.
8. The Principal should periodically review this Code of Conduct.
9. The Principal is responsible for the development of academic programmes of the Institute
10. The Principal should convene meetings of any of the authorities, bodies or committees as and when required.
11. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
12. The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
13. The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
14. The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
15. 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.

Code of Conduct for Teachers and Administrative staff:

1. DISCIPLINE

1.1 The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.

1.2 The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

2. LEAVES

Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

CONTINUOUS ASSESSMENT

1. Once the subject is allotted the staff should prepare lecture wise lesson plan
2. The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format
3. The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
4. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenge's and requirements in the methodology of teaching so that the input may be useful for the student community at large.
5. The staff should get the feedback from students and act / adjust the teaching appropriately.
6. The staff should interact with the coordinators and Head of the departments or student counselor and inform him/her about the habitual absentees, slow learner student, objectionable behaviour etc.
7. Every Faculty Member should maintain academic record book.

Code of conduct for Supporting staff

1. ADMINISTRATIVE STAFF

1.1 Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.

1.2 Staff should take additional responsibilities if required as assigned by Principal

2. ACCOUNTANT:

2.1 Accountant should prepare, examine, and analyse accounting records, financial statements, and other financial reports.

2.2 Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements

2.3 Accountant should establish tables of accounts, and assign entries to proper accounts.

2.4 Accountant should report to the Principal regarding the financial status of the college at regular intervals.

2.5 Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.

2.6 Accountant should provide all the necessary account statements and documents for various committees of the institute.

2.7 Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

Students Rights and Responsibilities

These guidelines assume and acknowledge that students are active participants in the learning process and that they have responsibilities to the institution and the international community of scholars.

The institution can expect that students will:

1. Maintain safe and productive learning environment, the students should always respect rights of other students and staff.

2. Be aware of the rules and regulations particularly, disciplinary regulations and know about their rights and responsibilities, health and safety procedures especially in respect to laboratories and field trips
3. Respect institution property.
4. Be up to date about the course and syllabus details made available to them and queries, if any should be raised in an appropriate manner with the concerned academic staff.
5. Actively and positively participate in the educational environment including:
 - preparing for and attending classes as desired.
 - participating in class discussions and other activities
 - maintaining steady progress with the course;
 - and submitting allotted work on time.
6. Thrive for achieving personal excellence in performance and allowing freedom of expression.
7. Never cheat plagiaries, fabricate or falsify any data and be aware of their individual rights and responsibilities regarding the proper use of copyright material, the ethical responsibilities of researchers with regards to animal and human subjects as well as intellectual property rights.
8. Meet the requirement to complete their academic programme and take responsibility for their own academic progress.
9. Exercise their rights to reasonable access to and assistance from academic staff and the various academic support services.
10. Support student representative organizations, such as the student's representative council or any system as defined by time.

Rules and Regulations to be followed for hostel stay

1. Students must stay in the rooms allotted to them at the time of allotment
2. Once allotment process is over, application for room transfer shall not be entertained
3. Students cannot change/ transfer rooms to other students by themselves.

4. Health disorders should be reported immediately to resident warden
5. The hostel authorities are not responsible for any loss of personal belongings of the residents of the hostel. Residents are advised to keep the door locked when leaving the room
6. The hostel authorities are not responsible for any loss of personal belongings of the residents of the hostel. Residents are advised to keep the door locked when leaving the room.
7. Students are required to enter the details of the destination, telephone nos., name of the contacting person in the register kept with the Manager/ Resident Warden when they are leaving the hostel for more than two days. Students are required to take prior permission of the Warden before leaving the hostel to stay outside or before the leaving town.
8. If students are not attending classes due to illness, it should be brought to the notice of the resident warden. The sick resident must consult the doctor and avail the hospital facility.
9. In rare occasion if any student wants to change /transfer the room, written application to the hostel warden is to be given within 15 days of commencement of new academic calendar. Room is to be changed only after permission is granted.
10. Students are required to fill up the admission form for every new academic calendar within the last 15 days of running academic calendar and are to be verified by Resident warden.
11. Students are instructed not to come under any senior students influence and change the rooms. If anyone will be found guilty of such offence, disciplinary actions will be taken.
12. At the time issuance of No Due Certificate from the hostel, students are required to hand over the keys of the room to the Hostel Resident Warden.
13. Legal police actions can be taken against entry of unauthorized person.
14. Smoking, drinking alcohol, gambling, drug usage/abuse, etc. in the hostels are strictly prohibited.
15. Students who encourage and help unauthorized person to enter hostel building will face disciplinary actions and may be expelled out of the hostel.
16. Any complaint regarding hostel has to be made to Warden in writing. Verbal complaints will not be addressed.
17. Encouragement for entry of any outsider other than residents, without the knowledge of the resident warden, is viewed seriously.

- 18.**All students who are admitted to the hostel must follow the rules and regulations. If anyone is found breaking the rules will be brought to the notice of the parents.
- 19.**Hostel gates will be closed at 9 pm. After 9 pm no one will be allowed to enter the hostel.

Food

The hostel has a very hygienic mess in which the students are provided fresh breakfast, lunch, dinner & snacks the timings for which are displayed at the mess area.

Inspection of the hostel/room

- 1.** The Principal and resident wardens are authorized to inspect and check any room at any time without giving any reason.
- 2.** Legal action/s will be taken against students who do not cooperate or create problems during inspection.