



NAVODAYA

THE CAMPUS OF POSSIBILITIES

NAVODAYA DENTAL COLLEGE

Affiliated to Rajiv Gandhi University of Health Sciences, Bangalore Recognized by Dental Council of India, New Delhi.

CODE OF CONDUCT

Professional ethics are principals that govern the behaviour of a person or group in their professional/environment. Like values, professional ethics provide rules on how a person should act towards other people in the institution and towards the institution.

The code is a codified set of professional ethics for those who choose to work and study in the institution and it provides guidelines for the minimum standard of appropriate behaviour in a professional context.

Some universal principles that apply across all the levels of people working and associated with the institution

- Honesty
- Trustworthiness
- Loyalty
- Respect for others
- Adherence to the law
- Doing good and avoiding harm to others
- Accountability

The primary value of a code of conduct is not a checklist for disciplining non-conforming members, rather, it acts as a prompt sheet for the promotion of ethical decision-making by members of that profession. It provides benefits to

- The patients, as they build confidence in the institution's trustworthiness
- Students, as they provide greater transparency and certainty about how their affairs will be handled
- Members of the institution, as they provide a supporting framework for resisting pressure to act inappropriately, and for making acceptable decisions in what may be 'grey areas'
- The institution as a whole, as they provide a common understanding of acceptable practice which builds collegiality and allows for fairer disciplinary procedures
- Others dealing with the institution, as the institution will be seen as more reliable and easier to deal with.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- The principal is the overall in-charge of Navodaya Dental College and Hospital
- He/ She is the academic, administrative head of the institute
- He/ She exercises powers delegated to him/ her as per the byelaws of the institute
- Setting up the high standard of professional conduct
- Planning and administering rules and regulations to maintain efficient services as per byelaws, rules and regulations of the institute
- Implementing recommendations and regulations that are issued from time to time by the Dental Council of India (DCI), Rajiv Gandhi University of Health Sciences (RGUHS) and other regulatory bodies
- Interpreting rules and regulations to the subordinate teaching and non-teaching staff
- Regular visits to various departments and maintenance of strict discipline
- Regular supervision of all academic and administrative aspects of the institute
- Procuring of equipments to various departments within the delegation of powers
- Giving necessary reports to higher authorities
- Issuing instructions to the Heads/ incharge Heads of various departments for solving any problems
- Promotion of good relation between all categories of staff
- Organisation of educational programmes, symposia, guest lectures and Continuing Dental Education programmes (CDEs) to staff members and to postgraduate (PG) and undergraduate (UG) students
- Investigation of complaints and maintaining of those records
- Attention of the complaints and welfare of the dental students
- Counselling and guidance of individual staff members
- Regular staff meeting for solving individual and group problems
- Co-ordination of academic activities like exams and curriculum with the universities
- Affiliation work with RGUHS, DCI and the government
- Conduct of UG and PG exams in the capacity of chief superintendent
- To take action for proper maintenance of UG/ PG hostels
- Purchase of equipments, drugs, chemicals, furniture, hospital necessities, books and journals to the library and all such materials required by the institute and the hospital
- Sanction of all kinds of leave to the academic and other staff and make in-charge arrangements as per the powers delegated
- Depute members of the academic staff and other staff to any place outside the institute but within India for the work of the institute or for any other specified purpose
- Institute disciplinary proceedings in respect of both teaching and non-teaching staff
- Supervision and maintenance of college statistics
- Supervision and maintenance of service registers of the teaching and non-teaching staff
- Any other work entrusted by the chairman of the Navodaya Education Trust (NET)
- Work as professor

- Preparation and periodic review of course curriculum
- Formulation of short-term and long-term plans for growth and development of the institution
- Coordination with other institutions for networking

CODE OF CONDUCT FOR TEACHING STAFF

- All the teaching faculty are required to discharge the duties diligently by complying all the rules and regulations of the institute
- Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his/ her official dealings
- A teacher shall, at all times, be well-mannered in his/ her dealings with the management, with other members of the staff, students, patients and parents
- Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the institute and may be called upon to perform such duties as may be assigned to him/ her by the competent authority beyond the scheduled working hours and on holidays and Sundays
- A teacher shall be required to maintain the scheduled hours of work during which he/ she must be present at the place of his/ her duty
- Leave rules: As per the norms of Navodaya Education Trust
- The faculty members should emphasize on academic and clinical training programme as the case may be
- The department HODs and the faculty are advised to prepare a proper schedule of teaching, not only didactic, but supplement with multimedia
- Identify fast-learners and slow-learners and adopt appropriate teaching-learning methods and adopt proper training programme to orient the students towards the knowledge and skill
- The concerned staff members are expected to keep check on students' attendance and inform the concerned authorities including the parents and the guardians
- All eligible staff members should not deny any exam assignments like theory invigilation, valuation, practical and clinical examination duties as assigned by the authorities of the college or university, including the internal assessments
- No teacher shall take part in politics, or be associated with any political party or organization which takes part in the political activity, nor shall subscribe, aid or assist in any manner in any political movement or activity
- No teacher shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the institute
- A teacher against whom clinical proceedings are initiated in a court of law, shall immediately inform the competent authority of the institute regarding the details thereof
- No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press or media for/ against any official act of the institute
- Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he/ she must put forward his/ her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time

- Every teacher should be governed by these rules and shall be liable for consequences in the vent of any breach of the rules by him/ her
- Any teacher who commits any offence or dereliction of duty, or does an act detrimental to the interests of the institute, is subject to an inquiry and punishment by the competent authority. Any teacher who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the governing body and the decision of the governing body thereon is final
- No teacher shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. violation of this rule will amount to misconduct and will attract deterrent punishment
- The institute gives utmost priority for discipline and every staff is bound to follow the rules and regulations of the institute and maintain strict discipline
- The institute takes note of serious misbehaviour, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal
- The institute is declared an alcohol-smoke-drug-free are and offenders face dismissal
- Respect the vision and mission of the institution and help to achieve them
- Staff members shall follow the directions and instructions, given by the principal and the HODs, properly
- Keep your cell phones in the silent mode to avoid disturbing others sitting around you
- Proper etiquette requires that you make others comfortable and protect their feelings. Do not point out their errors and draw attention to their mistakes
- The teacher should make professional growth continuous through study and research
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc, towards the contribution of knowledge
- Maintain active membership of professional organisations and strive to improve education and profession through them and also participate in teacher orientation training programmes
- Faculty shall involve in research activity and work towards getting research grants to the institution. Publication of research article in indexed journals will be highly solicited
- Shall be committed to the dental college hospital and shall admit all the cases in the college hospital only
- Perform their duties in the form of teaching, practicals, seminars and research work, conscientiously and with dedication
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research
- Participate in extension, co-curricular and extra-curricular activities, including the community service
- Respect the rights and dignity of the student in expressing his/her opinion
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic and social characteristics

- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- Inculcate among students' scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason
- Pay attention to the attainment of the student in the assessment of merit
- Make themselves available to the students even beyond their class hours and help and guide students without expecting any remuneration or reward
- Render assistance to other members of the profession, for their professional betterment
- Refrain from making unsubstantiated allegations against colleagues to higher authorities and refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavour
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices

CODE OF CONDUCT FOR STUDENTS

- Every student must obtain on admission, the identity card which must have his/ her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand
- Students shall compulsorily wear apron on all working days. It indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability
- Plan to arrive to class on time and to stay for the entire period (or until dismissed) because random arrivals and exits are disrespectful and distracting
- Talking and other disruptive behaviour is not permitted while classes are in session
- Students must not wait in the institute premises while the classes are going on
- Students are expected to spend their free time in the library
- Strict silence must be observed in the reading room and the library
- Students must be compassionate, courteous and respectful towards the patients
- The primary obligation of the student in the clinic is to provide competent and timely delivery of quality treatment to the patients
- No patient shall be discriminated based on gender, age, religion, race, disability or any existing medical condition
- The students shall interact with the patients in the designated clinical area, under the supervision of faculty
- Patients' records to be maintained in a way so as to safeguard the confidentiality of the patient. The patient records must be made available in the central record department at all times
- The students should communicate to the patients in the language they understand clearly. The nature of the proposed treatment, possible risk, complications and anticipated benefits of the treatment should be explained to the patient in his/ her language and an informed written consent should be obtained prior to the treatment
- Standard operating procedures of the departments should be followed by the student. The students should strictly adhere to cross-infection protocols and sterilization procedures during clinical postings
- Students must be aware and acknowledge the importance of patients in their learning and shaping their clinical skills
- It is the responsibility of the students to read the notice boards regularly for important announcements made by the institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices
- Students should not leave their books, valuables and other belongings in the classroom. The institute is not responsible for the lost property. However, student may make a claim for lost property at the office, if it is deposited in the institute office
- For being eligible to write the examinations conducted by the university, students have to fulfil the norms for eligibility by the Rajiv Gandhi University of Health Sciences, to which the college is affiliated

- Students must not adopt unfair means at examinations. If found to do so, actions will be initiated against such students as per the norms and procedure prescribed by the Rajiv Gandhi University of Health Sciences
- Students should avoid plagiarism or misrepresenting someone else's work as their own
- Students applying for certificates, testimonials, or any kind of application or document which requires the Principal's signature, should first contact the office. Students should not bring any such paper directly to the Principal for his/ her signature
- Food and beverages are not permitted in the classrooms, clinics and library. Those must be consumed in the designated areas only
- Be polite and respectful towards other students, teaching and non-teaching staff
- Students shall do nothing either inside or outside the institute that will in any way interfere with its orderly conduct and discipline
- Ragging is banned in the institute campus. Anyone found guilty of ragging and/or abetting ragging is liable to be punished as per the directive of the UGC and the government. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities
- Smoking and consumption of alcohol in the institute premises or entering the institute premises after consuming alcoholic drinks is strictly prohibited
- Disciplinary action will be taken against students who are found misusing electronic gadgets and social media
- When the students meet a member of the staff within the campus or outside, they must greet him/her as a mark of respect
- No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study notes, charity or any other activity without prior permission and approval from the Principal
- No student shall communicate any information or write any matters dealing with institute administration to the Press
- Students are expected to take proper care of the institute property and help the institute authorities in keeping the premises clean. Damaging the institute property is a breach of discipline, and the guilty will be duly punished
- The institute prohibits political activities in the campus and forbids students from conducting and attending political meetings within the institute campus
- All the institute activities are organised under the guidance and supervision of the principal and the Head of the Departments
- Students must not associate themselves with any activity not authorised by the institute. Serious action will be taken of students found organising or participating in such unauthorised activities
- The institute management is not responsible for the safety of vehicles (including damage and/or theft or loss of vehicles), in the premises. Students may use the parking space available, at their own risk.
- Students must ride/ drive their vehicles into and at the campus at a moderate speed only, speeding will be looked upon as an act of indiscipline and can attract adverse consequences

- Students joining the institute are bound by the rules and regulations of the institute
- The principal is the ultimate disciplinary authority of the institute
- Matters not covered by the existing rules will rest at the absolute discretion of the Principal

CODE OF CONDUCT FOR NON-TEACHING STAFF

- Must be transparent, responsible, unbiased and impartial towards all students, parents, teaching staff and management
- Must work with care, responsibility and dignity
- Must be present at their allotted and allocated places of work
- Must not leave their place or go to leave without permission from a competent authority
- Leave rules: As per the norms of Navodaya Education Trust
- Must co-operate with each other to fulfil their office and college related duties
- Must maintain decorum and dignity of the office, department and college
- Must use dignified and official language in the college campus
- The institute is declared an alcohol-smoke-drug-free are and offenders face dismissal
- Must complete their assigned job in stipulated time
- Must never discuss their official issues or subjects out of office
- Must be punctual, dedicated, co-operative, amicable, tolerant and competitive in their respective duties
- Must actively help others in college, office, class, exam etc
- Must co-operate fully in functions like: seminars, symposiums, conferences, workshops, etc
- Must always be available to students and faculty members
- Must avoid taking works other than that of the institution
- Shall not send any application for employment under any other agency, without prior information to the Principal/ concerned authority
- Any staff when involved in criminal proceedings shall inform the Management/ Principal/ concerned authority
- Shall not engage himself/ herself in any political activity
- Shall not contest or participate in or canvas for any candidate in any election
- Shall not bring or attempt to bring any political or other influence on his/ her superior authority in respect to his/ her individual service interests
- Shall not engage himself/ herself to participate in any activity which is anti-secular or which tends to create disharmony in society
- Shall not indulge in any criticism of the policies of the government either directly or indirectly or participate in such activities