



Maratha Mandal's

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010
Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323

Email: mmnghids@gmail.com Website: www.mmdc.edu.in

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Dr. Ramakant Nayak
Principal

M.M's. N.G. Halgekar Institute of Dental Sciences
& Research Centre, Belagavi-590010.



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7.1.9 Information about the committee composition, number of programmes organized etc., in support of the claims

Disciplinary committee also known as Code of conduct committee monitors on regular basis that all students, faculty, administrative staff and non-teaching staff follow code of conduct laid down by the Institute and abide by the rules and regulations.

Appropriate disciplinary action will be taken by the committee if anybody is not following the code of conduct.

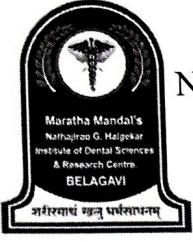
The committee is framed once in two years, where academic or administrative in-charge acts as the committee head whereas senior and junior faculty members constitute the other members.

Every year during I BDS orientation program, students and parents of the I BDS will be informed about the code of conduct and disciplinary measures that are taken by the Institute for the smooth function.

Accordingly all teaching and non-teaching staff are also informed about the code of conduct. Apart from this the details of the same has been displayed in the Institution Website for public information.


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Committee details from 2017- 2022

2017-2019

Incharge: Dr Vikram Pai, *vekar*

Members: Dr Viraj Patil

Dr Jagadish Hosmani

Dr. Puspha P *for*

Dr. Madhu Pujar *for*

Dr. Shivanand Pattan *for*

Dr. Aradhana Chhatre

2020-2021

Incharge: Dr Viraj Patil,

Members: Dr Praveenkumar Mandrolli

Dr Puspha P *for*

Dr. Vijayalakshmi Kotrashetti *for*

Dr. Praveen Byakod *for*

Dr. Praveena Tantradi *for*

Dr. Vikram Pai *for*

Dr. Siddharth Revankar *for*

Dr. Arvind Ganapule

2022-2023

Incharge: Dr Veerendra Uppin *for*

Members: Dr Puspha Pudkalkatti

Dr Chandrashekar Yavagal

Dr. Tushar Bandiwadkar

Dr. Sujata Byahatti

Dr. Preeti Astagi

for
Dr. Ramakant Nayak
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Ref.No.MM/BDS/MDS/ 2021-22/1281

Date: 17/01/2022

CIRCULAR

Our Institute is organizing "Code of Conduct" meeting on 25/01/2022 at 9.30 a.m. for teaching & 10.30 a.m. for non teaching staff in the college auditorium.

It is mandatory to attend for all the staff.


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























Copy to:

1. All teaching staff.
2. Non Teaching staff.

Code of Conduct for Teaching Staff

The Disciplinary Committee Organized Code of Conduct meeting for Teaching staff on 25th of Jan 2022 in the college auditorium at 9-30 am. The following Teaching staff members were attended meeting.

- Dr. Chetan Patil Professor addressed the teaching staff.
- The Rules and Regulations of the institute were conveyed to the staff, and briefly mentioned about the Disciplinary measure.

Staff Name	Sign
Dr. Pooja S.P	
Dr. Asim Jambharkar	
Dr. Siddharth Revankar	
Dr. Anjali Nayak	
Dr. Vikram Patil	
Dr. R.B. Hallikarimath	
Dr. Sanjivini A.H	
Dr. Sandy Kutti	
Dr. Santosh Dindawar	
Dr. Ajay Kumar Nayak	
Dr. Chandrasheela Yavagal	
Dr. Ranga Pa	
Dr. Shruti V	
Dr. Kiplani Chavan-Patil	
Dr. Umesh Bhosle	
Dr. Vijay Naik	
Dr. Smita V. Lokale	
Dr. Rajesh Swami	
Dr. Kishor Kumar	
Dr. Shikharan PATTAN	
Dr. Vijay M. Kurubay	
Dr. Pooja Mastannavar	
Dr. Hemant Vagarali	
Dr. Vinay G.S	
Dr. Martunjay Navalgund	
Dr. Akanksha Bhatt	
Dr. T. Prasanna	
Dr. Chithra L. Melavanki	
Dr. Pooja B. Astay	
Dr. Jayeshree M	
Dr. Sachita S. Naik	
Dr. KURADA SATYA	
Dr. Ram Bhandale	
Dr. Snehal Santhap	

Staff name

Sign

Dr. Prachi Katti

Prachi

Dr. Sangeta Mandari

Sangeta

Meenaz N.S.

Meenaz

Sujata Ryulatti

Sujata

Dr. Digvijay Talsale

Digvijay

Dr. Chulena Patel

Chulena

Code of Conduct for Non Teaching

The Disciplinary Committee organized Code of Conduct for Non Teaching Staff on 25/1/22 in the college auditorium at 10.30 am

- Dr. Sidharth addressed Non Teaching staff in local language, regarding disciplinary measures laid by the college committee (Disciplinary committee)

- The following non teaching staff members were attended the meeting

NON-TEACHING STAFF

SIGN

1) Nilesh Kargalkar	Nilesh
2) Santosh. S. Jadhav (Animal House)	Santosh
3) Nagesh. K. [Animal House]	Nagesh
4) sister pushpa Topkar	Pushpa
5) Balu Kadum (Ch. Tn)	Balu
6) parashuram Zingade (Ch. Tn)	Parashuram
7) A. S. Patil	A. S. Patil
Meeta D. Kudachikar (Cons)	Meeta
Sujata P. Patil (Perio)	Sujata
Azraabeen S. Naik (Technician)	Azraabeen
Deepali D. Patkar (Perio)	Deepali
Anjana. Guddakayy (Cotties)	Anjana
Leemmi K Tannir	Leemmi
Vashtali Kuchanur	Vashtali
Shrideri A Unakal	Shrideri
G. P. Mane	G. P. Mane
V. H. Kulkarni	V. H. Kulkarni
Neeta. V. Kargalkar	Neeta
Sivulita.	Sivulita
Shardha	Shardha
Sanjivani Patil	Sanjivani
Manjula Kuntagi	Manjula
Geeta Patil	Geeta
Geeta Patil	Geeta
Yamuna Patil	Yamuna
Pooja Shamankar	Pooja
Vijayalaxmi Mammari	Vijayalaxmi
Abdelma. Tite	Abdelma
Shubhangi patil	Shubhangi
VANDANA J. Halgekar.	Vandana
AKSHAYA D. KAPASHWARI	AKSHAYA
Rajani V. Patil	Rajani
Bibi Mulla.	Bibi Mulla
Sarala Kanpale.	Sarala

Nagish & Badg

NB

Sushant S. Patil

SP

Shrikant S. Mahendri

SM

C. S. Mahendri

CM

Sadanand Pawar

SP

Ravi Metri

RM

Sufeen Shing

SS

Shiraji Marole

SM

Anil Patil

AP

Nitin Patil

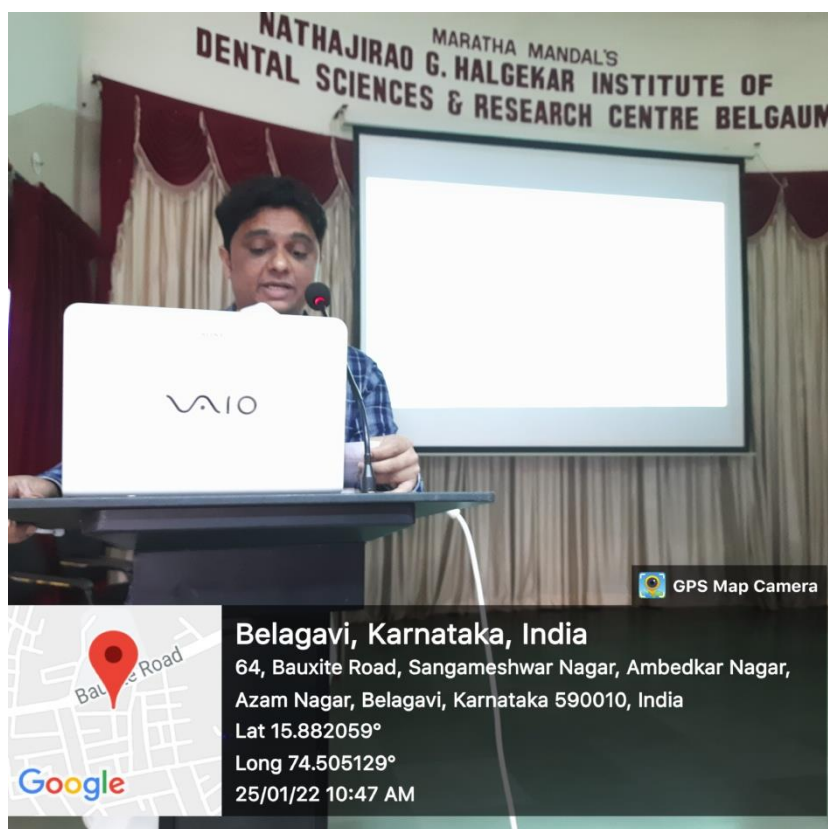
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7.1.9 Sensitization programme regarding code of conduct for students

Faculty member addressing students 2022





Report of the program/CDE on Professional Ethics

A lecture on Professional ethics was organized by the Department of Periodontology in Association with the CDE (Continuing Dental Education) Cell of the Institute on 9/6/2021. The staff of the Institute attended the lecture online. Dr Amulya Vanti CDE Convener of the Institute welcomed the participants. The program was conducted online for the faculty members of our Institute due to ongoing Covid 19 Pandemic. The guest speaker was Dr Sachin Shivanaikar, Professor Department of Periodontology of our Institute. Dr Sandeep Katti delivered the vote of thanks. KSDC (Karnataka State Dental Council) had allotted 3 Credit points for the program.



**MARATHA MANDAL'S NGH INSTITUTE OF DENTAL SCIENCES AND
RESEARCH CENTRE, BELAGAVI**

Department of Periodontology and CDE Cell

Date: 9th June 2021

PROGRAM SCHEDULE

09/06/2021 Professional Ethics			
Sl. No	Topic	Speaker	Time
1	Inauguration	Auditorium	9.30am to 10.00am
2	Introduction to Ethics	Dr Sachin Shivanaikar	10.00am to 11.00am
3	Professional ethics in dentistry	Dr Sachin Shivanaikar	11.00am to 12.00pm
4	Question & Answer session	Dr Sachin Shivanaikar	12:00pm to 12:30pm



List Of Attendees – Staff

1. Dr. Ramakant Nayak
2. Dr Preeti Kusagal
3. Dr. Vijay Naik
4. Dr. Vikram Pai
5. Dr. Siddharth Revankar
6. Dr Remuka Ammanagi
7. Dr. Asim
8. Dr. Chetan Patil
9. Dr. Pallavi G
10. Dr. Ramya Pai
11. Dr. Shruti Virupaxi
12. Dr. Sheetal Sanikop
13. Dr. Hemant Vagavali
14. Dr Madhu Pujar
15. Dr Annalya Vanti
16. Dr Sheetal
17. Dr Veerendra Uppin
18. Dr Aarti Nayak
19. Dr Ragnath
20. Dr . Vijaylaxmi Kotarsbetti
21. Dr Deepa Babji
22. Dr Pushpa
23. Dr Sheetal Sanikop
24. Dr Sandeep Katti
25. Dr Sachin Shivnaikar
26. Dr Prachi Katti
27. Dr Sneha Biraj
28. Dr Remuka Ammanagi

29. Dr Lovin V
30. Dr Seema
31. Dr Divya
32. Dr Nigel
33. Dr Sohail
34. Dr Ritika
35. Dr Rohoni
36. Dr Praveena
37. Dr Anuradha



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FACULTY CODE OF CONDUCT Booklet

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patients, family members and others with whom they interact within their role as a member of the faculty. In particular, all members of the faculty must not discriminate in interactions with others on the basis of age, race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, unrelated criminal convictions or any other ground protected by human rights legislation. (Reporting Harassment, Discrimination, and Sexual violence)

2. To create and maintain an atmosphere conducive to learning and discovery. Faculty is expected to maintain personal composure and consideration for others and to model language, appearance and demeanor appropriate to the academic or professional health care setting.
3. All written or oral communications including those on social media must be respectful and meet the same level of professionalism as would be expected in face-to-face communications.
4. In order to ensure proper respectful relationship with patients, students, teachers, academic and non-academic staff, all members of the faculty must establish and maintain appropriate personal boundaries, including but not limited to, refraining from making unwanted romantic or sexual overtures.
5. Those who are involved in clinical care must ensure that patients and families, as well as members of the health care team and academic community, are always treated with respect and dignity both in their presence and in discussions with other members of the health care team or academic community. Feedback to members of the health care team or academic community, whether oral or written, must be provided in a timely, constructive and respectful manner.

3. CONFIDENTIALITY

1. All members of the Faculty must respect and maintain the privacy and confidentiality of information about patients, as well as research and educational participants. This includes limiting discussion of patient health issues to appropriate settings for clinical or educational purposes and to the family member identified as caregiver by the patient.
2. All must take appropriate measures to avoid breaches of privacy and confidentiality when communicating, especially when using the internet and social media. It is mandatory to adhere to data access and security regulations in both academic and clinical settings. For example, login codes must not be shared, and personal information and importantly personal information of patients, should not be transmitted via any unsecured networks without consent from patients. This also applies to every individual working at Institute.

4. RESPONSIBILITY

1. All members of the Faculty must be accountable for their own actions in the workplace, research and learning environments.
2. As a responsible member of the community, all must seek to recognize their personal limitations in situations that exceed their level of experience or competence, and consult with and refer to appropriate professional colleagues. Similarly, all must demonstrate self-awareness and responsibility for their actions by accepting and responding appropriately to feedback regarding performance.
3. All members of the Faculty are expected to exhibit/model behavior consistent with this Code.
4. In the context of research, all members of the Faculty are required to adhere to the highest standards of integrity and to conduct their work using 'Best Practices', in accordance with the requirements of 'Institutional Review Board' requirements.
5. Use of alcohol or drugs, which could interfere with duties and responsibilities, are absolutely banned.
6. All members of the Faculty must report professional misconduct to the appropriate authorities while taking care to avoid unjustly discrediting the reputation of members of the health care team or of the academic community.
7. All members of the Faculty are required to meet expectations related to punctuality, attendance and participation in their workplace, academic classes or clinical settings, including student placements.
8. Computers, cell phones and similar devices provided in the academic or health care settings must be used in accordance with the applicable policies, including those regarding personal use. Use of personal communication devices must not be disruptive or interfere with interactions with patients, families, health care providers, students, co-workers, administrative or support staff.

CODE OF PROFESSIONAL ETHICS

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education, which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

1. Professional conduct is the set of attitudes, behaviors and characteristics deemed desirable in all members of the Faculty that define the Faculty and its relationship to its members and to society. Professional standards serve to guide professional conduct.
2. Standards expected of teachers and academic staff, as members of the health profession, demands integrity, competence and adherence to ethical standards. Students, teachers and academic staff in health professions programs are expected to meet standards of professional behavior set out in the codes of ethics and conduct of their respective or future professional organizations and regulatory bodies.
3. Every faculty shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the Management from time to time.
4. Regular update of knowledge and skills to equip themselves professionally is a pre requisite for the proper discharge of duties assigned to him/her.
5. Every faculty shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
6. No faculty shall absent himself/herself from duties at any time without prior permission from higher-ups.
7. No teacher shall accept any honorary or other assignment by any external agency without prior permission from the Management/Principal.
8. Faculty should not get themselves associated with any political party or take part in any other organizational activity, which is not in line with the duties and ethics of the teaching profession.
9. Faculty should not attempt to bring any political or outside pressure on superior authorities in respect of service matters.
10. Faculty shall not participate in any strike or demonstration or indulge in any criticism of Management policy or of the Government for any reason whatsoever.
11. Every teacher should seek to make professional growth continuous through study and research
12. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
13. Maintain active membership of professional organizations and strive to improve education and profession through them.
14. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication

15. Participate in extension, co-curricular and extra-curricular activities including community service.
16. Co-operate and assist in carrying out functions related to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
17. Faculty should associate, involve and participate in all the College activities and programs irrespective of the Department, they belongs to. They shall motivate every student to actively involve, associate and participate in the various programs and activities of the college.
18. They shall not confine their activities only to classroom level, rather involve themselves in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
19. Faculty shall not indulge in any anti-institutional activity and shall not promote, assist or motivate any unhealthy activity. One should not provoke or instigate any students or any member of the institute into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
20. Faculty should not degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession
21. Faculty shall strive for academic excellence and conduct in the manner of a perfect role model for others to emulate.
22. Faculty should not involve in any activity of collecting money under any pretext from anybody including students, until they have been specifically authorized by the Management in writing, for any particular fund raising program.
23. Faculty should always maintain decency and morality in conduct or behaviour inside and outside the campus.

TEACHER AND STUDENTS

TEACHERS SHOULD:

1. Respect the right and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare

5. Inculcate scientific outlook among students and respect for physical labor and ideals of democracy, patriotism and peace
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
7. Pay attention to only the attainment of the student in the assessment of merit
8. Make oneself available to the students even beyond their class hours and help and guide students without any remuneration or reward
9. Aid the students to develop an understanding of our National heritage and National goals
10. Refrain from inciting students against other students, colleagues or administration stall.

TEACHERS AND COLLEAGUES

TEACHERS SHOULD:

1. Treat other members of the profession in the same manner as one wishes to be treated themselves.
2. Speak respectfully of the other teachers and render assistance for professional betterment
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour

TEACHERS AND AUTHORITY:

TEACHER SHOULD:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest.
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
3. Co-operate in the formulation of policies of the Institution by accepting various positions and discharge responsibilities which such positions may demand
4. Co-operate through their organization in the formulation of policies of the other Institution and accept various positions.

5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
6. Should adhere to the conditions of contract made during appointment.

TEACHERS AND NON-TEACHING STAFF:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational Institution.
2. Teachers should help in the function of joint-councils covering both teachers and non-teaching staff.

VI. TEACHERS AND GUARDIANS

TEACHERS SHOULD:

Try to see through teacher's bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

TEACHER'S ACADEMIC APPOINTMENTS AND PROMOTIONS POLICY

PART-TIME PROFESSOR. Part-time professor who can put in at least four hours a day or eighty hours in a month are eligible to enroll only one post-graduate student under them and they shall be entitled to 50% of leave entitled for full time teaching faculty.

AGE, EDUCATIONAL QUALIFICATIONS AND TEACHING EXPERIENCE FOR APPOINTMENT AND PROMOTION:

(A) HEAD OF THE DEPARTMENT:

A Bachelors Degree in Dental Surgery from an Indian University along with Masters in Dental Surgery / Diplomate of National Board recognized by the Government of India on the recommendations of the Council, and with one year teaching experience in the specialty as Professor, and shall have to acquire minimum points for publications as per the scheme given in the table.

(B) PROFESSOR:

A Bachelors Degree in Dental Surgery from an Indian University with Masters in Dental Surgery / Diplomate of National Board recognized by the Government of India on the recommendations of the Council, and with five years of teaching experience in the specialty as Reader/Associate Professor, and shall have to acquire minimum points for publications as per the scheme given in the table.

(C) READER/ASSOCIATE PROFESSOR:

A Bachelors Degree in Dental Surgery from an Indian University with Masters in Dental Surgery / Diplomate of National Board recognized by the Government of India on the recommendations of the Council, and with four years of teaching experience in the specialty after post-graduation, and shall have to acquire minimum points for publications as per the scheme given in the table.

(D) LECTURER/ASSISTANT PROFESSOR:

A Bachelors Degree in Dental Surgery from an Indian University with Masters in Dental Surgery / Diplomate of National Board recognized by the Government of India on the recommendations of the Council, in the specialty.

Total Publication Score required for each post:

For Head of Department	: 40 points
Professor	: 30 points
Reader/Associate Professor	: 20 points

Note:

1. All the teaching faculty shall be full time.
2. Teaching experience gained in Medical college, where there are no dental courses, shall not be accepted for teaching post-graduate students. Dental faculty with

post-graduate qualification in Dentistry, shifting from the dental department of a medical college shall have to complete a minimum of three years of teaching experience in a Dental college or Institution before being accepted as post-graduate faculty.

3. In exceptional cases, the teaching experience, in Government Dental colleges, may be considered for further promotion on the basis of total teaching experience.
4. The Reader/Associate Professor in a Dental college shall attend teachers training program once in three years.
5. The Senior Residents with post-graduate qualification or Diplomate of National Board recognized by the Council, in the specialty having teaching experience in Dental colleges may be considered equivalent to Lecturer/Assistant Professor.
6. Teaching experience in a private Dental Institution for less than one year shall not be considered relevant for post-graduate faculty.
7. The maximum age limit will be 65 (sixty five) years for a teacher to be appointed or granted extension in service against the posts of Dental teachers or Dean or Principal, as the case shall be,
8. A post-graduate teacher would be re-evaluated every three years and shall have at least an additional 15 points in their Publication Score.
9. Upon appointment, the teacher in the college should serve for one year from the date of joining subject to the approval of her/his qualifications as per DCI. First one year of service is considered as probationary period. If a teacher wants to leave the service in the middle of an academic year he/she shall pay three months' salary or serve three months notice period. The teacher shall agree to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.

WORKLOAD OF FACULTY:

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teachers to be available for at least 5 hours daily in the college for which necessary space and infrastructure should be provided by the Institute. Direct teaching-learning process hours should be as follows:

Professor and Head	12 hrs
Professor-	16 hrs
Reader-	16 hrs
Senior lecturer-	16 hrs
Junior lecturer -	16 hrs

Relaxation of two hours can be given to faculty who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allotted for research activities of a teacher.

LEAVE RULES FOR THE FACULTY:

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose, a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leaves are governed by a set of rules and norms as laid down by the Government of India. The following leave rules and norms give details about the different type of leaves and how they can be availed. Certain rules are common to both teaching and non-teaching faculty of the Institute. Certain rules and norms have been stipulated specifically with reference to teaching faculty of the Institute. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature and in no way meant to supersede the leave provisions of the Government of India.

The following rules for leave shall be applicable to all the faculty of the Institute

The Teacher shall abide by the code of conduct and leave rules

1. No. of leaves permitted by the office in one calendar year (Casual leaves-15, Earned Leaves-30, On Duty leaves- 15)
2. Staff is permitted to conduct one DCI inspection for which duty leave can be availed in each calendar year. The other duty leaves can be availed for examination work, specialty conferences and guest lectures. Only earned leave which are not availed will be carried forward to next calendar year till the ceiling of 150 leaves
3. One third of the working staff of the department should sign as alternative on the leave application and they will be responsible to carry out the work of the staff who has applied leave
4. CL and EL will be permitted with prior intimation only. Uninformed leave will be considered as LWP.
5. If OD leaves exceed 15 days, EL will be deducted.
6. Any staff leaving the department for more than 20 minutes in a day other than office work will have to apply half day leave.
7. Earned leave may be applied either by prefixing or suffixing holiday
8. The above rules will supersede any other leave rules and regulation issued in the past.

MATERNITY LEAVE

A permanent female teaching staff will be eligible for maternity leave for a period of at least 180 days each during her entire period of service for the first two children. Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction of the management. The leave is paid leave.

HIERARCHY OF WORKING:

ALL IN-CHARGES SHALL REPORT TO THE PRINCIPAL.

All authorities in the Academic line will be considered as teaching staff irrespective of class allotment or teaching hours for them. Hence, the rules which are applicable for the teaching staff members are equally applicable to these authorities also. In addition to these responsibilities the following are the additional responsibilities of the Principal as stated below.

CODE OF CONDUCT FOR THE PRINCIPAL

Principal will be the Chairperson of HOD meetings and various committee meetings. The Vice-Principal will be the convenor for the meetings to be held periodically. Administrative In charge will be responsible as 'Member Secretary'. The member secretary shall take up the responsibility of preparing of minutes, maintenance of the meeting register, in addition to the safe custody of the proceedings.

MEETINGS:

The Deans shall conduct meeting with all department heads every first Monday of the month. If the first Monday happens to be a Holiday, the meeting shall be conducted on the next working day. The report of the meeting shall be sent to the Principal's table on or before the closure of the following. The meeting agenda should be sent to all HOD's one week prior to the scheduled meeting.

The Heads of Departments shall be given guidance regarding how to convene and conduct meetings, reporting to higher ups, acting upon the decisions taken in the meetings etc.

THE ADMINISTRATIVE ROLE OF THE PRINCIPAL

- 1 Chair the meetings of HOD's and conduct the meeting
2. Convey information to Staff and students from authorities

All circulars and notices which come from the RGUHS and other concerned authority and circulars and notices from the head office will be scrutinized and informed or circulated to the HOD's or to the departments for information.

3. Sign on all official notifications, and circulars wherever necessary The Principal shall make official notifications at various circumstances to the departments under their control. All such notifications shall be done within the limits of the powers given to them as well as within the legal limits.

4. Act as a bridge between the staff and Management.

Being a Faculty Head, he/she has to help the authorities in administration and guide the HODs, staff and students in their work. He is expected to help and counsel the staff and students in the academic as well as other matters.

7. FINANCIAL POWERS.

The financial power of the Principal is limited to the extent which is permitted officially and the account he is authorized to operate only.

RESPONSIBILITIES OF VICE-PRINCIPAL

1. The Vice Principal will take charge of the Principal in his absence and will help through the smooth functioning of day to-day activities at the Institution.
2. He / She will be 'Member Secretary' for all the meetings held at the 'Principal's Office'.
3. He / She will assist the Principal in both Administrative and Academic matters of the Institute.

ACADEMIC INCHARGE:

- Academic in-charge is responsible and accountable for the academic administration of the Institute which includes academic activities.
- Committees like time table committee, library committee, CDE and examination committee work falls under academic in-charge.
- She/he is in-charge of academic affairs of the Institute and is responsible for evolving strategies and action plans involving the concerned HOD for the development and quality improvement of the department.
- To plan the activities, he/she should have thorough knowledge of the curriculum and syllabi, should involve every department and initiate innovative teaching learning methods and also implement the same at each department. Regular monitoring of the academic affairs including teaching learning to be carried out.
- To motivate and train the newly recruited members of the faculty. He/she should oversee and monitor the faculty during the lecture hours and give constructive suggestions for their improvement.
- Carry out regular interactions with the students and take their feedback on examinations and teaching activities at the Institute and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with HODs.
- To be actively involved in conducting faculty training programs and continuing dental education programs for students and faculty to upgrade new techniques



STUDENTS' CODE OF CONDUCT Booklet

**Maratha Mandal's
Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010
Karnataka, India**

CODE OF CONDUCT FOR STUDENTS

MARATHA MANDAL'S NGH INSTITUTE OF DENTAL SCIENCES AND RESEARCH CENTRE, BELAGAVI

PURPOSE:

The Student's 'Code of Conduct', document educates all members of the Maratha Mandal's N.G.H. Institute of Dental Sciences, regarding the Institute's expectations and rights of students, and creates a standard by which students are expected to conduct themselves for the purpose of establishing an environment conducive to academic excellence.

DECLARATION:

Maratha Mandal's N.G.H. Institute of Dental Sciences and Research Centre has standards and expectations in relation to student behavior aimed at promoting high quality learning environment which is safe, enjoyable and enables students to perform to the best of their abilities.

OBJECTIVES:

1. Faculty members of the Institute are responsible for ensuring that the students behave in accordance with the student's code of conduct set by the Institute.
2. In case of any 'breach in the code of conduct' by the student, it has to be informed to the concerned mentor and 'Administrative In-charge'.
3. Disciplinary action will be taken against the student who breaches the code of conduct by the 'code of conduct' committee.
4. The standards of code of conduct are aimed at promoting an equitable, quality learning environment in which both staff and students are able to perform to the best of their ability.
5. The code of conduct outlined, will assist students while they are getting educated at our Institute.

INSTITUTE:

Refers to Maratha Mandal's Nathajirao G.Halgekar Institute of Dental Sciences and Research Centre, Belagavi,

STUDENT:

A Student is one, who is enrolled either for BDS / MDS / PhD course with Maratha Mandal's NGH Institute of Dental Sciences and Research Centre, Belagavi.

ATTIRE AND PERSONAL APPEARANCE

The image communicated to patients through personal attire and appearance, behaviors and interactions will influence their perceptions of the quality of care they

will receive at the department and their confidence in the person providing that care. A presentation of professionalism is essential to uphold the standards of excellence set by the institute and the dental profession. Dentists, in their own practices, will decide for themselves what appearance promotes a demeanor of professionalism.

All students are responsible for maintaining a clean, neat and well-fitting wardrobe.

Personal hygiene and grooming habits are essential components of professional appearance and presentation.

- Hair: (including beards and mustaches) should be clean, neatly trimmed, and well maintained. Those who shave must be clean-shaven. Long hair should be pinned or held back so that it does not interfere with the field of vision or require handling during treatment procedures.
- Makeup and perfume/after-shave: Strong perfumes and cologne and make up may be offensive to others, therefore avoid using them.
- Personal hygiene: Body hygiene is of utmost importance (take bath regularly, fingernails should be trimmed, clean and well groomed with no nail paint or mehendi on hands).
- Jewelry: Finger-rings, bangles, bracelets, charms, amulets on forearms, wrists or fingers, etc. that may compromise clinical protective barriers should not be worn in clinics. Facial piercing, other than a nose ring or nose stud, should be avoided.
- All students should wear clean and neat white laboratory/ clinical coat or aprons/ colour coded scrubs as mandated by the Institute.

CODE OF CONDUCT FOR STUDENTS:

Scope: This policy applies to all students who are part of teaching program of the Institute.

TIMINGS:

8.00 am - 3.00 pm with 30 minutes lunch break from 12.00 noon to 01.00 pm.(staggered for each year students) on all working days except for Sundays and Public holidays.

STATEMENT OF RIGHTS AND RESPONSIBILITIES

All student members of the Institute have certain rights. These include:

- The right to learn, which includes the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others.
- The right of peaceful coexistence, which includes the right to be free from violence, force, threats, and abuse, and the right to move about freely.
- The right to be free of any action that unduly interferes with a student's rights and/or learning environment.

- The right to express opinion, which includes the right to state agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of opinion.
- The right of privacy, which includes the right to be free of unauthorized search of personal property.
- The right to have access to a process through which to resolve deprivations of rights.
- In the case of conduct enquiry procedures:
 - o right to be informed of any charges of misconduct,
 - o right to an opportunity to respond to the charges,
 - o right to hear evidence in support of the charges,
 - o right to present evidence against the charges,
 - o right to an adviser,
 - o right to a fair procedure, which is appropriate to the circumstances,
 - o right to be informed of the outcome of the proceeding.

As member of a learning community, all student members of the Institute have certain responsibilities to the Institution and to its members. These include:

- Respect for the rights of others, which includes the obligation to refrain from conduct that violates or adversely affects the rights of other members.
- The obligation to refrain from conduct in the general community, which adversely affects the Institution.
- The responsibility for the avoidance of force, violence, threat, or harassment.
- The responsibility for the avoidance of disruption or activities that may lead to disruption or unrest. Certain kinds of conduct can convert the expression of opinion into disruption. The Student Demonstration policy describes the procedures and limitations appropriate to the public expression of opinion.
- The obligation to respect the environment of the Institute, which includes respect for the physical features of the campus and its facilities as well as the special needs of an institution of learning.
- The obligation to provide proper identification when requested to do so by a representative of the Institute. All students are expected to carry their identification card at all times and to produce it when asked.
- The responsibility to cooperate with officials in the performance of their duties.
- The responsibility to respect the values and traditions of Institution.

COMMITMENT TO LEARNING:

Students of our Institute must not act in a way that interferes directly or indirectly with the learning of others or that obstructs staff from carrying out their duties. Students are expected to develop adult learning skills and take responsibility of their own learning which includes;

1. Regularly attending classes on time.
2. Completing all assessments and clinical work within the stipulated time decided by the department.
3. Acting honestly and fairly while appearing for internal assessment at the institute.
4. Discussing any questions or issues about their progress with the respective staff/mentor.

RESPECT:

Students are expected to act respectfully towards each other which means

1. Being honest
2. Treating patients with courtesy, consideration and sensitivity.
3. Respecting the lawful beliefs and customs of others.
4. Communicating openly and using appropriate language
5. Following reasonable instruction of any staff members.

Maintenance of Institute property : All the students are expected to have respect for the Institute property, infrastructure, equipment, consumables, furniture and fixtures. Any act of misuse, vandalism, theft or unwarranted damage and unauthorized use of property is in violation of the student code of conduct. The Principal of the Institute/ code of conduct committee / Disciplinary committee of the Institute have the right to take necessary action against the student, in case of any violation.

Institute property includes but is not limited to:

1. Buildings
2. Garden (Plants and Trees)
3. Equipments & materials
4. Vehicles
5. Learning materials
6. Library materials
7. Computers & telephones
8. Safety devices etc.
9. Electrical installations
10. Furniture items

CODE OF ETHICS:

Academic and Professional ethics:

- 1) Treat all faculty, student, patient, and non teaching staff in a professional, courteous and respectful manner.
- 2) Avoid cheating, plagiarism.
- 3) Maintain confidentiality of internal and University examinations taken during BDS/ MDS program.
- 4) Adhere to patient rights and respect patient's confidentiality.
- 5) Attend to patient appointments regularly and punctually.
- 6) Adhere to all protocols of the Institute and clinical / laboratory cleanliness protocol established at the Institute.
- 7) Comply with infection control and safety guidelines of the Institute.
- 8) Report any kind of unethical behavior to the mentor, course in-charge or to the Principal.

LIBRARY POLICY:

Students have to strictly abide by the rules and regulations of the central library and maintain silence when they are in the library. Violation of any rules and regulations at library will be dealt seriously by the academic in-charge and necessary disciplinary action will be taken.

LEAVE POLICY:

For any kind of leave except on medical grounds, students have to take prior permission from the authority for their leaves. They can avail the leaves only if permitted by the authority.

In case of medical leave students shall present medical certificate in proper format

BULLYING / RAGGING:

Bullying is an unacceptable form of behavior. No kind of bullying is entertained within or outside the campus. Types of bullying include:

1. Use of loud and abusive language.
2. Yelling and screaming
3. Unexplained rages
4. Bribery or blackmail
5. Unjustified criticism and insults
6. Humiliation or undermining of a person

Students are informed to report to the staff members/mentors in case such incidence occurring to themselves or to others.

ANTI-RAGGING

The Institution 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. The said UGC Regulations shall apply mutatis mutandis to the Institution and the students are requested kindly to adhere to these regulations.

A. 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.

B. ANTIRAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal and headed by One Professor & other faculty members shall examine all complaints of ragging if any and come out with recommendation based on the nature of the incident.

These acts may include but are not limited to:

1. Cheating or assisting another student to cheat, in written examinations, assignments or practical examinations.
2. Plagiarism: presenting the scholarly work of another as one's own.
3. Misrepresenting someone else's project or clinical work as one's own.
4. Falsifying, forging or attempts to forge or falsify patient records and charts, classroom attendance, or student pre-clinical and clinical records
5. Abuse of Equipment and wasting supplies, including the use of Institute equipment and supplies. Disruptive Behavior in lecture halls, clinics, or laboratories.
6. Dishonesty in any form including but not limited to the presentation of patient fees and collection of this fees.
7. Misconduct in patient management or working without supervision, verbal or sexual harassment, physical abuse, or abandonment will be viewed seriously.

In case, if any student is found guilty, he or she would be verbally informed about the same and will be given warning. If he/she fails to follow the rules and regulation, a written complaint will be sent to disciplinary committee and a copy of the same will be sent to the Principal. The department will abide by the action taken by the committee towards the student.


Dr. Ramakant Nayak
Principal
M.M's. N.G. Halgekar Institute of Dental Sciences
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