



PUSHPAGIRI

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**COLLEGE OF
DENTAL
SCIENCES**

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CODE OF CONDUCT



Dr. K. George Varghese MDS
Principal
Pushpagiri College of Dental Sciences

Institutions under Pushpagiri Medical Society

- ▶ Pushpagiri Institute of Medical Sciences and Research Centre ▶ Pushpagiri Medical College Hospital ▶ Pushpagiri Medical College Hospital
- ▶ Pushpagiri Heart Institute ▶ Pushpagiri College of Dental Sciences ▶ Pushpagiri College of Pharmacy
- ▶ Pushpagiri College of Nursing ▶ Pushpagiri College of Allied Health Sciences ▶ Pushpagiri School of Nursing
- ▶ Pushpagiri Centre for CGFNS and IELTS Training ▶ Pushpagiri Research Centre

1. General Code of Conduct

- a) All students are expected to conduct themselves with decorum and discipline at all times and in all places. Each one should maintain the highest moral standard always and refrain from using foul language.
- b) Students should report for classes punctually at 8 am. They should not loiter around during class hours and should refrain from noisy unruly behavior in the college and class rooms.
- c) Students are not permitted to use mobile phones at all in the college campus.
- d) Students are not allowed to bring any vehicles into the college campus or the hostels.
- e) All assignments and other works given by teachers should be regularly done and submitted in time.
- f) Students are expected to be polite and courteous in their behavior at all times.
- g) Students should not deface or dirty the walls, benches or other furniture. Classrooms and surroundings should be kept tidy and clean. Litter should be put in the waste bins only.
- h) For irregular attendance, disobedience, malpractice at exams or any action not conducive to the moral tone and discipline of the institution, a student may incur punishment including suspension or dismissal.
- i) Hostels are out of bounds to the day scholars.
- j) Students are responsible for any valuables/ cash carried by them and the institution will not be responsible for any loss sustained. However this may be reported to the Principal's



office.

k) Any damage done to the college property should be paid for.

l) Any serious breach of discipline including discourtesy and disrespect to the staff/management/wardens in any way will be taken seriously.

m) Parents staying abroad should give the contact details of a responsible guardian who can take the entire responsibility of the ward, in the absence of the parent.

n) Gambling, smoking, consumption of alcoholic drinks, reading/ browsing of pornographic material, keeping or using of dangerous drugs is prohibited.

o) Ragging in ANY FORM is STRICTLY prohibited and any indulgence in such activity will result in IMMEDIATE EXPULSION.

2. Code of Conduct for Students

This Code shall apply to all kinds of conduct of students that occurs on the college premises and any off-campus conduct that has or may have serious consequences or adverse impact on the college interests or reputation.

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that, He/she shall be regular and must complete his/her studies in the college. Students must have a compulsory attendance of 80%.

Every student will maintain proper discipline, integrity and dignity in the college Campus and will behave appropriately with the Officers, Authorities, Faculty Members, Staff Members and other students of the college.

During the entire duration of his/her course he/she will not enroll himself/herself for any other Regular Course in any other University/College/Institution.



He/she will neither indulge in any illegal, unlawful or criminal activity, ragging, malpractice, misconduct, fraud nor will get involved in consumption of liquor, drugs, smoking or any other kind of addiction in any manner in the college premises. In case he/she is found indulging in any of the above the college may take any legal action against him/her.

That he/she shall be liable to pay late fee of Rs. 200/- for the period of every 15 days in case he/she fails to deposit his/her fees till stipulated last date of payment of fee and in case of non payment of fee (whether full or partial) within a period of 60 days after last date his/her admission will be liable to cancel.

That he/she would attend the college in prescribed Uniform and carry and display his/her Identity Card issued by the college, every day, if unable to do so the college can initiate action as per rules and regulations.

That in case he/she is found travelling in the college Bus without due authorization and permission he/she shall be liable to pay the transport fee of concerned route for the whole academic year. • That day scholar is not allowed to stay in the hostel(s) without written permissions and authorization of the warden and senior authorities of the college. In case he/she is found in the Hostel Premises, he/she will be liable to pay fine as decided by the college.

That his/her participation in any Bandh / Harthal/ Strike can lead to strict disciplinary action against him/her.

That he/she will park his/her personal vehicle(s) in the college parking entirely on his/her own risk and in case of any mishappening to it i.e. theft, damage, breakage, loss etc. he/she will not claim any compensation from the college.

That during his/her future visits on any educational/industrial tour or extracurricular activity if he/she sustains any injury or suffer any accident, college will not be responsible for the same.



That he/she shall maintain proper discipline, peace and abide by the rules and circulars issued by the college time to time and in case of any default by him/her, the college can take action against him/her.

3. Code of Conduct for Faculty

- a) A teacher shall carry out the legitimate academic and administrative decisions taken by the college authorities pertaining to his/her sphere of responsibility/duties.
- b) A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or gender or for other reason of an arbitrary or personal nature and shall not incite students/ teachers against other students or other teachers, colleagues of the college.
- c) A teacher shall not remain absent from duty without proper sanction of leave except in case of emergency.
- d) A teacher shall desist/refrain from indulging in unempirical publication which would prove to be detrimental to the reputation and the progress of the college.
- e) A teacher may be permitted to take up consultancy under terms and conditions as outlined in the relevant Statute/Ordinance as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly.
- (f) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.



(g) Co-operate with the authorities for the betterment of the University's keeping in view the interest and in conformity with dignity of the profession.

(h) Should adhere to the conditions of contract.

(i) Give and expect due notice before a change of position is made, and

(j) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(k) Must follow the HR Policy, Travel Policy, Leave Policy, Research Policy, Social Media Policy and instructions issued by the college authorities from time to time.



4. Code of Conduct for Non-Teaching Staff

The university expects its Employees to foster an environment which reflects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on the standard of dignity and professional conduct:-

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Maintain independence & be impartial in the discharge of official duties.
4. Must not be absent without sanctioned leave.
5. Maintain a responsible and decent standard of conduct in private life. • Must not indulge in bigamy except permitted in religious personal laws. • Must not give dowry, take dowry and demand dowry. • Must not neglect wife, children, and parent. • Must not employ child labor at home. • Must not involve in adultery, moral turpitude.
6. Render courteous services to the public.
7. Maintain political neutrality.
8. Keep away from demonstrations organized by political organizations.
9. Refrain themselves and their family from joining any organization that involved in subversive/criminal activities.
10. If arrested, must inform his/her superior in the office.
11. Avoid consumption of intoxicating drinks & drugs in office, in public place or at home.
12. Must not travel abroad without information to the university and must not express any view on Indian or foreign affairs while visiting foreign countries.



13. Must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India; public order and morality.

14. Must not take private consultancy work.

15. Must follow the Social Media Policy of Kalinga University





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Minutes of Code of Conduct meeting on 03/10/2020

at 12.00 noon at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Benley George
4. Dr Biju Sebastian
5. Dr Baby James
6. Dr Manuja Nair
7. Mr Sejoy Abraham
8. Mr Deon Paul
9. Dr Ashwin Joseph

The meeting started with a silent prayer.

Principal Dr K. George Varghese welcomed the gathering.

Dr Biju Sebastian informed that now the communication with all BDS batches have been better as the class representatives are permitted to use mobile phones. Dr Benley George informed that after the issue of circular to all Departments faculty have significantly reduced the use of mobile phones in clinics. Principal informed that faculty should be the leading light for the students. Dr Biju Sebastian informed that there was no report of violation of code of conduct by students. Dr Biju Sebastian informed that for the new batch of students during their orientation programme the code of conduct is explained to them. Dr Biju Sebastian informed that a code of conduct handbook has been prepared for faculty, non teaching staff and students and it is inserted in College Website. Principal appreciated the initiative.

With no other matters the meeting concluded by 12.45p.m.

Dr K. George Varghese
Principal