

Al-Badar Educational & Charitable Trust's

AL-BADAR RURAL DENTAL COLLEGE & HOSPITAL, KALABURAGI

Affiliated to Rajiv Gandhi University of Health Sciences, Bengaluru
Recognized by Dental Council of India - New Delhi
Phone : 08472-27610, 220222, 254722 - Fax : 229687



CODE OF CONDUCT HAND BOOK 2022-2023

MONITORING COMMITTEE FOR CODE OF CONDUCT

ACADEMIC YEAR 2022-23

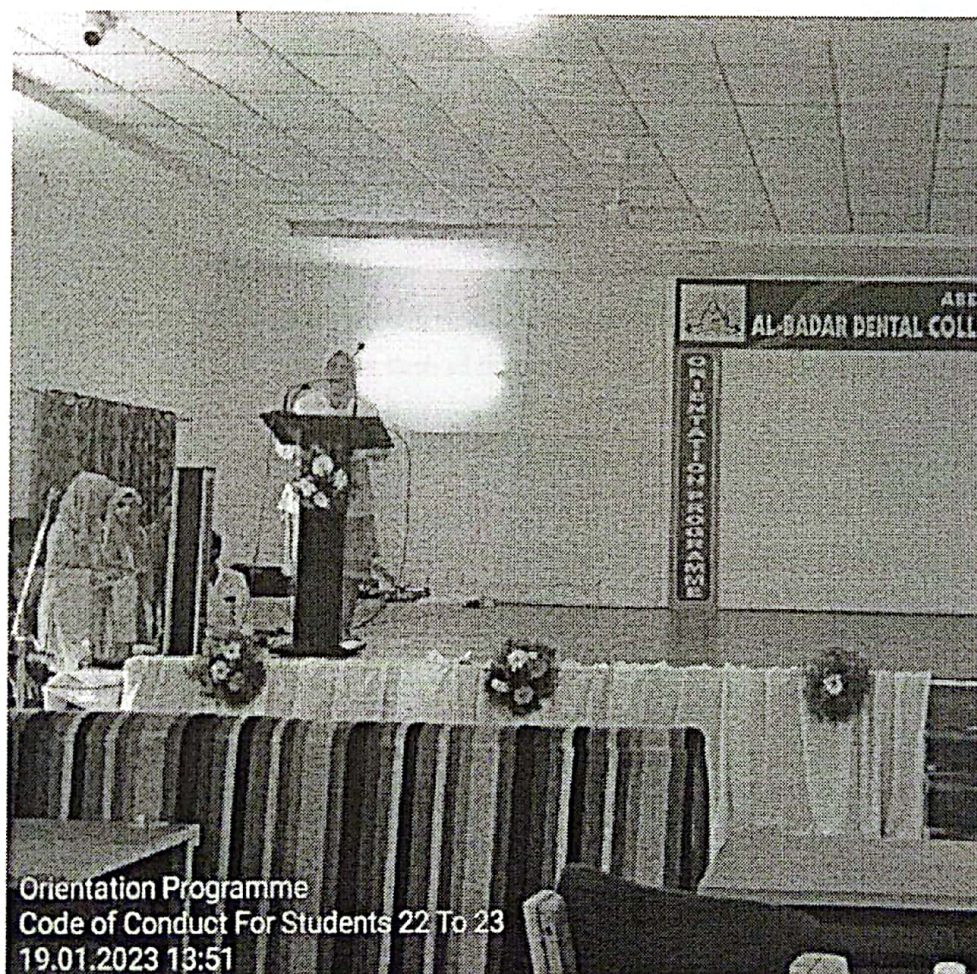
The committee for monitoring the code of conduct in the college is constituted with the following members.

Sl no.	Name of the committee member	Designation	Dept attached
1.	Dr. Syed Zakaullah	Principal Chairman	Oral Medicine and Radiology
2.	Dr. Arshad Hussain	Vice Principal Co Chairman	Oral Surgery
3.	Dr. Heena Zainab	IQAC co-ordinator Prof n HOD Member	Oral pathology and microbiology
4.	Dr. Arshiya Ara	Prof And HOD Member	Oral Medicine and Radiology
5.	Dr. Rahul Halakai	Prof n HOD Member	Conservative Dentistry and Endodontics
6.	Dr. Mahesh Hiregouder	Prof n HOD Member	Orthodontics
7.	Mrs. Syeda Zakia Sultana	Asst prof Member	Microbiology

The committee is required to monitor the code of conduct followed by faculty, staff and students.

PRINCIPAL

**RULES AND REGULATION AND CODE OF CONDUCT EXPLAINED BY
MRS. SYEDA ZAKIA SULTANA**



CODE OF CONDUCT FOR STUDENTS

WORKING HOURS

Working hours : 8.00 am - 4.00 pm

RULES & REGULATIONS

1. Students are expected to wear uniform with neat and clean apron in the college.
2. Students should wear I.D. cards, which shall be provided at the beginning of the academic session.
3. Students must wear formal shoes.
4. Students shall maintain strict discipline in the college premise. They should not misbehave with staff and fellow students. Any indiscipline will be dealt seriously.
5. Use of cell phones in the classrooms, library, labs and clinics is strictly prohibited. A fine of Rs 500/- shall be imposed if found using.
6. Cleanliness to be maintained in the college premises. Damage to the college property is liable to be fined from the students.
7. The college provides transportation facility for both students and staff. There are sufficient buses which take care of commutation of the students.
8. Students are prohibited from organizing or attending meetings in college, distributing notices, collecting money and exhibiting banners, flags, posters etc without the permission of the Principal.
9. The candidate pursuing BDS course should have 75% attendance compulsory both in theory and practical/ clinicals to become eligible for University Examination.
10. Passing criteria minimum of 50% marks has to be obtained in theory as well as practical examination.
11. Monitoring steady progress and required attendance, every student shall always maintain decorum and good conduct. The conduct / academic performance / attendance of each student

shall be reviewed periodically and necessary action including detaining from appearing for the University Exam /expelling from the hostel or college, as the case may be, shall be adhered to.

12. ARDCH strictly implements regulations of the course put forth by the DCI & RGUHS.

13. Any candidate who fails to pass the annual examination of the University as prescribed shall have the course extended according to the regulations of the course of study and such candidates shall have to pay tuition fees and other fees for the extended duration of the course also.

14. Fees once paid to the college will not be refunded, under any circumstance.

RULES AND REGULATIONS REGARDING RAGGING

Al Badar dental college has *Ragging free* campus, which strictly adheres to the Anti-ragging regulations framed by UGC in 2007.

The college comprises of Anti-ragging committee and Anti-ragging squad which carries out routine surprise checks in the college, hostel and campus, conducts orientation and counselling sessions to the students and appraises the serious consequences of ragging as per law.

Following actions will be taken by the college against students involved in ragging:

- 1) Students will be suspended from college activities like classes, clinics and labs
- 2) Students will be exempted from workshops, conferences, seminars etc
- 3) Students will not be eligible for any scholarships or awards from the college.
- 4) F.I.R will be lodged with police against them.

ANTI RAGGING COMMITTEE 2022 – 23

Sl. No.	Name of the Staff	Designation	Mobile
1	DR. HEENA ZAINAB _{MDS}	Chairman	9844301655
2	DR. SYEDA ARSHIYA ARA _{MDS}	Co-Chairman	9880352812
3	DR. SHEREEN FATIMA _{MDS}	Member	9739617757
4	DR. ARSHAD HUSSAIN _{MDS}	Member	9449087816
5	DR. SAFIYA SANA _{MDS}	Member	7760739050
6	DR. MAHESH HIREGOUDAR _{MDS}	Member	9480058721
7	DR. PAVAN R DIWANJI _{MDS}	Member	9886930467
8	DR. CHANDRIKA KAMPLI _{BDS}	Member	8147970452
9	DR. TANVEER FATIMA _{MDS}	Warden Girls Hostel	8971952716
10	MRS. SAIRA BANU	Dy. Warden Girls Hostel	7019659701
11	DR. PARVEZ ABUBAKAR _{MDS}	Warden Boys Hostel	9980031114
12	DR. RUKHSAR	PG Student	8431745650
13	DR. SADANAND SHIVANNA KUNTARADDI	PG Student	8861125143
14	SUFIYAN	Intern	7829235703

Email ID: antiragardch@gmail.com

Note: Any issue concerned to ragging the students are instructed to contact any of the above mentioned staff.

Any student found indulging in ragging will be suspended from the college immediately.

Every student joining the Institute is required to submit an undertaking in the prescribed format which is mandatory, to abstain from ragging in any form.

Academic Rules and Regulation

As per the DCI regulation 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 on 1st August every year as per 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

(Reference: Dental Council of India Notification, 25th July 2007 page no. 110)

HOSTEL: RULES AND REGULATIONS

All the students who are staying in the hostel are required to follow the following rules and regulations of the hostel.

1. Ragging is strictly prohibited. If anyone is found guilty of directly/indirectly involved or abetting in ragging he/she will be punished/rusticated/expelled/suspended from the institute and also liable to prosecution in terms of the Supreme Court of India decision on Writ Petition No. (C) 656/1998. Ragging is now a crime.
2. Hostel rooms are equipped with furniture and fitting of appliances. Student occupying the room will sign for the receipt of items in the prescribed form. He/She will be

- responsible to hand over the items in their original serviceable condition to hostel authorities while leaving the rooms on close of the academic session.
3. Rough handling of dining hall furniture or any furniture/property of fitting of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from his/her/group. Repeated acts of causing to the hostel property will result in expulsion from the hostel.
 4. The hostellers themselves are personally responsible to safeguard their belongings. They are advised not to keep large amounts of cash or valuables like gold ring, costly wristwatch etc., in their rooms. They should also take care of their Purse, Calculators, Cell Phones, Lap Tops, and Books. In case of theft or loss of any item the hostel authorities/institute will not be responsible for such loss. The hostellers are advised to keep their rooms. Boxes, suitcases, cupboards, etc., securely locked with good quality locks.
 5. The hostellers are neither allowed to keep private electrical equipments or would tamper with electrical fitting provided in rooms. They can keep mobile charger and table lamp.
 6. It is mandatory for students residing in the Hostel to join the mess attached to the hostel. Hostellers are required to dine in the dining hall. Indoor cooking including making of tea/coffee/noodles in the rooms is strictly prohibited.
 7. Smoking, gambling in any form such as Playing Cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will be asked to vacate the hostel.
 8. The institute timings are 9:00 am to 3:00pm. Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take the permission and communicate the information to the Warden in writing.
 9. No student shall leave the hostel without prior permission of the hostel warden.
 10. All students will report for the Roll Call every day as per prescribed timings.
 11. Students who want to go home during college vacation or taking personal leave or to attend wedding, other social functions and going to their local guardian's place will require to take permission from the Chief Warden and Warden, subject to receipt of written request for the same from parents of the student.

12. Hostellers are not allowed to go out of the campus during classes. They are permitted to go out of the hostel before 8:00 pm only.
13. In case of medical emergency only, permission may be given to leave the hostel only when the parents will talk telephonically to the Chief Warden/Warden by the number mentioned in the 'Undertaking Form by the Parent.'
14. Students having any Chronic/Communicable disease are not allowed to stay in hostel.
15. Parents/Guardians/Visitors can meet their ward with the permission of the hostel warden before 7:00 pm. No Parent/Guardian/Visitor is allowed to stay in hostel. Male visitors are not allowed to visit students in their living rooms.
16. No notice will be displayed by hostel inmates in the hostel notice board without the countersignature of hostel warden.
17. Misbehavior with any hostel authorities and inmates, taking part directly/indirectly in any movements or agitation or strike of students in the institute for any reason whatsoever will attract punishment, rustication or expulsion, which in the opinion of the management is subversive to the discipline of the institute.
18. The hostellers are not permitted to stay out of the hostel beyond 8:00pm.
19. Day scholars are not allowed to enter the hostel. Lights and fans to be switched off when no one is in the room.
20. Parents should intimate the warden regarding the change in their as well as their ward's landline/Mobile No.
21. Girls should not go alone outside the college campus. She should accompany with one or two girls.
22. It is mandatory for the parents to fill the form 'Undertaking by the Parent' and to provide the items mentioned in the same form.
23. The Institute/Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above mentioned rules, disciplinary action will be taken against him/her.

LIBRARY: RULES & REGULATIONS

Library working hours: 9:00am – 6:00pm (Monday to Saturday)

1. All students and teaching staff of the college are members of the library.

2. All users should maintain silence and strict discipline in the library. Every one shall ensure that no reader is disturbed in his study by any act of his/her. Outmost care shall be taken by all to keep the library always clean and clam.
3. A visitor register (Staff & Students) is kept near the entrance gate; readers should enter their name and other details and sign it.
4. Apron is mandatory before entering library
5. Identity Card is compulsory for getting access to the library.
6. Library Identity Card, Borrowers Card and Books are strictly not transferable
7. Books will be issued to the students, during the library circulation hours.
8. A teaching staff member can borrow maximum three books at a time for a period of 15 days.
9. Each student can borrow two books for seven days. A late fee of Rs. 10.00 per day will be charged for books/documents not returned within due date.
10. A document issued may be renewed up to two times provided there is no pending reservation against it.
11. Library reserves the right to call back any issued book/item at any time.
12. Library documents such as reference books & journals shall not be issued out of the Library and are to be consulted within the library premises.
13. After reading, make sure that the books, periodicals and newspapers are kept back at their respective places.

14. Readers should not misplace, deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource. Books borrowed should be protected from rain, dust and insects.
15. All the students have to return the library books before the University Examination.
16. All the students should collect library No Due Certificate duly signed by librarian before paying exam fees.
17. Mobile phones are should be kept in silent mode ringing will be penalized a fine of Rs. 100/- (Rs. One Hundred Only).
18. No visitor or guest is permitted to use the library without the prior permission of the librarian. He /She is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached.
19. Chewing, smoking, spitting drink, food & sleeping is strictly prohibited in the library premises.
20. Library computers are for academic purpose only. Do not tamper with the computer settings. Follow the internet safety guidelines.
21. The library rules and regulations shall be modified from time to time without notice and shall be binding on all concerned.
22. Any infringement of library rules and misbehaving with library staff may lead to the withdrawal of membership privileges.
23. All members should collect library No Due Certificate duly signed by librarian before getting relieved by the college.

CODE OF CONDUCT FOR TEACHING STAFF

This institution recognizes the employees as the pillars of our Organization, and sets certain basic guiding principles for enhancing interpersonal relationship.

Employees should maintain certain values, as follows:

- Be trustworthy and respectful
- Maintain dignity of labour 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 amount to code breach.
- Employees are required to dress in a presentable manner keeping in mind the image of the Institution.
- Employees should have a positive work attitude , should not indulge in wasting time chatting with others without any official purpose.
- Employees are required to adhere to the official timings and to avail leave with prior approval.
- Women employees are to be treated with respect and absolute modesty.
- Employees should strictly adhere to the Data Security of Institution system and internet usage as per IT guidelines.

Leave Rules:

- Not more than 2 faculties from the department should take leave at the same time.
- More than 2 days continuous leaves n more than 3 days in a month, need to take written permission from the principal's office n submit the application to HOD for further process.

- Leave need to be applied on EDUWIZE one day before the leave, get approved from HOD on the same day.
- Casual leaves 12 days/year for personal work purpose. Maximum 1 day in a month, prefix suffix holidays.
- Special casual leaves /UG n PG examination /On duty leave for 10 days /year for National/ International conferences within India/abroad to present paper/chairing a session/committee meetings / Ph.D work/ University Examination duties/ 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 n Principal's office

Responsibility under the Code

As compliance to the above commitment on the part of the employees, the employees have following responsibility under the code -

- It is expected that every employee considers this Code of conduct as his/her personal responsibility and keep informed the violation to the code.
- It is the responsibility of the employee to ensure that they do not misuse the code. Any such incident will be viewed seriously.
- The Institution assets to be handled carefully specific for the intended purposes.
- It is the responsibility of every employee to protect and must maintain absolute confidentiality of information which he / she get to know or acquire during the performance of his / her work. Confidential information means any information, which is not in the public domain.

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

CODE OF CONDUCT FOR NON- TEACHING STAFF

1. It is the collective responsibility of all the members of the supporting staff to perform his/her duties efficiently, as per the Institutional norms.
2. The supporting staff shall have a respectful attitude with the teaching faculty, students and other administrative staff.
3. The supporting staff shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
4. All the supporting staff should wear uniform and should be dressed appropriately.
5. The supporting staff are required to support the department for the development of the clinics/labs and also in the maintenance of instruments /equipments.
6. The supporting staff shall actively support their colleagues and other faculty of the institution in all the academic and administrative activities.
7. The supporting staff shall not remain absent without the prior permission of the authorities.
8. The staff shall not involve either directly or indirectly in any form of business /external assignments during their college working hours.
9. The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.
10. The staff shall be careful not to damage the properties of the Institution.
11. The staff shall maintain their moral values both inside and outside the campus.

Leave Rules:

- **Casual leaves**
12 days/year for personal work purpose. Maximum 1 day 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.
- **Note:** Sanction of leaves as per the requirement will be purely from management's decision in Principal's office

Responsibility under the Code:

- As compliance to the above commitment on the part of the employees, the employees have
- following responsibility under the code -
- It is expected that every employee considers this Code of conduct as his/her personal responsibility and keep informed the violation to the code.
- It is the responsibility of the employee to ensure that they do not misuse the code. Any such incident will be viewed seriously.
- The Institution assets to be handled carefully specific for the intended purposes.
- Do not use the power vested on to any individual for personal gains.