CODE OF CONDUCT

Code of conduct is significant for the smooth conduct, functioning, development, welfare & success of any institute or organisation.Code of conduct reflects the principles, values, rules and regulations, ethics & integrity of any institute or organisation.

Code of conduct is a set of norms, rules and responsibilities to be followed by the staff to maintain the standard and decorum of the institute or organization.

The committee for monitoring the Code of Conduct in the college is constituted with following members, Principal & Dean as Chairman, Vice Principal as Co-Chairman, IQAC Co-Ordinator and Senior Faculty as Members of the committee.

"Every common man who by his sheer grit & hard work achieves success should share his story with the rest for they may find inspiration & strength to go on "

- Dr. A P J Abdul Kalam

UNIVERSAL PRINCIPLES

- Honesty

- Loyalty

- Respect for others

- Trustworthiness

- Strictly adhering to Laws and Policies

- Responsibility

- Accountability

- Integrity

- Confidentiality

- Professionalism

- Competence

PRINCIPAL & DEAN

Code of Conduct of Principal serves as a guide for the professional and ethical standards.

To promote a positive and inclusive institute environment, ensuring the well-being of students, staff, and the institute.

Signifies the highest standards of professionalism in all interactions with students, staff, parents, and the wider community.

Uphold the reputation of the institute by maintaining personal and professional integrity.

Implementing recommendations and regulations that are issued by DCI & RGUHS & other regulatory bodies.

Regular visits to various departments and maintenance of strict discipline.

Regular supervision of all academic and administrative aspects of the institute.

Regularly updating the reports to higher authorities.

Student Welfare

Prioritize the well-being and safety of students above all else.

Adapt a positive and inclusive institute culture that values diversity and respects the rights of all individuals.

Management Skills

Provide visionary leadership that inspires and motivates both staff and students.

Demonstrate effective management in the administration affairs.

Communication Skills

Communicate openly, honestly, and transparently with all stakeholders.

Actively listen to the concerns and feedback of students, staff and parents.

Immaculate Decision Making

Make decisions based on ethical principles, ensuring fairness and justice.

Avoid conflicts of interest and make decisions that are in the best interest of the institute.

Executive Development

Continuously seek opportunities for professional growth and development.

Stay well informed about current educational trends and best practices.

Ensure improvement in all aspects of the institute's welfare.

Encourage a culture of innovation and adaptability

Upholding Laws and Policies

Follow all the relevant laws, regulations and institute policies.

Act responsibly and rightly in all matters related to institute governance and administration.

Confidentiality

Respect and maintain the confidentiality of sensitive information related to students and staff.

Responsibility

Take responsibility for decisions and actions, both individually and as the head of the institute.

Co-operation

Ensure co-operative and team-oriented work environment among staff.

Encourage and support professional co-operation and learning opportunities.

Represent the institute positively in events and activities in the field of Dentistry.

VICE-PRINCIPAL

The Vice Principal Code of Conduct outlines the expected professional behaviour, ethical standards and responsibilities of the Vice Principal. It aims to encourage a co-operative and supportive environment that contributes to the overall success of the institute.

Provide unwavering support to the principal in implementing the vision and goals of the institute.

Co-operate with the principal, staff and students to create a positive and productive institute culture.

Professional Support

Prioritize the well-being and engagement of students in all aspects of life.

Assist in maintaining a safe and respectful learning environment by addressing disciplinary issues promptly and fairly.

Management and Teamwork

Ensure effective Management in the absence of the Principal and co-operate with colleagues in a team-oriented manner.

Encourage a positive and co-operative work environment among staff, encouraging open communication and mutual respect.

Communication

Communicate clearly and effectively with students, staff, parents and the Principal.

Actively listen to concerns and feedback from all members, working to address issues in a timely and appropriate manner.

Ideal Decision – Making

Support the Principal in making ideal decisions for the benefit of the institute, ensuring equity and adherence to the institute's values.

Compliance with Laws and Policies

Follow all the relevant laws, regulations and institute policies.

Assist the Principal in implementing and encouraging policies to maintain a lawful and ethical institute environment.

Confidentiality

Respect and maintain the confidentiality of sensitive information related to the students and staff.

Responsibility

Take responsibility for decisions and actions, supporting the Principal in being accountable.

Co-operate with the Principal to address challenges and celebrate successes.

Build positive relationships with students, staff and parents.

Represent the institute positively in interactions with all members.

Development

Team up with the Principal and staff to identify areas for growth and enhancement.

Support the Principal in optimizing the use of resources and personnel.

IQAC CO-ORDINATOR

Code of Conduct of the IQAC Coordinator outlines the professional behaviour, ethical standards, and responsibilities of the Internal Quality Assurance Cell (IQAC). The role of IQAC Coordinator is significant & aims to ensure the effective functioning of the IQAC members in promoting and maintaining quality assurance and academic excellence. He or She may be a full-time functionary, or a senior academician/administrator entrusted with additional responsibility as IQAC Coordinator.

Commitment to Quality

Ensure steady commitment to promoting and maintaining the highest standards of quality in all aspects of institutional functioning to continuous improvement and excellence.

Leadership and Coordination

Provide effective leadership to the IQAC team, coordinating and facilitating its activities to enhance the quality of education.

Co-operate with various departments and members to promote a culture of quality assurance and academic excellence.

Observation and Documentation

Ensure adherence to established quality assurance standards, policies, and guidelines.

Maintain accurate and comprehensive documentation of IQAC activities, outcomes and improvement initiatives

Right Conduct

Uphold the highest ethical standards in all interactions and decision-making processes.

Encourage an ethical culture within the institution and promote integrity among staff and students.

Communication and Co-operation

Communicate effectively with institutional leadership, faculty, and students regarding IQAC initiatives and outcomes.

Encourage co-operation and communication to ensure the successful implementation of quality improvement measures.

Development

Pursue continuous professional development opportunities to stay informed about emerging trends and best practices in quality assurance .

Responsibility

Take responsibility for the effectiveness and impact of IQAC initiatives.

Co-operate with relevant members to address challenges, implement improvement

Data Confidentiality

Respect and maintain the confidentiality of data and information related to quality assurance processes.

Ensure the secure handling and storage of sensitive information gathered during quality assessment and improvement activities.

Continuous Improvement

Initiate efforts to identify areas for improvement in institutional processes and academic programs.

Encourage innovative and creative approaches to quality assurance and improvement initiatives.

Support the institution in adapting to changes.

HEAD OF THE DEPARTMENT

Code of Conduct of Head of the Department outlines the professional behaviour, ethical standards, and responsibilities of the Head of Department . It aims to promote effective leadership, co-operation and excellence in academic and administrative functions.

Leadership and Administration

Provide visionary leadership to the department, encouraging a culture of academic excellence, innovation and co-operation.

Effectively manage departmental resources, including faculty and budget in alignment with institutional goals.

Ensure the highest standards of academic quality and integrity within the department.

Co-operate with faculty to develop and review curriculum, assessing plan of action and teaching methodologies.

Faculty Development

Support the professional development of faculty members, encouraging continuous learning and scholarly activities.

Facilitate mentoring and guidance for junior faculty to promote their growth and success.

Foster open and transparent communication within the department, promoting a culture of collaboration and inclusivity.

Co-operate with other department heads, administrators and institutional head to achieve common goals.

Moral Conduct

Uphold the highest ethical standards in all interactions, decision-making processes, and academic activities.

Promote a culture of academic honesty, integrity and ethical behaviour among faculty and students.

Student Engagement

Prioritize the well-being and academic success of students, working to enhance the students experience within the department.

Address student concerns promptly and fairly promoting a positive learning environment

Adherence to Policies

Follow institutional policies, regulations and accreditation standards within the department.

Stay informed of changes in academic policies and communicate updates to departmental faculty.

Conflict Resolution

Address conflicts within the department in a timely and constructive manner, promoting resolution and a positive working environment.

Department Development

Initiate efforts to identify areas for improvement within the department and develop strategies for enhancement

Effectively manage departmental resources, including faculty workload, facilities and equipment to optimize efficiency.

Recommend for the department's needs in resource allocation discussions at the institutional level.

TEACHING STAFF

Have Commitment to Excellence, Teaching and Mentoring, Professional Development, Communication and Collaboration skills.

Patient Care, Patient Safety criteria to be followed.

Pursue continuously in Research and Scholarship programmes.

Continuously seek opportunities for professional growth and development.

Co-operate with Clinical Staff and nonteaching staff in better working .

Stay well informed about current educational trends and best practices.

Represent the institute positively in interactions with all members.

This institution recognizes the employees as the pillars and sets certain basic guidelines & principles for enhancing interpersonal relationship.

Maintain dignity of labor such that no one shall suffer any humility by virtue or words.

Every employee to be treated humanely and with respect.

Any kind of discrimination with due preference or individual favoritism may account to code breech.

Staff are required to dress in a presentable manner keeping in mind the image of the Institution.

Staff should have a positive work attitude, should not indulge in wasting time chatting with others without any official purpose.

Staff are required to adhere to the official timings and to avail leave with prior approval.

Women staff are to be treated with respect and absolute modesty.

Staff should strictly adhere to the Data Security of Institution system and internet usage as per IT guidelines.

It is expected that every employee considers this Code of conduct as his/her personal responsibility and keep informed about the violation to the code.

Do not use the power vested on to any individual for personal gains.

Leave Rules:

Not more than 2 faculties from the department should take leave at the same time.

More than 2 days continuous leaves and more than 3 days in a month, need to take written permission from the Principal's office & submit the application to HOD for further process.

Leave need to be applied on EDUWIZE one day before, get approved from HOD on the same day.

Casual leaves 12 days/year for personal work purpose. Maximum 1day in a month, prefix / suffix holidays.

Special casual leaves / UG & PG examination / On duty leave for 10 days / year for National / International conferences within India/abroad to present paper / chairing a session / committee meetings / Inspection duties. These leaves cannot be combined with any other leaves.

Earned Leaves 15 days/year. Can be prefixed and suffixed with holidays but intervening holidays will be treated as EL. EL can be availed up to a maximum of 07 days at a stretch. Accumulated EL will be carried over.

EL should not exceed 75 days.

Restricted Holidays 2 days/year.

Maternity Leave 45 days paid leave.

Not to be debited to leave account. Can be combined with any other leave except CL.

Note: Sanction of leaves as per the requirement will be purely from Management's decision and Principal's office.

NON- TEACHING STAFF

The Non-Teaching Staff Code of Conduct articulates the professional behaviour, ethical standards and responsibilities expected of non-teaching staff at the Institution. It aims to foster a positive working environment, contribute to the overall success of the institution and ensure the satisfaction of students & faculty.

Demonstrate professionalism in all interactions with colleagues, students and visitors to the institution.

Uphold the reputation of the institution through personal and professional integrity.

Communicate clearly, effectively, and promptly with colleagues, superiors and other members.

Practice active listening and respond to inquiries and requests in a timely and respectful manner.

It is the collective responsibility of all the members of the supporting staff to perform his/her duties efficiently, as per the Institutional norms.

The supporting staff shall have a respectful attitude with the teaching faculty, students and other administrative staff.

The supporting staff shall not discriminate any student based on the caste, creed, language and place of origin, social and cultural background.

The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.

The staff shall be careful not to damage the properties of the Institution.

The staff shall maintain their moral values both inside and outside the campus.

All the supporting staff should wear uniform and should be dressed appropriately.

The supporting staff are required to support the department for the development of the clinics/labs and also in the maintenance of instruments / equipments .

It is expected that every employee considers this Code of conduct as his/her personal responsibility and keep informed about the violation to the code.

The supporting staff shall actively support their colleagues and other faculty of the institution in all the academic and administrative activities.

The supporting staff shall not remain absent without the prior permission of the authorities.

The staff shall not involve either directly or indirectly in any form of business /external assignments during their college working hours.

Leave Rules:

Casual leaves

12 days/year for personal work purpose. Maximum 1day In a month, prefix/suffix holidays.

Earned Leave

12 days/year. Can be prefixed and suffixed with holidays but intervening holidays will be treated as EL. EL can be availed up to a maximum of 05 days at a stretch. Accumulated EL will be carried over .EL should not exceed 60 days.

Restricted Holiday

2 days/year.

Maternity Leave 45 days paid leave.

Not to be debited to leave account. Can be combined with any other leave except CL.

Note: Sanction of leaves as per the requirement will be purely from Management's decision n Principal's office.

CODE OF CONDUCT FOR STUDENTS

WORKING HOURS

Working hours : 8.00 am - 4.00 pm

RULES & REGULATIONS

Students are expected to wear uniform with neat and clean apron in the college.

Students should wear I.D. cards, which shall be provided at the beginning of the academic session.

Students shall maintain strict discipline in the college premises and beyond. They should not misbehave with staff and fellow students. Any indiscipline will be dealt seriously.

Use of cell phones in the classrooms, library, labs and clinics is strictly prohibited. Fine of Rs 500/- shall be imposed if found using.

Cleanliness to be maintained in the college premises. Damage to the college property students are liable to be fined.

The college provides transportation facility for both students and staff. There are sufficient buses which take care of commutation of the students.

Students are prohibited from organizing or attending meetings in college, distributing notices, collecting money and exhibiting banners, flags, posters without the permission of the Principal.

ACADEMIC RULES:

The candidate pursing BDS course should have 75% attendance compulsory both in theory and practical/ clinicals to become eligible for University Examination.

Passing criteria is minimum of 50% marks both for theory as well as practical examination.

ARDC&H strictly implements regulations of the course put forth by the DCI & RGUHS.

As per the DCI regulations each academic year has to include 240 teaching days of which a minimum of 75% attendance is mandatory for the regular and referred batch students to appear in the university examination.

The commencement of the academic year is as per the calendar of events of RGUHS and DCI regulation.

The minimum teaching days of 240 days as indicated by the DCI regulation does not include vacation and one month of university examination in each year of study.

DRAFTED:

Mrs. Zakiya Sultana, Coordinator, Institutional Ethics & Best Practices

COMPENDIUM:

Dr. Heena Zainab, IQAC Co-Ordinator ARDCH

APPROVED:

Dr. M. A. Mujeeb, Chairman ARDCH

Dr. Syed Zakaullah, Principal ARDCH

Dr. Arshad Hussain, Vice-principal ARDCH