

MONITORING COMMITTEE FOR CODE OF CONDUCT

ACADEMIC YEAR 2016-17

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. Girish Katti	Principal	Oral Medicine and Radiology
2.	Dr. Syed Zakaullah	Vice Principal	Oral Surgery
3.	Dr. Heena Zainab	IQAC co-ordinator Prof And HOD	Oral Pathology and microbiology
4.	Dr. Shailendra Mashalkar	Prof And HOD	Conservative Dentistry and Endodontics
5.	Dr. Arshad Hussain	Reader	Orthodontics
6.	Dr. Mahesh Hiregoudar	Reader	Public Heath Dentistry
7.	Dr. Sangeeta Kulkarni	Reader	Conservative Dentistry and Endodontics
8.	Dr. Erika Ilse	Lecturer	Oral Pathology and microbiology

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


PRINCIPAL
Al-Badar Rural Dental College
& Hospital, KALABURAGI

PRINCIPAL

**RULES AND REGULATIONS OF COLLEGE AND CODE OF CONDUCT BEING
EXPLAINED BY DR. HEENA ZAINAB**



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

Sl. No.	Name of the Staff	Designation	Mobile
1	DR. SYED ZAKAULLAH <small>MDS</small>	Chairman	9845204500
2	DR. HEENA ZAINAB <small>MDS</small>	Co-Chairman	9844301655
3	DR. SHIREEN FATIMA <small>MDS</small>	Member	9739617757
4	DR. ARSHAD HUSSAIN <small>MDS</small>	Member	9449087816
5	DR. SANGEETA KULKARNI <small>MDS</small>	Member	9448829766
6	DR. SRINIVAS GHALI <small>MDS</small>	Member	9845153654

7	DR. ADITYA RAO _{MDS}	Member	9841786743
8	DR. CHANDRIKA KAMPLI _{BDS}	Member	9036522002
9	DR. MAHESH HIREGOUDER _{MDS}	Member (Boys warden)	9480058721
10	DR. ERIKA ILSE _{BDS}	Warden (Girls Hostel)	9880737574
11	MISS CHANDRAKALA	Dy warden (Girls hostel)	8147892159
13	DR. KHAJA MOINUDDIN	PG Student	9916567413
14	MISS ZUFAIN GULNIHAR	Intern	7795285553

ANTI RAGGING SQUADS

SQUAD I

1. DR. HEENA ZAINAB
2. DR. ARSHAD HUSSAIN
3. DR. SANGEETA KULKARNI
4. DR. SHAIKH PARVEZ

SQUAD II

1. DR. SYED ZAKAULLAH
2. DR. SHIREEN FATIMA
3. DR. SRINIVAS GHALI
4. DR. ERIKA ILSE

STUDENTS SQUAD

1. DR. KHAJA MOINUDDIN – PG STUDENT (ORAL PATHOLOGY)
2. MISS. ZUFAIN GULNIHAR – INTERN

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, Laptops, 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 equipment 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 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. Everyone 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 are 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 account 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 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:

- Casual leaves
12 days/year for personal work purpose. Maximum 2 days at a stretch excluding intervening, prefix suffix holidays.
- Special casual leaves/ On Duty Leave
10days/year for National / International conferences within India/abroad to present paper/chairing a session/committee meetings / Ph.D work/ University Examination duties/ Inspection duties. 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 60 days at a stretch. Accumulated EL will be carried over.

- **Restricted Holiday**
3days/year.
- **Maternity Leave**
45days. Not to be debited to leave account. Can be combined with any other leave except CL.
- **Paternity Leave**
7days. Take care of the child and wife. Only to male member. Not to be debited to Leave account. Can be combined with any other leave except CL.
10days/year.
- **Medical Leave**
15days/year. Not to be debited to leave account. Can be combined with any leave and also can be prefixed and suffixed with holidays but intervening holidays will be treated as medical leave. Accumulated medical leaves will be carried over.
Note: Leave applications to be notified to the Principal's office seeking permission 1 day prior.

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.

Any clarification under this code can be sought from the Institution Authority. Interpretation given by Institution Authority is final and conclusive.

I have fully understood the code of commitment. In token of my consent and acquaintance I hereby set my signature unto this undertaking without any source of duress from any corner.

Signature of the Employee Date

Name of the Employee Place

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 service.
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:

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12 days/year for personal work purpose. Maximum 2 days at a stretch excluding intervening, prefix suffix holidays.
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10 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 60 days at a stretch. Accumulated EL will be carried over.
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Al-Badar Rural Dental College
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& Hospital, KALABURAGI

**RULES AND REGULATION AND CODE OF CONDUCT EXPLAINED BY DR.
SYED ZAKAULLAH**



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RULES AND REGULATIONS REGARDING RAGGING

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ANTI-RAGGING COMMITTEE

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4.	DR. SHIREEN FATIMA MDS	Member	9739617757
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10.	DR. CHANDRIKA KAMPLI BDS	Member	9036522002
11.	DR. MAHESH HIREGOUDAR MDS	Member	9480058721
12.	DR. ERIKA ILSE BDS	Warden Girls Hostel	9880737574
13.	MISS CHANDRAKALA	DY WARDEN	8147892159
14.	DR. KHAJA MOINUDDIN	PG Student	9916567413
15.	DR. IFRA IFTIKAR	PG Student	8050640669
16.	MISS. RAKHI	Intern	9916775653

ANTI RAGGING SQUADS

SQUAD I

1. DR. SYED ZAKAULLAH
2. DR. SHIREEN FATIMA
3. DR. PARVEZ ABUBAKR
4. DR. ERIKA ILSE

SQUAD II

1. DR. HEENA ZAINAB
2. DR. ARSHAD HUSSAIN

3. DR. SANGEETA KULKARNI

4. DR. ADITYA RAO

STUDENTS SQUAD

- | | |
|------------------------|-------------------------------|
| 1. DR. KHAJA MOINUDDIN | – PG STUDENT (ORAL PATHOLOGY) |
| 2. DR. IFRA IFTIKAR | – PG STUDENT (ORAL SURGERY) |
| 3. DR. ABDUL RAFAY | – INTERN |

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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 are 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 account 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 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:

- Casual leaves
12 days/year for personal work purpose. Maximum 2 days at a stretch excluding intervening, prefix suffix holidays.
- Special casual leaves/ On Duty Leave
10days/year for National / International conferences within India/abroad to present paper/chairing a session/committee meetings / Ph.D work/ University Examination duties/ Inspection duties. Cannot be combined with any other leaves.
- Earned Leave

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 60 days at a stretch. Accumulated EL will be carried over.

- **Restricted Holiday**
3days/year.
- **Maternity Leave**
45days. Not to be debited to leave account. Can be combined with any other leave except CL.
- **Paternity Leave**
7days. Take care of the child and wife. Only to male member. Not to be debited to Leave account. Can be combined with any other leave except CL.
10days/year.
- **Medical Leave**
15days/year. Not to be debited to leave account. Can be combined with any leave and also can be prefixed and suffixed with holidays but intervening holidays will be treated as medical leave. Accumulated medical leaves will be carried over.
Note: Leave applications to be notified to the Principal's office seeking permission 1 day prior.

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.

Any clarification under this code can be sought from the Institution Authority. Interpretation given by Institution Authority is final and conclusive.

I have fully understood the code of commitment. In token of my consent and acquaintance I hereby set my signature unto this undertaking without any source of duress from any corner.

Signature of the Employee Date

Name of the Employee Place

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 service.
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.

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PRINCIPAL
Al-Badar Rural Dental College
& Hospital, KALABURAGI

MONITORING COMMITTEE FOR CODE OF CONDUCT

ACADEMIC YEAR 2018-19

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. Girish Katti	Principal	Oral Medicine and Radiology
2.	Dr. Syed Zakaullah	Vice Principal	Oral Surgery
3.	Dr. Heena Zainab	IQAC co-ordinator Prof And HOD	Oral pathology and microbiology
4.	Dr. Ghousia Fatima	Prof And HOD	Periodontics
5.	Dr. Arshad Hussain	Reader	Orthodontics
6.	Dr. Mahesh Hiregoudar	Reader	Public Health Dentistry
7.	Dr. Parvez Abubakr	Reader	Prosthodontics
8.	Dr. Erika Ilse	Lecturer	Oral Pathology and microbiology

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


PRINCIPAL
Al-Badar Rural Dental College
& Hospital, KALABURAGI

**RULES AND REGULATIONS OF COLLEGE AND CODE OF CONDUCT
EXPLAINED BY DR. ERIKA ILSE**



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

Sl. No.	Name of the Staff	Designation	Mobile
1	DR.SYED ZAKAULLAH MDS	Chairman	9845204500
2	DR HEENA ZAINAB MDS	Co-Chairman	9844301655
3	DR. SHIREEN FATIMA MDS	Member	9739617757
4	DR. ARSHAD HUSSAIN MDS	Member	9449087816
5	DR. PARVEZ ABUBAKAR MDS	Member	9980031114

6	DR. SANGEETA KULKARNI _{MDS}	Member	9448829766
7	DR. TANVEER FATIMA _{MDS}	Member	8971952716
8	DR. CHANDRIKA KAMPLI _{BDS}	Member	9036522002
9	DR. MAHESH HIREGOUDAR _{MDS}	Member	9480058721
10	DR. ERIKA ILSE _{BDS}	Warden (Girls Hostel)	9880737574
11	MISS CHANDRAKALA	Dy Warden	8147892159
12	DR. KHAJA MOINUDDIN	PG Student	9916567413
13	DR. IFRA IFTIKAR	PG Student	8050640669
14	MISS. SAMEENA	Intern	7008222070

ANTI RAGGING SQUADS

SQUAD I

1. DR. SYED ZAKAULLAH
2. DR. SHIREEN FATIMA
3. DR. PARVEZ ABUBAKR
4. DR. ERIKA ILSE

SQUAD II

1. DR. HEENA ZAINAB
2. DR. ARSHAD HUSSAIN
3. DR. SANGEETA KULKARNI
4. DR. MAHESH HIREGOUDER

STUDENTS SQUAD

1. DR. KHAJA MOINUDDIN – PG STUDENT (ORAL PATHOLOGY)
2. DR. IFRA IFTIKAR – PG STUDENT (ORAL SURGERY)
3. DR. HAROON – INTERN

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 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.
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Note: Leave applications to be notified to the Principal's office seeking permission 1 day prior.

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- Do not use the power vested on to any individual for personal gains.
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I have fully understood the code of commitment. In token of my consent and acquaintance I hereby set my signature unto this undertaking without any source of duress from any corner.

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PRINCIPAL
Al-Badar Rural Dental College
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ACADEMIC YEAR 2019-20

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4.	Dr. Ghousia Fatima	Prof And HOD	Periodontics
5.	Dr. Rahul Halkai	Prof And HOD	Conservative Dentistry and Endodontics
6.	Dr. Arshad Hussain	Reader	orthodontics
7.	Dr. Mahesh Hiregoudar	Reader	Public Heath Dentistry
8.	Dr. Erika Ilse	Lecturer	Oral Pathology and microbiology

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


PRINCIPAL
Al-Badar Rural Dental College
& Hospital, KALABURAGI

**RULES AND REGULATIONS OF COLLEGE AND CODE OF CONDUCT BEING
EXPLAINED BY DR. HEENA ZAINAB**



CODE OF CONDUCT FOR STUDENTS

WORKING HOURS

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- 4) F.I.R will be lodged with police against them.

ANTI-RAGGING COMMITTEE

Sl. No.	Name of the Staff	Designation	Mobile
1	DR.SYED ZAKAULLAH MDS	Chairman	9845204500
2	DR HEENA ZAINAB _{MDS}	Co-Chairman	9844301655
3	DR. SHIREEN FATIMA MDS	Member	9739617757
4	DR. ARSHAD HUSSAIN MDS	Member	9449087816
5	DR. PARVEZ ABUBAKAR MDS	Member	9980031114
6	DR. SANGEETA KULKARNI MDS	Member	9448829766
7	DR. TANVEER FATIMA MDS	Member	8971952716
8	DR. MAHESH HIREGOUDAR MDS	Member	9480058721
9	DR. CHANDRIKA KAMPLI BDS	Member	9036522002

10	DR. ERIKA ILSE BDS	Warden Girls Hostel	9880737574
11	DR. ARSHIYA	PG Student	8105955568
12	DR. SYED AHMED	PG Student	7416766894
13	MISS Z.S AFRIN	INTERN	7259250950
14	MISS CHANDRAKALA	Dy Warden	8147892159

ANTI RAGGING SQUADS

SQUAD I

1. DR. HEENA ZAINAB
2. DR. ARSHAD HUSSAIN
3. DR. SANGEETA KULKARNI
4. DR. MAHESH HIREGOUDAR

SQUAD II

1. DR. SYED ZAKAULLAH
2. DR. SHIREEN FATIMA
3. DR. PARVEZ ABUBAKR
4. DR. ERIKA ILSE

STUDENTS SQUAD

- | | |
|-------------------|-------------------------------|
| 1. DR. ARSHIYA | – PG STUDENT (CONSERVATIVE) |
| 2. DR. SYED AHMED | – PG STUDENT (ORAL PATHOLOGY) |
| 3. MISS. SAHIL | – INTERN |

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 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 are 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 account 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 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:

- Casual leaves
12 days/year for personal work purpose. Maximum 2 days at a stretch excluding intervening, prefix suffix holidays.
- Special casual leaves/ On Duty Leave
10days/year for National / International conferences within India/abroad to present paper/chairing a session/committee meetings / Ph.D work/ University Examination duties/ Inspection duties. Cannot be combined with any other leaves.
- Earned Leave

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 60 days at a stretch. Accumulated EL will be carried over.

- Restricted Holiday
3days/year.
- Maternity Leave
45days. Not to be debited to leave account. Can be combined with any other leave except CL.
- Paternity Leave
7days. Take care of the child and wife. Only to male member. Not to be debited to Leave account. Can be combined with any other leave except CL.
10days/year.
- Medical Leave
15days/year. Not to be debited to leave account. Can be combined with any leave and also can be prefixed and suffixed with holidays but intervening holidays will be treated as medical leave. Accumulated medical leaves will be carried over.
Note: Leave applications to be notified to the Principal's office seeking permission 1 day prior.

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.

Any clarification under this code can be sought from the Institution Authority. Interpretation given by Institution Authority is final and conclusive.

I have fully understood the code of commitment. In token of my consent and acquaintance I hereby set my signature unto this undertaking without any source of duress from any corner.

Signature of the Employee Date

Name of the Employee Place

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 service.
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.

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PRINCIPAL
Al-Badar Rural Dental College
& Hospital, KALABURAGI

MONITORING COMMITTEE FOR CODE OF CONDUCT

ACADEMIC YEAR 2020-21

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	Oral surgery
2.	Dr. Arshad Hussain	Vice Principal	Orthodontics
3.	Dr. Heena Zainab	IQAC co-ordinator Prof And Hod	Oral Pathology and microbiology
4.	Dr. Arshiya Ara	Prof And Hod	Oral medicine and radiology
5.	Dr. Rahul Halkai	Prof And Hod	Conservative Dentistry And Endodontics
6.	Dr. Mahesh Hiregoudar	Prof	Public Health Dentistry
7.	Dr. Erika Ilse	Lecturer	Oral Pathology
8.	Mrs. Zakiya Sultana	Assistant professor	Gen microbiology

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


PRINCIPAL
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& Hospital, KALABURAGI

**RULES AND REGULATIONS OF COLLEGE, CODE OF CONDUCT BEING
EXPLAINED BY DR. ARSHIYA ARA**



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

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. SHIREEN FATIMA _{MDS}	Member	9739617757
4	DR. ARSHAD HUSSAIN _{MDS}	Member	9449087816
5	DR. PARVEZ ABUBAKAR _{MDS}	Member	9980031114

6	DR. TANVEER FATIMA _{MDS}	Member	8971952716
7	DR. SAFIYA SANA _{MDS}	Member	7760739050
8	DR. MAHESH HIREGOUDAR _{MDS}	Member	9480058721
9	DR. PAVAN R DIWANJI _{MDS}	Member	9886930467
10	DR. ERIKA ILSE _{BDS}	Warden Girls Hostel	9880737574
11	DR. CHANDRIKA KAMPLI _{BDS}	Member	8147970452
12	DR. ARSHIYA	PG Student	8105955568
13	DR. SYED AHMED	PG Student	7416766894
14	MISS. AMEERA BASHMINA	Intern	9538159795
15	MRS. AYESHA SIDDIQUA	Dy. Warden Girls Hostel	7337806024

ANTI RAGGING SQUADS

SQUAD I

1. DR. HEENA ZAINAB
2. DR. ARSHAD HUSSAIN
3. DR. SAFIYA SANA
4. DR. MAHESH HIREGOUDAR

SQUAD II

1. DR. SHIREEN FATIMA
2. DR. PARVEZ ABUBAKAR
3. DR. TANVEER FATIMA
4. DR. ERIKA ILSE

STUDENTS SQUAD

- | | |
|--------------------------|-------------------------------|
| 1. DR. ARSHIYA | – PG STUDENT (CONSERVATIVE) |
| 2. DR. SYED AHMED | – PG STUDENT (ORAL PATHOLOGY) |
| 3. MISS. AMEERA BASHMINA | – INTERN |

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

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

- Paternity Leave

7days. Take care of the child and wife. Only to male member. Not to be debited to Leave account. Can be combined with any other leave except CL.

- Medical Leave

15days/year. Not to be debited to leave account. Can be combined with any leave and also can be prefixed and suffixed with holidays but intervening holidays will be treated as medical leave. Accumulated medical leaves will be carried over.

Note: Leave applications to be notified to the Principal's office seeking permission 1 day prior.


PRINCIPAL
Al-Badar Rural Dental College
& Hospital, KALABURAGI