



# KARPAGA VINAYAGA INSTITUTE OF DENTAL SCIENCES

GST Road, Chinna Kolambakkam, Padalam (po), Chengalpattu (dt)  
Madhuranthagam(tk), Tamilnadu 603 308

## HAND BOOK ON CODE OF CONDUCT

### CODE OF CONDUCT FOR STUDENTS:

In our institution at the time of admission each student is giving an Undertaking to abide by the following codes:

Will be on time for all sessions including theory, practical classes and OP or Clinics.

Will always wear apron once they enter the campus.

Use of mobile phones are strictly prohibited in class rooms, laboratories, library and office.

No leave will be availed unless it is permitted by the HOD/Staff in charge of the concerned department.

If any medical leave has been taken, medical certificate has to be produced on the day of arrival.

Smoking, use of tobacco products, alcohol and addictive drugs are strictly prohibited in the college premises.

Eve-teasing and ragging are prohibited inside the college campus and anyone found guilty will be punished according to the law.

Organising 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.

Boys should not enter into girl's common room/lounge or vice-versa.

Under the Tamil Nadu Government educational rules, the principal is empowered to file, withhold any certificate and suspend or expel any student if considered necessary to do so.

Students should be cooperative in keeping the college campus neat and tidy.

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. Students are advised to utilise the college transport facility to be safe and be on time.

Students should be in class room at least five minutes before the session of each session. Students should take weekly tests and assessments seriously.

Students are expected to go through the course fully, in which they have joined.

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 semesters of the course.

  
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Any change in residence of students/parents/guardian should be reported to the principal immediately.

Students without ID cards will not be permitted inside the campus.

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.

Unnecessary roaming inside the campus is not permitted.

## **Dress Code:**

Students should adhere to the following dress code very strictly:

### **Boys:**

Should wear formal pants and shirts (half or full sleeves). Jeans, casuals and T-Shirts are not allowed.

Should wear only formal shoes.

Slippers, sports shoes, etc are not allowed.

Should trim nails, hair, moustache, beard regularly and neatly.

### **Girls:**

Should wear only chudidhar with long top and dupatta.

Dupatta should be neatly pinned on both sides.

Short tops without dupatta, Jeans and T-Shirts are not allowed.

Should not wear tight bottoms, leggings and gathering etc which gives odd appearance.

Should wear normal sandals/shoes of leather/nylon version type.

High heel fancy shoes and chappals are not allowed.

### **Hostel rules:**

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.

All the inmates should leave the hostel at least 10 minutes before the commencement of the classes.

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No student is allowed to stay in the hostel during the college hours without prior permission of the warden.

The main gate of the hostel will be closed by 6.30pm and will be opened at 6.30am.

Hostellers falling sick should be reported to the warden who will take necessary steps for the treatment.

Vehicles are not allowed inside the campus.

Inmates should not involve themselves in any unlawful or undesirable activities (such as smoking, drinking, gambling, writing on walls and doors, etc....).

Hostellers will be held responsible for the damage to the rooms they occupy and items like fan, furniture, tube light, switches, toilet sink, etc.

In case of damage or disfigurement of any hostel property they will have to pay the cost as fixed by Principal and the warden.

Students are advised not to bring any valuables to the hostel.

The management will not be responsible for any loss due to their negligence.

Parents/guardians (of same sex) are permitted to stay in the hostel after getting permission from warden and paying the due amount to the warden towards rental for maximum of 2 days.

After paying the due amount they can get the food coupons from the warden.

No electrical appliances should be used inside the hostel.

The rooms should be locked whenever the students are away and the room keys should not be given to anyone except the warden.

If the students go on long leave (more than 15 days) they must vacate the room.

Boys are not allowed to enter the girl's hostel and vice versa.

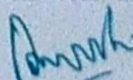
Ragging is strictly prohibited inside the hostel.

If found guilty they will be expelled from the hostel.

Celebrations of any kind and partying in the hostel are not allowed.

Hostel students should be in the hostel by 3.40pm

Students are permitted to go out of the campus between 3.30pm to 6.30pm on week days for necessary activities with prior permission from the Principal and warden.

  
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Students are permitted to go out of the hostel within the campus like library, canteen and internet centre between 3.30 to 6.30pm with prior permission from the warden.

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.

The letter should be duly acknowledged by the Principal and the warden.

Permission letters via courier and fax are not accepted.

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 from guilty of ragging after following the procedure here in under in accordance with the Dental Council of India and the Tamil Nadu Dr.M.G.R.Medical University.

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 depending on the nature and gravity of the guilt established by the anti-ragging squad, award to those found guilt one or more of the following punishments, namely

- a. Suspension from attending classes and academic privileges.
- b. Withholding/withdrawing scholarship, fellowship and other benefits.
- c. Debarring from appearing in any tests/examinations or other evaluation process.
- d. Withholding results.
- e. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc
- f. Suspension/expulsion from the hostel.
- g. Cancellations of admission.
- h. Rustication from the institution for a period of one to four semesters.
- i. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

  
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Provided that where the persons committing for betting 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 an order of an institution, affiliated to or constituent part of a 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.

Where in the opinion of the appointing authority, a lapse i.e. attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaining of ragging or who fail to take timely steps, whether required under these regulations or otherwise, to prevent an incident or incidence of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such members of the faculty or staff. Provided that where such lapse is attributable to the head of the institutions, the authority designated to appoint such head shall take such departmental disciplinary actions; and such action shall be without prejudice to any action that may be taken under the penal laws of abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

## CODE OF CONDUCT FOR THE PRINCIPAL:

The multiple roles of the Principal such as Administrator, overall supervisor and guide for various academic activities.

The codes applicable in the conduct of the Principal are the following:

Should make efforts for the development of the institution by acknowledging the collective interest of different sections of the institution for a towering outcome.

Should treat all staffs equally and avoid discrimination such as favouring his or her religion, caste, political, economic, social and gender characteristics.

Should take necessary steps to minimize/eradicate the incidence of sexual harassment.

Should maintain financial transparency in matters related to the institution.

Should inculcate standard professional behaviour among the staff members

Should encourage the faculties to organize and participate in seminars, workshops, symposium and conference.

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Should promote research activities and encourage scientific paper publications.

Should encourage extracurricular activities among the students to enhance self esteem and socialism.

Should follow de-centralization practice to enhance confidence among employees.

Should take efforts to maintain an appropriate educational atmosphere and respect the fundamental rights of staffs and the students.

## CODE OF CONDUCT FOR THE FACULTIES:

As aim of the teaching profession is to educate and kindle the thirst for knowledge the faculties should be concerned and dedicated towards achieving the same.

Faculties should be open to hear the students view point and also be concerned to take extra efforts for the needy group of students.

Faculties should be tolerant to criticism.

Faculties should create an educational ambience in the classroom and also should not show favouritism to any set of students and treat them alike irrespective of caste, creed, colour, gender, religion and socio-economic status.

Faculties should set an example and be a role model to the students in making them an inquisitive and explorer of knowledge.

Faculties in addition to making the students professionally competent also should inculcate in them patriotism, community service and social responsibility.

Faculties should be conscious to maintain the dignity of the profession.

Faculties should aware of making every student to understand basics of medical science and prepare the students to face the challenges thrown across during the practice and nurture the habit of exploring the new horizons of health care.

Faculties should be enthusiastic in learning the recent advances, innovations and apply the same to become a teacher of updated knowledge.

Faculties should find time to do research and create an opportunity for the students to follow it up.

Faculties should involve themselves as a mentor for students in conducting seminars, CMEs, Workshops, Interactive sessions, sports and cultural activities.

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Faculties should behave and function in a manner described by the institution and make it a collective effort for the student's educational, mental health and social well-being.

Faculties should interact with parents of the students during Parent Teacher's Meeting, which is conducted three times a year.

Faculties should follow professional ethics and behaviour to the core by executing the passion of needed training, certifications and license.

Faculties should adhere to the principles of scientific research and writing. Faculties/Doctors should care the patients appropriately and honestly to the highest standard of medical care and be open enough to take peers, expert's opinion in delivering the health care. Professional faculties should give respect to the professional fellow in a commendable manner and treat non-professional, ministerial and support staff in the same line. There should be no conflict professional work and private practice.

Faculties should avoid taking unnecessary leave and maintain regularity for the smooth functioning of the institution.

## CODE OF CONDUCT FOR NON - TEACHING STAFF:

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

Should understand and work according to the policies of the institution and should sincerely and diligently carry out the duties delegated to them.

Unless on at most emergencies leave of absence should be intimated to the supervising authorities and the institution well in advance.

Should not work in any other capacity in 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.

Should not be a part of political, anti-secular activities and such other conduct which will hamper the institutional policies.

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.

Should be punctual in their work to fulfil the need of their presence and smooth functioning of the day.

Should handle the equipments carefully for the longevity and proper functioning of the same.

Should not indulge in abuse of drugs, tobacco, pan chewing or alcohol.

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Should not divulge any official matters of importance (which they have proximity by virtue of their position) to anybody.

Should not falsify any original document which they may have access.

Should have honesty and integrity in executing the duties.

Should not develop emotional relationship with students or their parents/guardians.

Should respect the decision of the management and any conflict should be settled amicably.

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.

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