

CODE OF CONDUCT FOR STUDENTS

CODE OF CONDUCT FOR STUDENTS OF KMSDCH:

1. Each Student shall abide by Rules and Instructions, framed time to time by the authorities of Institute and Sumandeep Vidyapeeth University. Any breach by the student, will be liable for disciplinary action, as prescribed by the authority.
2. Each Student shall fulfill and comply with the regulations laid down from time to time, by the statutory council, Government, University Grant Commission etc.
3. Each Student shall give due respect to the Authorities, Teachers, Auxiliary staff and to the fellow colleagues.
4. Use of Mobile phones in the premises of KMSDCH, is strictly prohibited. The offender shall be liable for punishment.
5. Each Student shall maintain the dignity of the teaching staff /department/ Institute/ University and shall not indulge in such activities which amount to defamation and criminal offence.
6. Each Student shall strictly comply with the Dress code. Formal clothes are accepted. Jeans, Skirts and other casual wear shall strictly be avoided by the Student during the working hours of the institute.
7. Wearing white coloured clean and ironed Apron is compulsory during practical / clinical hours.
8. Each Student shall come to the institute/ University in good attire. Boys shall daily report in clean shave to the Department/Institute, unless compelled by religion rules. Boys shall wear clean, polished formal shoes. No student shall wear sports shoes.
9. Identity cards (ID) / Name plate shall be worn by each Student during the working hours of the institute.
10. Students if found bunking classes & loitering in the campus will lead to punishment.
11. Use of Tobacco, Alcohol and other Narcotic substances in any form, is strictly prohibited in the Sumandeep Vidyapeeth campus.
12. Gambling in any form, is strictly Prohibited in Sumandeep Vidyapeeth campus.

13. Discrimination in any form -Gender, Caste, Creed, Religion, Race, Region etc., in the campus is strictly prohibited.
14. Student/s shall not indulge in Anti-National / Anti-Social activities.
15. Students shall not indulge in any activities associated to any political organization within the Sumandeep Vidyapeeth Campus.
16. Students shall have empathy towards patient. Negligence towards the patient's problem or complaint will attract disciplinary action.
17. All Clinical/Preclinical work will need to be shown on time schedules and signatures on record books will have to be procured on time. No concessions or excuses will be entertained.
18. Each Student shall render services towards cleanliness drive / Swatchata Abhiyan, Environment awareness campaign, within and outside Sumandeep Vidyapeeth campus.
19. Each Student shall actively involve in the Community/ Social services organized by the Department/ Institute/ University.
20. Each Student shall maintain harmonious / cordial environment in the Institute/ University campus.
21. Each Student shall fulfill the criteria of Minimum requirement of yearly Attendance and work quota, prescribed by the statutory council and / or Sumandeep Vidyapeeth, before filling the application for University Examination. Student failing to comply with the requirement shall not be permitted to appear for the said examination in the subject/s.
22. Student shall not indulge in activities pertaining to forgery of signature/s, practical/ clinical work etc. Strict disciplinary actions will be taken if found guilty of same.

Library Rules & Regulations

- Strict silence, decorum and discipline must be maintained in the library. Use of cell-phones is also not allowed
- Smoking, eating, sleeping and talking loudly are strictly prohibited in the library
- Readers should not mark, underline, dog-ear, write, tear pages or otherwise damage the library documents or books.

- Newspapers, magazines and journals must be read only in the library on specific tables and should not be taken to any other reading areas.
- No library material can be taken out of the library without permission. Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly.
- Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library membership and may be debarred from using the library facilities.
- All faculty, staff, scholars and students of the institute are entitled to become library members
- Membership is allowed only after submitting a duly filled in and signed membership form, duly recommended by the concerned HoD or office order of joining in the institute. The members are supposed to be conversant with and agreeable to the Library rules.
- Users are divided into the following categories - their entitlements, maximum number of books and number of days of issue is proposed in the following table .Instructors have the privileges to get the text books issued for the whole of the semester.
- A fine of 5 (five) rupees per day per book will be charged from the defaulting members. The collected fine will be deposited in accounts section and proper receipt will be provided to the member. Membership to the newcomers will be given against request and recommendation by the competent authority like office order etc. User(s) has to return all issued books when he/ she is out of station for more than fifteen days.
- Users can also renew the books again after the completion of charging period, subject to not being requested from some other user.
- Book/Loose issue journal may be issued for overnight to the members of library. This is only from Reference section after 8.00 pm - 9.00 pm. Next day before 10.00 AM the borrowed materials should be returned in that section only, if there is any delay by the member then the respective member may not be allowed to borrow for overnight further. The number of documents, members can borrow at a time, is only one. There is a fine of Rs.5 for delay of returning a book per day.

Purpose of the Student Disciplinary Procedure

To promote good personal conduct in all students, in order to secure the proper working of the Institution in the broadest sense. The procedure will apply to any student who is alleged to have breached the Institution's code of conduct by one of the following.

- disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the Institution, including offensive behaviour, whether on Institution premises or elsewhere;
- obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the Institution or any authorised visitor to the Institution;
- behaviour which brings the Institution into disrepute;
- intentional or reckless damage to, or defacement of, Institution property or the property of members of the Institution and community;
- misuse or unauthorised use of Institution premises, facilities or items of property;
- failure to disclose name and other relevant details to an officer or employee of the Institution in circumstances when it is reasonable to require that such information be given;
- distribution of promotional material on Institution premises without prior approval. In particular, the Institution will not tolerate the distribution of promotional material that encourages excessive alcohol consumption;
- failure to treat others (students, staff, neighbours and other people in the community) fairly and with respect.
- obstruction of, or improper or fraudulent interference with, attendance monitoring of any student by the Institution
- failure to attend a disciplinary interview or provide a statement / response to alleged misconduct when requested to do so by the relevant person of authority at any level;

- acts of dishonesty, including theft, , deceit, or deception in relation to the Institution, Institution documentation, its staff or students;
- failure to comply with a previously-imposed penalty under these procedures (including non-payment of a disciplinary fine);
- action likely to cause injury, impair safety or raise false alarm on or off Institution premises, such as acts involving damage to or discharge without just cause of, or other misuse of or interference with, a Fire Extinguisher or other Fire Safety Equipment;
- harassment of any student, member of staff, or any authorised visitor to the Institution, whether sexual, racial or bullying, including defamation.
- violent, indecent, disorderly, threatening or offensive behaviour or language whilst on or off Institution premises whether directed towards a member of staff, another student, professional service staff breach of the provisions of the Institution's Code of Practice for Freedom of Speech;
- conduct which constitutes a criminal offence where that conduct:
 1. takes place on Institution premises, or
 2. affects or concerns other members of the Institution community, or
 3. damages the good name of the Institution, or
 4. itself constitutes misconduct within the terms of these procedures.

Often, the disciplinary matter will be dealt with by the local manager or a nominee on their behalf:

- the Head of Institute
- the warden

Student Progress deals with allegations of misconduct which arise from other areas of the Institution and serious disciplinary offences are always referred to Student Progress. If you are accused of an offence you may be interviewed by

an Enquiry Committee. If found liable the student maybe suspended/rusticated depending upon the gravity of the offence.

CODE OF CONDUCT FOR EMPLOYEES

CODE OF CONDUCT FOR TEACHERS OF KMSDCH

The following guidelines provide examples of general expectations from the teachers.

1. Be caring, fair and committed to the best interests of the students entrusted to their care, and seek to motivate, inspire and celebrate effort and success
2. Acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic development.
3. Be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity and socio-economic status, and any further grounds as may be referenced in equality legislation in the future.

4. Seek to develop positive relationships with students, colleagues, parents, dental college management and others in the dental college community, that are characterised by professional integrity and judgement
5. Act with honesty and integrity in all aspects of their work.
6. Respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the well being of an individual.
7. Represent themselves, their professional status, qualifications and experience honestly.
8. Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on students.
9. Uphold the reputation and standing of the profession.
10. Take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare.
11. Work within the framework of relevant legislation and regulations.
12. Comply with agreed national and dental college policies, procedures and guidelines which aim to promote student education and welfare and child protection report, where appropriate, incidents or matters which impact on student welfare.
13. Communicate effectively with students, colleagues, parents, dental college management and others in the dental college community in a manner that is professional, collaborative and supportive, and based on trust and respect.
14. Ensure that any communication with students, colleagues, parents, dental college management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.
15. Ensure that they do not practise while under the influence of any substance which impairs their fitness to teach.
16. Maintain high standards of practice in relation to student learning, planning, monitoring, assessing, reporting and providing feedback.
17. Apply their knowledge and experience in facilitating students' holistic development.
18. Plan and communicate clear, challenging and achievable expectations for students.

19. Create an environment where students can become active agents in the learning process and develop lifelong learning skills.
20. Develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all students.
21. Inform their professional judgement and practice by engaging with, and reflecting on, student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation
22. In a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance

DISCIPLINARY PROCEDURE FOR EMPLOYEE

The Disciplinary Procedure relates to matters of misconduct, that is to say, inappropriate behavior in the workplace. It is intended to ensure that allegations of misconduct are managed fairly and consistently. The disciplinary process is not punitive in nature, instead, its aim is to provide staff with appropriate advice and support which will equip them to achieve and maintain the standards of conduct expected at the Institute. Wherever possible, disciplinary matters are managed informally. Formal action will only be taken in cases of serious and/or repeated misconduct. The institution expects its employees:

- To comply with the University's rules, policies and procedures at all times.
- To carry out your job to the rules and standards expected of your role.
- To behave appropriately and in line with all the University's rules, policies and procedures with colleagues, students, customers, visitors to the University and the wider University at all times, understanding the impact of your behavior on others.
- To maintain effective and professional work and study relationships with colleagues / fellow staff and students and treat all with dignity and respect.
- To clarify expectations, behaviors and rules with your line manager if you are unsure about them.
- To co-operate if you are asked to be involved with a disciplinary case.
- To co-operate with those dealing with a potential disciplinary case concerning you.
- To treat those dealing with a disciplinary case with courtesy and respect at all times.

- Informal action: will be taken in the form of a confidential conversation between yourself and Dean, and is most appropriate where alleged misconduct is not of a serious nature. The problem shall be explained and improvement needed shall be described. Support mechanisms and ways in which you can achieve the necessary improvement and how this will be reviewed to monitor/assess progress. A record of these discussions may be

shared to support the process and/or ensure clarity. A Memo may be issued in the name of the erring employee if found liable.

- Investigation: Where more serious misconduct is alleged, or where minor misconduct is repeated, an investigation may be carried out to establish the facts. An investigation can be a simple gathering of relevant documents, or it can involve interviewing yourself and relevant witnesses. If you are interviewed, you will be made aware of the allegation(s) and be given notice of the interview. You are encouraged to co-operate with any investigation process, and answer any questions as fully as you can, setting out any special circumstances. Where limited facts are provided, it can mean that decisions about possible disciplinary action are reached on the basis of partial information.
- Where an allegation relates to potentially very serious misconduct, employees may be suspended from duty to enable a full and fair investigation to take place.
- When the investigation is complete, a decision is made as to next steps, based on the information gathered. Where it is accepted that you did not break a disciplinary rule, no further action will be taken. Where it is found that there is evidence to support the allegation, the liable employee may be terminated.
- The Institution is committed to ensuring that employees and their representatives do not experience any disadvantage because of disability or any special requirements. You are encouraged to raise any queries you may have relating to disability or other needs at the earliest opportunity. This will enable the Institution to accommodate your request, where reasonably possible.

