



# CODE OF CONDUCT

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PRINCIPAL

### **TO WHOMSOEVER IT MAY CONCERN**

This is to certify that , our Institution have Code of conduct handbook exists for students ,teachers and academic and administrative staff including the Dean/principal / Officials and support staff.

- The code of conduct is displayed on the website.
- There is a committee to monitor adherence to the code of conduct.
- Institution organizes professional ethics programs for students, teachers and the academic and administrative staff.
- Annual awareness programs on the code of conduct are organized details are given.

- **VISION :**

The vision of institution is to emerge as a world class institution in creating and imparting knowledge , providing students a unique learning experience in dentistry with the state of art technology with value education that will empower students for the betterment of their own future and for well being of the man kind .

- **MISSION:**

- To render the services to the poor and needy population .
- To provide meaningful high education from undergraduate to post doctoral programmes, research and training .
- To impart higher technical skills, experiences and specialized academic excellence to the students there by fostering innovation and generating new knowledge .
- To create rich and pleasant environment for studying , living and working where education and research go hand in hand flourishingly .
- To serve the underserved , nurture learner centric quality dental education , quality patient oriented service , excellence in knowledge ,global dental educational standards .

## **CORE VALUES**

### **People :**

This is our greatest asset and we ensure that we have the services of highly experienced physicians , surgeons and well trained support staffs who work as one team .

### **Services :**

We pride ourselves in providing compassionate and individualized care with the right attitude to our patients in a safe and ambient environment .

### **Facilities :**

We ensure that we have the support of the advanced technology and procedure in the health care industry to carry out our day to day activities in service delivery .

### **Innovation :**

We Are committed to a supportive environment that encourages new ideas and creativity

### **Excellence :**

We pursue a high standard of excellence and honesty in everything we do.

## **1. CODE OF CONDUCT FOR STAFF AND STUDENTS**

AME's dental college and hospital, Raichur has framed rules, regulations and professional ethics to cover all areas deemed essential for the maintenance of an environment conducive to carrying out all the educational goals of the college. Within the framework established in these rules, regulations, and professional code, the individual is free to conduct his or her own academic and nonacademic life. However, the privileges of being free and making independent decisions, involve the acceptance of responsibility of respecting the binding rules and regulations. Therefore, the college expects the staff and students to uphold the standards of both personal and social conduct at all times when they are associated with the institution, and assume that individual decisions will be accompanied by careful consideration of the standards maintained by the college.

### **1. THE RIGHTS AND EXPECTATIONS**

Students have the right and freedom of inquiry. They are expected to know and adhere to the standards of academic reach and integrity.

#### **1.1. COLLEGE RULES AND REGULATIONS**

- 1.1.1. Students shall maintain ethical standards in all their endeavors.
- 1.1.2. Students shall greet the institutional staff.
- 1.1.3. Students shall communicate courteously with everyone.
- 1.1.4. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should totally avoid violence in any form.
- 1.1.5. Students shall avoid talk or act in any manner outside the institution in a way that would bring disrepute to the institution.
- 1.1.6. Students shall behave with dignity at all places.
- 1.1.7. Students shall not use mobile phones within the college premises.
- 1.1.8. Students shall read notices/circulars displayed on the college notice board and comply with the directions contained in it.
- 1.1.9. Students shall pay all kinds of fees as stipulated by the college in time.
- 1.1.10. Students shall adhere to the vehicle use, vehicle speed limit within the campus and park the vehicles in the allotted place.
- 1.1.11. Students shall maintain the decorum and conduct themselves well while attending college functions.
- 1.1.12. Students shall promptly stand to solemn attention during college prayer, national anthem.

- 1.1.14. Students shall avail the dust bin facility to keep the classroom and the campus clean.
- 1.1.15. Students shall maintain the beauty, serenity and greenery of the campus.
- 1.1.16. Students shall preserve the infrastructure of the college.
- 1.1.17. Students must be alert and responsible while posting their views about the Institute on social media.
- 1.1.18. Students shall not engage themselves in any political activity or other movement.
- 1.1.19. Students shall conduct meetings and activities in the college campus only with the written permission of the Principal.
- 1.1.20. Students shall circulate / display any circulars / Notices only with the written permission of the Principal.
- 1.1.21. Students shall share any information or report to press or broad casting agencies with the written permission of the Principal.
- 1.1.22. Students shall avoid pasting of wall posters, writing on walls and roads.
- 1.1.23. Students shall not endanger the health or safety of others.
- 1.1.24. Students shall avoid making false accusations against any member of the institution.
- 1.1.25. Students shall avoid giving false information to the college.
- 1.1.26. Students shall avoid forging, altering or misusing any document or record issued by the college.
- 1.1.27. Students shall avoid storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials in the campus.
- 1.1.28. Students shall avoid using, possessing or distributing liquor and illegal drugs.
- 1.1.29. Students shall comply with the disciplinary measure imposed by the college.
- 1.1.30. Students shall not be the part of picnic/study tour/industrial visits etc. without the permission of the principal

## **CODE OF CONDUCT FOR STUDENTS**

### **1.2. IDENTITY CARD for students**

- 1.2.1. Student shall possess an identity card with her photograph affixed on it, duly attested by the principal.
- 1.2.2. Students shall wear the ID cards in the college campus.
- 1.2.3. Students shall use ID cards while:
  - Borrowing books from the library.
  - Entering the office, multi facility centre, classroom, office etc

- Appearing for examinations.
- Performing monetary transactions such as paying fees, receiving scholarships etc.
- Representing the college in any events hosted by other institutions.
- Availing ticket concession to travel by Bus, Rail or Air.
- Using Postal and Bank services.
- During tour/ picnic/industrial visits

### **ATTENDANCE**

- A student shall require the following percentage of attendance to appear for the final university examination:
  - 75% in theory and 75% in practical/clinical for undergraduates.
  - 80% in theory and 80% in practical/clinical for post graduates
- In case of a subject in which there is no examination at the end of the academic year, the percentage of attendance shall not be less than 70%.

### **DRESS CODE**

- Personal appearance is expected to reflect a professional image in the dental college. A clean ironed white apron is mandatory in the campus
- Dress and grooming should be appropriate for an individual's duty and meet acceptable standards of cleanliness and safety.
- Clothing should be in good condition, unwrinkled, well sized, and worn in a non-revealing manner
- The clothing should be suitable for the clinical environment which is clean, and well-maintained scrubs and clogs with socks.
- In the clinics, Jewellery, if worn, should be clean and safe and appropriate for the environment.
- Tattoos, if any, are to be covered by clothing if possible. Colognes, perfumes and aftershaves should be applied minimally if at all.
- Bathing, clean fingernails, hair of appropriate length for boys and colour, and good personal hygiene are required. Hair should be clean, neatly arranged, safe and appropriate for the employee's work assignment.
- In the clinics and laboratories, hair longer than collar length must be pulled back and secured. Beards, moustaches and sideburns must be clean, neat and trimmed.



- Students' cleanliness will be evaluated every month and tabulated. If any faculty is not satisfied with the attire of the students, faculty have authority to take appropriate actions, including warnings and denial of access to clinics and laboratories

### **1.3. ACADEMIC**

- 1.3.1. Students are expected to be regular and punctual in attending classes and all activities of the college.
- 1.3.2. Students are expected to be seated in the lecture halls/seminar halls/ auditorium much before the commencement of the class or any programme.
- 1.3.3. Students shall observe silence in the class, irrespective of the presence or absence of the faculty.
- 1.3.4. Students shall stand up and greet when the faculty enters the class.
- 1.3.5. Students shall not leave the classroom during class hours.
- 1.3.6. Students shall not miss the classes under the pretexts like paying fees, taking books from libraries etc. Time fixed for such purposes during working hours must be strictly followed.
- 1.3.7. Students shall visit the library / college office / staff rooms only during the working hours.

### **1.5. GRIEVANCE REDRESSAL**

- 1.5.1. Representation of complaints and grievances shall be made individually to the Grievance redress cell either in oral or written form.
- 1.5.2. The committee with directions of the principal will redress the grievances.
- 1.5.3. The principal's decision shall be the final in all matters of punishment of the students for violation of any of the rules and regulations of the college.

### **1.6. STUDENT RESPONSIBILITIES**

- 1.6.1. Students in attending the college for the purpose of qualifying for academic credit shall pursue that purpose with sincerity, honesty, and commitment. They shall bear in mind that, their actions have a broad effect on the interests of the college, including its interests in attracting future students and members of the faculty, and accordingly that they have responsibility as members of an academic community.

- 1.6.2. Students are responsible for any actions in which they may be involved which are harmful to the welfare or property of the college or other members of the college community. When a student is charged with violation of any law in a situation in which the college is not involved, the college has no obligation to assist, but may afford to the student such assistance as appropriate and practicable.
- 1.6.3. The responsibilities set forth herein, and the conditions pertinent thereto, are relevant to the rights and privileges of individual students in an academic community.

Therefore, the principal, following a fair hearing, may authorize sanctions to be applied to individual students who disregard these responsibilities or conditions or who, in her/his determination, have provided justifiable cause, whether, on or off the campus.

### **CODE OF CONDUCT FOR STAFFS**

Every Staff of the AME DENTAL COLLEGE establishment irrespective of his cadre, seniority or position, shall be governed by the code of conduct as specified. Every staff shall be liable for the disciplinary action for breach of any provision of the code of conduct according to the AME DENTAL COLLEGE Staff Service Regulations and conduct & Disciplinary Regulations and other rules and regulations of the statutory and government bodies.

#### **General**

1. Every Staff shall all times, —
  - a) Maintain Absolute integrity;
  - b) Maintain devotion to duty; and
  - c) Do nothing which is unbecoming of an Staff of an educational institution.
2.
  - i) Every Staff holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his/her contrand authority.
  - ii) No Staff shall, in the performance of his official duties or in the exercise of powers conferred on him/her, act in his/her best judgment.

#### **Professional Duties;**

- 1) Every Staff shall,
  - Be punctual in attendance and in respect of the work and any work connected with the duties assigned to him by the head of the Institution;

- Abide by the rules and regulations of the institution and show due respect to constituted authority.

**2) No Staff shall,**

- Knowingly or willfully neglect his duties;
- While on duty in the institution, absent him/herself from the institution;
- Remain absent from the institution without leave or without the previous permission of the HOI;
- Show sustained neglect in correcting class-work or home work done by students;
- Indulge, or encourage, any form of malpractice connected with examination work or college activities;

1.8. Professional Ethics

- 1.8.1. Employees shall familiarize themselves with the cultures, customs and history of the Institution while performing their duties for the Institution and respect them.
- 1.8.2. Employees shall discharge duties with utmost integrity, discipline, honesty, devotion and diligence.
- 1.8.3. Employees shall not bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.
- 1.8.4. Employees shall constantly strive and behave in good manner for upholding good reputation of the Institution amongst the public.
- 1.8.5. Employees shall not be guilty of any act or any conduct which involves immorality.
- 1.8.6. Employee shall possess valid identity card issued by the Institution, while on duty
- 1.8.7. Employees shall not remain absent from duty without the approval from the appropriate authority.
- 1.8.8. Employees shall not engage in any sexual harassment or any other behavior which may appear to be sexual harassment or make others feel uncomfortable.  
The institution reaffirms its policy of zero-tolerance to sexual harassment and is committed to create an environment that respects and protects the rights of all its employees, irrespective of their gender.
- 1.8.9. Employees shall promote students for extensive use of library and technology
- 1.8.10. Employees shall not disturb the discipline, environment and good order of the Office.

- 1.8.11. Employees shall consistently ensure fairness and justness in selecting suppliers, and avoid any potential “conflict of interest” while striving to procure the most superior goods and services.
- 1.8.12. An employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any economic favors such as money, gifts or other favors in return for the performance of his duty, by virtue of his position in the Institution.
- 1.8.13. As good corporate citizens, employees shall strive to maintain harmony with the local or global communities in which they perform and to improve corporate value on a sustainable basis by building trusting relationships with the various customers /Stakeholders in the Institution. At the same time, employees shall make positive social contributions towards the realization of thriving and hospitable local or global communities and shall work to create a sustainable trust.
- 1.8.14. Employees shall comply with all laws and regulations concerning environmental protection and actively engage in educational activities related to environmental protection and the efficient use of resources and energy.
- 1.8.15. Employees shall contribute to the development and spread of environmental friendly technologies and shall always take into consideration issues of safety.
- 1.8.16. Employees shall not enter into any transaction with any anti-social group or any entity connected therewith.
- 1.8.17. Employees shall be willing to listen with sincerity to the opinions of customers, their grievances and shall reflect upon them in carrying out the situation in efficient and effective manner in present as well as in future.
- 1.8.18. With loyalty, sense of dedication and courteous behavior at all times, he should be an inspiration to the students under his care
- 1.8.19. He is expected to be objective in his judgments and should not make any sustained neglect in correcting the assignments done by the students
- 1.8.20. He shall not be late to class and while in class, shall use the entire time for teaching which should include varied techniques.

**NON TEACHING STAFF:**

- They primarily have to perform the duty assigned to them viz., office and administration, laboratories, reception, clinical assistance, library, stores, general maintenance etc., with due diligence and in time.
- They have to take-up all other works assigned by the Director/ Principal/ Management as and when necessary.

**CODE OF CONDUCT RULES FOR NON TEACHING STAFF**

- They should be devoted to his/her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of decency.
- They shouldn't behave in a manner which is derogatory to the prestige of the college.
- They shouldn't, by any public utterance, written or otherwise, criticize any policy or action of the management of the college or shall he/she participate in any such criticism.
- They shouldn't act in a discourteous or discriminatory manner with the colleague or students in performing his official duties and shall not indulge in sexual harassment in any form either directly or by implication.
- They shouldn't remain absent from the place of work without prior intimation.
- They shouldn't involve in eve-teasing (sexual harassment) in the college the premises or in the transport vehicles provided by the college.
- They shouldn't demand or accept a bribe from students or other employees for the official or regular works in the college.
- They shouldn't demand particular facilities or behave indecently during the examination work in the college or during other duty hours of the college.

**Note:** we shall consider act/actions of the employee, which is not covered in the above and damaging the image of the college as an act of misconduct. The college will take appropriate action as per the general service rules.

