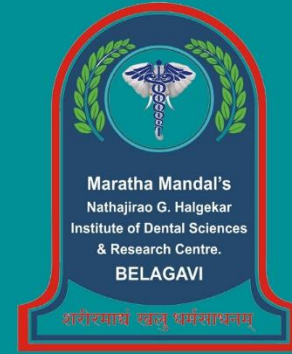


# CODE OF CONDUCT FOR FACULTY



**Maratha Mandal's NGH Institute of  
Dental Sciences & Research Centre**  
RS. No. 47A/2, Bauxite Road,  
Belgaum- 590010 Karnataka State.  
Contact phone: 91-831- 2477682  
Email: [mmnhgids@gmail.com](mailto:mmnhgids@gmail.com)

**CODE OF CONDUCT FOR FACULTY  
MARATHA MANDAL'S NGH INSTITUTE OF DENTAL SCIENCES AND  
RESEARCH CENTRE, BELAGAVI**

**PURPOSE**

The purpose of having a formal 'code of conduct' is to enhance and guide all the faculty members to be able to interact with each other and with other members with whom they come in contact with, either in the classroom or in work-related settings such as clinic, pre-clinical lab, conference, library and laboratory etc. The policy applies to all forms of verbal and written communication.

Another purpose of the Code is to provide Faculty with a framework that states and brings awareness to other policies that are applicable to them. This is a reference tool to help Faculty to understand and know their rights and responsibilities, as well as know where to take their concerns relating to those rights and responsibilities.

Any breaches of the Code and policies will be investigated and determined in compliance with the relevant policies that govern them.

**II. POLICY STATEMENT**

**1. Statement of Values**

With respect to the Code, the Faculty is committed to provide all of its members a welcoming, collegial environment conducive to optimal education, clinical care and research and to maintaining the highest levels of ethical and professional standards and follow work ethics. In particular, the Faculty is committed to promoting and maintaining the highest standards of behavior of all of its members in order to provide a healthy and safe learning environment and to better serve society. The Faculty should value integrity, honesty, fairness and respect for the rights of others and strive to integrate these into their teaching, research, patient care and other activities.

**2. Honesty**

1 All faculty members are informed to conduct themselves honestly and with integrity in their day today work, which involves conducting classes, clinics/ lab work or research work.

2. All Faculty members are required to adhere to the highest standards of integrity and follow professional ethics, that may be applicable, with regard to confidentiality and consent with respect to caring for patients and their families.

### **3. Respect of Others**

1. In order to foster a healthy work and learning environment, it is incumbent on all to demonstrate respect and appreciation for their colleagues, students, patients, family members and others with whom they interact with in 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.

### **4. 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 that 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.

## **5. 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 other drugs, which could interfere with duties and responsibilities is totally 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**

### **TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal 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.

## **Expectations of Professional Standards**

### **TEACHER SHOULD:**

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 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 be 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 actively, 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 what so ever.
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 belong 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. Also 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 programs
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 themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
9. Aid students to develop an understanding of our national heritage and national goals
10. Refrain from inciting students against other students, colleagues or administration.

## **TEACHERS AND COLLEGUES**

### **Teachers should:**

1. Treat other members of the profession in the same manner as you wish to be treated.
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 offices and discharge responsibilities which such offices may demand
4. Co-operate through their organization in the formulation of policies of the other institutions and accept offices
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.

## **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 list 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 regular 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 / Diplomat 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 / Diplomat 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 / Diplomat 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 / Diplomat of National Board recognized by the Government of India on the recommendations of the Council, in the specialty.

#### **Total Publications Score required for each post:**

For Head of Department: 40 marks

Professor: 30 marks

Reader/Associate Professor: 20 marks

#### **Note:**

1. All the regular 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 Diplomat 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 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 university. Direct teaching-learning process hours should be as follows:

Professor and head-	12 hrs
Professor-	16
Reader-	16
Senior lecturer-	16

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 or 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 leave 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

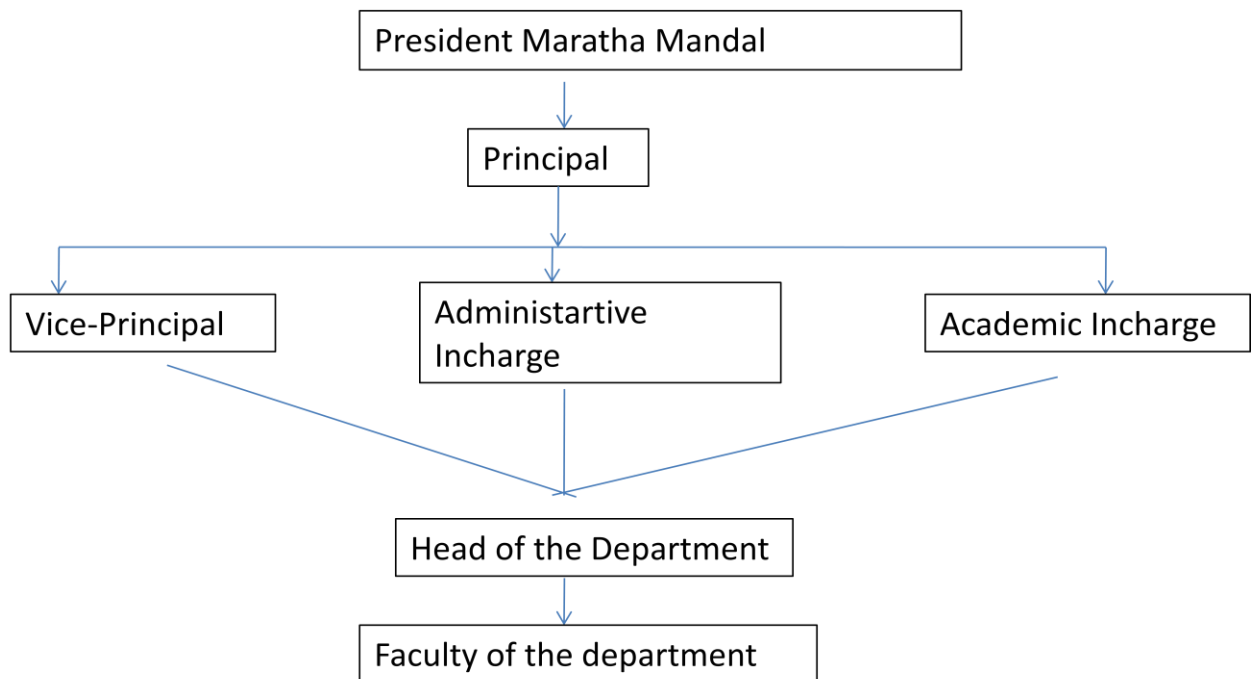
The Teacher shall abide by the code of conduct and leave rules

1. No. of leaves permitted by the office in one calendar year (Casual leave-15, Earned Leave-30, On Duty leave- 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 15days, 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 80 days during her entire period of service for any one of the first two babies. Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction of the management. The leave is paid leave. (As per **Maternity (Amendment Bill 2017)**)

## **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 convener 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 month first week of Monday. If the first Monday happens to be Leave or 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 PRINCIPAL**

### **1, To chair the meetings of HOD 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. To sign in all official notifications, and circulars wherever necessary**

The Deans 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.

### **5.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.

## **ACADEMIC INCHARGE:**

- Academic in-charge is responsible and accountable for the academic administration of the Institute which include academic activities.
- Committees like timetable committee, library committee, CDE and examination committee work falls under academic in-charge.
- He/she 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 interaction 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 or new treatments or concepts in the field of dentistry through conferences and workshops.
- To assist the Principal in all matters of academic interest.
- Any other responsibility given by the authorities.

### **ADMINISTRATIVE INCHARGE:**

#### **Responsibilities and Duties:**

- Committees like mentor committee, student council, disciplinary committee, student coordination and maintenance committee work under academic in charge.
- To plan, organize, and administer the activities of Institute
- To supervise, evaluate, and support the Departments to promote excellence in teaching-learning, scholarly and creative productivity and patient care.
- To lead and coordinate the governance of the college;
- To lead the processes of administrator selection and overseeing the processes of faculty and staff selection and retention;
- To coordinate the professional development of the college administrative staff;
- To evaluate the college administrators and staff in consultation with college faculty and staff;
- To be a bridge between mentors and students
- To promote an integrated effort in the administration of the college by cooperating with other administrators and staff and coordinating his/her activities with theirs when such action is indicated.
- To maintain effective relations with faculty, students, and community, and other educational institutions and to interpret college policies and programs accurately and constructively.
- To overlook discipline among students and staff of the Institute.
- To overlook any kind of maintenance and infrastructure requirement of the Institute
- To assist the Principal in all matters of administrative activities.
- Any other responsibility given by the authorities.

## **PROCEDURES TO ADDRESS BREACHES OF CONDUCT**

Any breaches of the Code of conduct and the policies are taken very seriously and will be reported to the Principal. Although the specific approach to be taken will depend on the context in which the alleged breach has taken place.

If the potential breach involves a member of the academic staff, in either the role of the person who was the victim of the breach or the person alleged to have committed the breach, the complaint should be lodged with the administrative or academic in charge depending upon type of breach, which will be later sent to the Principal.

Enquiry will be conducted by the enquiry committee along with Principal and Vice-principal.

If the faculty is found guilty the Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.