

7.1.9 CODE OF CONDUCT

INTRODUCTION

Chhattisgarh Dental College and Research Institute, being the first Dental College of the state founded in the year 2002 is a self-financing organization run by Youth Foundation of India with a vision of excellence in knowledge, skills and services. CDCRI is situated at Rajnandgaon, Sundra, which is about 65kms from the state capital Raipur C.G., which is well connected by rail, road and air to all metro cities. The institution has its own set of rules outlining the norms, rules, and responsibilities and proper practices.

Code of Conduct for the Dean/Principal

The principal is the academic and administrative head of the institution. He/She is solely responsible for addressing and resolving all issues concerned with the stakeholders of education.

- a. The dean shall oversee and monitor the administration of the academic program, functioning of college as per the university norms and the general administration of the institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- b. The dean/principal should conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- c. The dean should realize the full potential and abilities of the employees and should appreciate and uplift the moral of the employees.
- d. The dean must care to maintain the integrity, privacy and confidentiality of any information related to college and should also maintain the privacy of oral communication as and when requested.
- e. The dean should provide leadership, direction and coordination within the institute.
- f. The dean shall form various college level committees which are necessary for the development of institute. He/she is to conduct meetings of HODs and convenors of various committees to ensure functioning as per policies decided by governing bodies.
- g. He/she shall monitor various academic and curricular activities like conferences, seminars, workshops and various education fests.

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Code of Conduct for Teachers/Academic staffs

The code of conduct for faculty normally addresses the matters related to the conduct of teachers such as teaching, learning, evaluation, relationship with the students, associated staff, management, parents duties and responsibilities with moral & professional ethics.

- a. The faculty shall continue to enrich his professional knowledge by participating in seminars/workshops as part of continuing dental and medical education programs as stipulated by the regulations made by the statutory bodies from time to time and should register any mandatory requirements with the state registration bodies or any other body as stipulated.
- b. The teacher shall perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously in an effective manner, so as to improve the practical knowledge of the student.
- c. 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.
- d. At the institution level it is advised that there be no discrimination against any employee based on age, sex, religion, region, caste and gender.
- e. The faculty members shall need to identify needs and differences among students in their socio-cultural background and design teaching methods accordingly.
- f. The faculty members should report to the college within 15 minutes of the college commencement timing.
- g. The faculty members shall not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the courses of his duty, and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug.
- h. The faculty shall maintain contact with the guardians, their student, send reports of their performance to the guardians whenever and meet the guardians in meeting convened for the purpose for mutual exchange of ideas and for the benefit of the Institution.
- i. Faculties as dentists should merit the confidence of patients entrusted to their care, rendering to each a full measure of service and devotion. They should practice methods of healing



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founded on scientific basis and should not associate professionally with anyone who violates this principle.

Course Planning and Material Preparation

The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.

- i. Once the subject is allotted, the staff shall prepare lecture wise lesson plan and power point formats for each topics. The course file should be maintained as per the prescribed format.
- ii. The faculty members must strive to prepare themselves to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- iii. Every record of any academic activity should be maintained by the faculty in-charge.
- iv. The staff should interact with the coordinators and HOD about students, to inform him/her about the habitual absentees, slow learners, any objectionable behavior etc


Reviews about teaching can be maintained in the form of feedback forms from students, and adjust the teaching method appropriately, this helps to upgrade performance of students.

Monitoring of students' progress

The faculty of any course shall be required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress.

Code of Conduct for Students

As aspiring health care providers, the students shall need to maintain the highest levels of personal honor and integrity. The standard procedures and practices of the CDCRI College encourage the personal and professional development of students and set forth the minimum expectations for a better behavior. Thus, all students are requested to be well versed with this code, which can be also viewed on the official website of the institute.


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ATTENDANCE

1. As per the DCI & University norms, 75% attendance every year is mandatory for BDS students in theory, 80% for practical/clinical classes and 80% attendance is mandatory for MDS students to be eligible to appear in University Professional Examinations. Any student failing to confirm to this eligibility criteria will not be allowed to appear in the University Exam and parents should desist from pressing upon the college authorities to complete the attendance unlawfully. Therefore, parents are requested to keep track of the leave record of their wards to avoid any disappointment at a later time.

DISCIPLINE

2. The student should follow the academic calendar and the curriculum prescribed by the university
3. During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus.
4. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels
5. Inattentiveness, indifference to the lessons being taught, discourtesy to any member of the staff, indiscipline of any kind which affects the prestige and reputation of the institution, staff, students or management are forbidden.

Dress Code

Students are expected to dress neatly and wear the white coat, a symbol of professionalism, responsibility, duty and compassion

Examination

1. There will be three Internal Assessment Examinations during each academic year for every class (BDS) as per DCI norms. The marks of which will be sent to the university and will be added in the final university marks as 10%.

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The internal assessment examinations in theory and practical/ clinical will be held twice in a particular year followed by a model examination in the pattern of university examination.

Code of conduct in clinics

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.

- i. Students must observe confidentiality with regard to information concerning patients and fellow students, which is available to them through practice or observation at the College clinic.
- ii. UG students should give instructions to patients or suggest medication under strict supervision of the faculty only. The prescription written by the UG student should be countersigned by the faculty.
- iii. The student must always take steps to alleviate patient symptoms and distress, whether or not a cure is possible.
- iv. 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.
- v. In their relations with patients, staff and fellow students, students are expected to act with sensitivity towards and respect for their colleagues' backgrounds and points of view. Students practicing and observing in the clinic are expected to treat patients, staff and fellow students without prejudice or discrimination of any sort


Inappropriate Behavior

- vi. Any student who is under the influence of alcohol or drugs, who is violent physically or verbally towards anyone (patient, staff or student) in the clinic, or who makes inappropriate advances towards a patient will be excluded from the clinic immediately

Code of conduct for the students residing in the hostel

In and Out Register

- vii. Hostellers are required to enter the date, his/her own name and time along with their signatures in the entry registers both at the hostel gate as well as at the campus gate


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while going out and also while coming back in to the campus. Any student found not adhering to this rule will be strictly reprimanded.


- viii. Roll call of all the hostellers will be taken daily at 08:30 P.M. by the Warden. Disciplinary action will be taken against those found absent during the roll call.
- ix. The students have to take meals in the mess only and they are not allowed to carry utensils in the room.
- x. Menu shall be prepared by the hostel management in consultation with vice chairperson of the college.
- xi. No student is allowed to enter the mess kitchen under any circumstances.
- xii. Hostellers are expected to treat mess staffs with respect and not to threaten or manhandle them. Complaints, if any, are to be forwarded to mess management.

Furniture and Electricals

- a. Rooms are supplied with the furniture and fixtures as allotted to the students. These items are to be maintained in proper condition by the students concerned. Breakage if any will be charged from the users.
- b. At the time of admission tube light/electric bulb will be provided by the college in working condition and at the time of leaving the hostel finally, the students shall have to hand over these things in working condition only.
- c. Sound system/TV/ Electric kettles/ Heaters or any other electrical appliances in the rooms are strictly prohibited.
- d. All electrical points including geyser points are to be switched off when not in use.
- e. Any item (e.g. bulbs, tube lights, geysers, furniture items, etc) fitted at a particular place are not to be removed or fitted at any other place.

General Instruction

- a. Every hosteller should have the civic responsibility that he or she should not cause inconvenience, annoyance or disturbance to others.
- b. All hostellers are expected to keep their rooms as well as the common areas neat and clean for maintaining hygienic and healthy atmosphere.
- c. The hostel rooms are subject to inspection at any time by the college / hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal


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weapons etc., are kept in the room. Any student found indulging in such unauthorized activities shall be severely dealt with and shall be liable for expulsion and legal action.

- d. The hostellers should not enter into any unnecessary conversation, quarrel or altercation with the mess/hostel staff and fellow hostellers.
- e. Male students are not permitted to enter in the girl's hostel compound and vice-versa. Day scholars and outsiders are strictly prohibited to enter the hostel compound.
- f. Hostellers are responsible for their own items. They are advised not to keep cash, gold or any valuable ornaments / items in the rooms and take adequate safety measures for safeguarding their possessions. Institutional authorities will not be held responsible for any loss of such possessions/items under any circumstances.

Ragging

Ragging of juniors by the seniors is a punishable offence as per the Supreme Court ruling.

- a. Any incidence of ragging of fresher by the seniors causing mental and physical agony will be severely punished on a written complaint by the student.
- b. The college has constituted a disciplinary committee / anti ragging committee which is responsible to control / prevent ragging.
- c. Senior faculty members of disciplinary committee will be on rotational duty as an anti ragging squad which will conduct raids / surprise visits to check ragging.
- d. Students are liable to be punished when found guilty by the disciplinary committee depending upon the nature and severity of the ragging or any other activity of indiscipline. The punishment can be financial, suspension, or rustication from the institute. FIR may also be lodged against students indulging in ragging.

Code of Conduct for non-teaching staffs

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are few examples of conduct that may result in disciplinary and legal action, up to and including termination of employment:

- a. Unauthorized use of college property, facilities, or resources.
- b. Working under the influence of alcohol or illegal drugs or smoking in campus.

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- c. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating college-owned vehicles or equipment.
- d. Possession of weapons or explosives on the College campus which includes all buildings, spaces and motor vehicles, on college property.
- e. Possession of dangerous or unauthorized materials in the workplace.
- f. Negligence or improper conduct leading to damage of college, student, or employee-owned property.
- g. Sexual or other unlawful harassment or discrimination.
- h. Fighting, threatening violence, or causing harm to others in the workplace.
- i. Behavior that prevents others from doing their work.
- j. Violation of safety or health rules.
- k. Excessive absenteeism or any absence without notice.
- l. Unauthorized absence from work place during the workday.
- m. Unauthorized or improper use of telephones, e-mail system, or other college-owned equipment.
- n. Unauthorized disclosure of confidential information.
- o. Furnishing false information regarding previous employment, marks, qualifications etc.
- p. Sleeping while on duty.
- q. Selling, attempting to sell or promoting the sale of non-college merchandise while in college premises
- r. Use of college supplies, equipment, property, or services to carry out private business ventures
- s. Violation of HR policies.
- t. Violation of local, state, or central laws
- u. Any willful behavior that results in the destruction of college property or brings injury to another employee
- v. Unsatisfactory performance or conduct
- w. Conduct which reflects unfavorably on college.
- x. Engaging in works, profession or business other than that of the college.


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Any non-compliance of the above code of conduct, any other related HR policies, non-performance or insubordination will be considered as a gross violation under the college's established disciplinary practices and procedures and may carry disciplinary consequences, up to and including dismissal from employment. Also note that any such violations may also subject individuals to financial and legal action in state or central courts.

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