



**SRI VENKATESHWARAA DENTAL COLLEGE**

**ARIYUR, PUDUCHERRY – 605102**

**CODE OF CONDUCT**

**CODE OF CONDUCT FOR STUDENTS:**

**DO's for Students**

1. Students should be on time for all sessions including theory, practical classes and clinical postings.
2. Should always wear apron/scrub once they enter the campus.
3. Use of mobile phones is strictly prohibited in class rooms, laboratories, library and office.
4. Leave if taken, has to be informed prior to the HOD/Staff in charge of the concerned department
5. If any medical leave has been taken, medical certificate has to be produced on the day of arrival.
6. Students should be cooperative in keeping the college campus neat and tidy.
7. Students are advised to utilize the college transport facility for a safe travel and to reach college on time.
8. Students should be in class room at least five minutes before the commencement of each class.
9. Students should take assignments and assessments seriously.
10. Any change in residence of students/parents/guardian should be reported to the Principal immediately.

Students are expected to complete the four years course along with rotatory Internship according to the DCI guidelines. If any student wants to discontinue in the middle, Transfer Certificate will be issued only if he or she pays the entire college fees in full, for the remaining forthcoming years.

### **DONT'S For Students**

1. Smoking, use of tobacco products, alcohol and addictive drugs are strictly prohibited in the college premises
2. Eve-teasing and ragging are prohibited inside the college campus and anyone found guilty will be punished according to the law
3. Organizing mass absence from classes, holding any agitation and demonstration and instigation of violence inside or outside the campus are considered as serious breach of discipline and suitable severe action will be taken against offenders
4. Boys should not enter into girl's common room or vice-versa
5. Students without ID cards will not be permitted inside the campus.
6. Students are forbidden to organize tours or meetings or to attend any meeting in the college or to collect money for any purpose without prior permission of the Principal.
7. Unnecessary roaming inside the campus is not permitted.

If any student is found guilty of damaging any college property he or she will be punished and charged according to the damage. If a group of students are responsible for the damage, they will be evenly charged.

According to the Dental Council of India guidelines, the Principal is empowered to file, withhold any certificate and suspend or expel any student if considered necessary to do so.

### **Dress Code:**

Students should adhere to the following dress code very strictly:

#### ***Boys:***

1. Should wear formal pants and shirts (half or full sleeves)
2. Jeans, casuals and T-Shirts are not allowed
3. Should wear only formal shoes. Slippers, sports shoes, etc are not allowed
4. Should trim nails, hair, moustache, beard regularly and neatly

#### ***Girls:***

1. Should wear only churidhar with long top and dupatta. Dupatta should be neatly pinned on both sides
2. Short tops without dupatta, Jeans and T-Shirts are not allowed.
3. Should not wear tight bottoms, leggings and gathering etc which gives odd appearance
4. Should wear normal sandals/shoes of leather/nylon version type. High heel fancy shoes and chappals are not allowed
5. Hair tied up, nails neatly trimmed, no nail colours when entering clinics

### **HOSTEL RULES:**

1. Hostellers must occupy the room allotted to them and must not change the room without permission of the warden. They have to keep their rooms clean and hygienic
2. All the inmates should leave the hostel at least 10 minutes before the commencement of the classes
3. No student is allowed to stay in the hostel during the college hours without prior permission of the warden
4. Hostellers falling sick should report to the warden who will take necessary steps for the treatment

5. Vehicles are not allowed inside the hostel campus
6. Inmates should not involve themselves in any unlawful or undesirable activities (such as smoking, drinking, gambling, writing on walls and doors, etc....)
7. Hostellers will be held responsible for any damage to the rooms they occupy including items like fan, furniture, tube light, switches, toilet sink, etc. In case of damage or disfigurement of any hostel property they will have to bear the cost as fixed by Principal or the management.
8. Students are advised not to have any valuables in the hostel. The management will not be responsible for any loss due to their negligence
9. Parents/guardians are not permitted to stay in the hostel but they can avail mess facility.
- 10.No electrical appliances should be used inside the hostel.
- 11.The rooms should be locked whenever the students are away and the room keys should not be given to anyone except the warden.
- 12.Boys are not allowed to enter the girl's hostel and vice versa.
- 13.Ragging is strictly prohibited inside the hostel. If found guilty they will be expelled from the hostel.
- 14.Celebrations of any kind and partying in the hostel are not allowed
- 15.Hostel students should be in the hostel by 06.00pm.
- 16.Students are permitted to go out of the campus between 04.00pm to 6.00pm on week days for necessary activities with prior permission from the Principal and warden.
- 17.Students are permitted to go out of the hostel within the campus like library, canteen and internet centre between 4.00 to 6.00pm with prior permission from the warden.
- 18.The main gate of the hostel will be closed by 6.30pm and will be opened at 6.30am

19. If the student wants to go out of the hostel on leave/outing they must produce permission letter from the parents via regular post/speed post/ at least one day in advance.
20. The letter should be duly acknowledged by the Principal and the Warden.
21. Permission letters via courier and fax are not accepted.
22. Parents who are coming to take their wards home should bring visitor's pass without fail.

### **ANTI-RAGGING RULES:**

#### ***Administrative action in the event of ragging:***

The institution shall punish a student found guilty of ragging after following the procedure here in under in accordance with UGC norms.

The anti-ragging committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established on the recommendations of the anti-ragging squad.

The anti-ragging committee may take action depending on the nature and gravity of the guilt established by the anti-ragging squad, to those found guilty one or more of the following punishments, namely

1. Suspension from attending classes and academic privileges
2. Withholding/withdrawing scholarship, fellowship and other benefits.
3. Debarring from appearing in any tests/examinations or other evaluation process
4. Withholding results
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc
6. Suspension/expulsion from the hostel
7. Cancellations of admission

8. Rustication from the institution for a period of one to four semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided where the persons committing the act of ragging are not identified, the Institution shall resort to collective punishment and appeal against the order of punishment by the Anti-Ragging committee shall lie,

1. In case of order of an Institution, affiliated to or constituent part of an University, to the Vice-Chancellor of the University.
2. In case of an order of the University, to its Chancellor
3. In case of an Institution of National Importance created by an act of Parliament to the Chairman or the Chancellor of the Institution, as the case may be.

  
Head of the Institution



**SRI VENKATESHWARAA DENTAL COLLEGE**

**ARIYUR, PUDUCHERRY – 605102**

**CODE OF CONDUCT**

**CODE OF CONDUCT FOR THE PRINCIPAL:**

The Principal of the Institution has multiple roles such as Administrator, overall supervision and guide for various academic activities, the codes applicable in the conduct of the Principal are the following:

1. Should make efforts for the development of the institution by acknowledging the collective interest of different sections of the institution for a towering outcome
2. Should treat all staffs equally and avoid discrimination such as favoring his or her religion, caste, political, economic, social and gender characteristics
3. Should take necessary steps to eradicate the incidence of sexual/anti-gender harassment
4. Should maintain financial transparency in matters related to the institution
5. Should inculcate standard professional behavior among the staff members
6. Should encourage the faculties to organize and participate in seminars, workshops, symposium and conference
7. Should promote research activities and encourage scientific paper publications
8. Should encourage extracurricular activities among the students to enhance self-esteem and socialism
9. Should follow de-centralization practice to enhance confidence among employees
10. Should take efforts to maintain an appropriate educational atmosphere and respect the fundamental rights of staffs and the students

  
Head of the Institution



**SRI VENKATESHWARAA DENTAL COLLEGE**  
**ARIYUR, PUDUCHERRY – 605102**  
**CODE OF CONDUCT FOR TEACHING FACULTIES**

CODE OF PROFESSIONAL ETHICS (Source: UGC)

**I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct him/her 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.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;



6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

## II. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly 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 among student's scientific outlook 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 available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and

10. Refrain from inciting students against other students, colleagues or administration.

### III. TEACHERS AND COLLEAGUES

Teachers should:

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

### IV. TEACHERS AND AUTHORITIES:

Teachers 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 organizations 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 inconformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### V. TEACHING 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 staff-councils covering both teachers and the non-teaching staff.

#### VI. TEACHERS AND GUARDIANS

Teachers should:

1. Try to see through teachers' 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.

#### VII. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;

3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religion or linguistic groups but actively work for National Integration.

  
Head of the Institution



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**CODE OF CONDUCT**

**CODE OF CONDUCT FOR SUPPORT STAFF:**

Support staff should follow and observe the following to be a person of professional conduct:

1. Should understand and work according to the policies of the institution and should sincerely and diligently carry out the duties delegated to them.
2. Unless on at most emergencies, leave of absence should be intimated to the supervising authorities and the institution well in advance.
3. Should not work in any other places during working hours and also should not be a part of a reason or part of any small business activity within the institution.
4. Should not be a part of political, anti-secular activities and such other conduct which will hamper the institutional policies.
5. Should treat the peers, supervisors, other officers, management and students with at most respect and should not engage in activities hurting the sentiments of the group or an individual.
6. Should be punctual in their work to fulfil the need of their presence and smooth functioning of the day.
7. Should handle the equipments carefully for the longevity and proper functioning of the same.
8. Should not indulge in abuse of drugs, tobacco, paan chewing or alcohol.
9. Should not divulge any official matters of importance (which they have proximity by virtue of their position) to anybody.

10. Should not falsify any original document which they may have access.
11. Should have honesty and integrity in executing the duties.
12. Should not develop emotional relationship with students or their parents/guardians.
13. Should respect the decision of the management and any conflict should be settled amicably.
14. Mutual trust and goodwill created among all the group of employees will generate a harmonious environment in the campus and no individual should be a hindrance by way of their activities in action, word or thought.



Head of the Institution