

CODE OF CONDUCT FOR STUDENTS



**Maratha Mandal's NGH Institute of
Dental Sciences & Research Centre**
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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 NGH 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 NGH 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 '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 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).
- **Jewelry:** Finger Rings that may compromise clinical protective barriers should not be worn in clinics. Facial piercing should be avoided.
- All students should wear **clean and neat white laboratory coat/ 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:

- Reporting time:-Interns/PG's- Prior 8: 40 am
I, II, III, IV year 7.55 a. m. for theory lectures
IV year 10.00 a.m. for Clinics
III year 12.30 p.m. for clinics
- Lunch break:- Interns/PG's- 12;30 to 1:15 pm (On rotation 20 minutes each)
- OPD Closing time 3 pm

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 procedures:
 - right to be informed of any charges of misconduct,
 - right to an opportunity to respond to the charges,
 - right to hear evidence in support of the charges,
 - right to present evidence against the charges,
 - right to an adviser,
 - right to a fair procedure, which is appropriate to the circumstances,
 - right to be informed of the outcome of your 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 College.
- The responsibility for the avoidance of force, violence, threat, or harassment.
- The responsibility for the avoidance of disruption. Certain kinds of conduct can convert the expression of opinion into disruption. The Student Demonstrations policy describes the procedures and limitations appropriate to the public expression of opinion.
- The obligation to respect the environment of College, 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 requested.
- 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 in undertaking 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 the reasonable instruction of any staff members.

Maintenance of Institute property: All the students are expected to have respect for Institute property. 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 of the Institute have the right to take necessary action against the student.

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 external examination 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.

Bullying:

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 of such incidence occurring to themselves or to others.

SEXUAL HARASSMENT:

"Sexual harassment" is any unwelcome behavior which is sexual in nature and which involves improper assumptions by one person in respect to another. Sexual misconduct can be committed by persons of any gender identity. Sexual harassment can take numerous forms including but not limited to:

- 1) Unwelcome physical touching, hugging or kissing
- 2) Staring or leering at someone, or at parts of their body
- 3) Suggestive comments or jokes
- 4) Insults or taunts based on sex
- 5) Sexually explicit pictures, e-mails or text messages
- 6) Intrusive questions or comments about a person's private life or body

Students should report any incident of sexual harassment to a staff member or mentor. The Institute prohibits all forms of sexual misconduct, including but not limited to, sexual harassment, sexual assault, stalking, and relationship violence, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus.

DRUG ABUSE:

Any kind of drug abuse (smoking, alcohol ...etc) is totally banned within the campus. Any student who is suspected of being under the influence of any drug will not be permitted to enter the campus.

Regardless of legal drinking age or use of any drug, all students are prohibited from:

- Possessing or consuming an open container of alcohol /drug /tobacco in or off-campus public or common areas (e.g., Campus Green, outdoors, lounges, hallways, etc.).
- Engaging in drunkenness and disorderly conduct.
- Possessing, furnishing, consuming or serving from a large quantity or common source of alcohol/drug/tobacco.
- Hosting or participating in the rapid consumption of alcohol/drug/tobacco.

ATTENDANCE POLICY:

80% attendance is compulsory, regular signing in attendance register at the department is a must.

Mobile phones or other electronic gadgets should not be used by students in academic building

ACADEMIC MISCONDUCT BY THE STUDENT

If any student is identified with any academic misconduct in our Institute or he/she is clearly violating the Code, it is considered as 'Academic misconduct'.

"Academic misconduct" is any unauthorized act that may (1) Give a student an unfair advantage over other students, (2) Interfere with the educational pursuits of others, (3) Jeopardize the good name and reputation of the Institute, (4) Involve attempts to mislead, misrepresent, and/or falsify documents, papers, charts, and/or any information given to faculty or administrative officials or (5) Place patients under unnecessary risk.

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 any student 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.